

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, October 14, 2019 7:00 PM  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
  - A. Technology Services Update
  - B. Later School Start Time Update
- VI. Consent Agenda
  - A. Approval of Minutes
  - B. Personnel Items
- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Request to Hire Additional Non-Licensed Special Education EA/PCA
    - 2. Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation
    - 3. Resolution Establishing Combined Polling Places
- VIII. Items for Information
  - A. Enrollment Report
  - B. Construction Update #15
  - C. Community Neighborhood Meeting is scheduled Wednesday, October 16, 2019 at 4:30 p.m. in the Media Center at Greenvale Park Elementary School
  - D. World's Best Workforce is scheduled Monday, October 28, 2019 at 6:15 p.m. in the HS Media Center
  - E. Retired Educators' Luncheon is scheduled Wednesday, October 30, 2019 at Ruth's On Stafford. Doors open at 11:30 a.m.
- IX. Future Meetings
  - A. Monday, October 21, 2019, 5:00 PM, Special Board Meeting, NHS Media Center
  - B. Monday, October 28, 2019, 6:15 PM, World's Best Workforce Presentation, NHS Media Center
  - C. Monday, October 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
  - D. Tuesday, November 12, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- X. Adjournment

**NORTHFIELD PUBLIC SCHOOLS  
MEMORANDUM**

Monday, October 14, 2019, 7:00 PM  
Northfield High School Media Center

**TO: Members of the Board of Education**  
**FROM: Matthew Hillmann, Ed.D., Superintendent**  
**RE: Explanation of Agenda Items for Monday, October 14, 2019, Regular School Board Meeting**

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

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

Kim Briske, Director of Technology Services, will provide an update on current technology projects in the district.
  - B. Later School Start Time: Plan Update

Superintendent Hillmann will share a current concept plan that would support a later start time to the school day for secondary students.
- 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 23, 2019.
  - B. Personnel Items
    - a) Appointments
      1. Giselle Barojas Velazquez, Targeted Services PLUS Site Assistant at Greenvale Park for 1.5 hours/day, beginning October 7, 2019, through June 5, 2020; Step 1- \$13.21/hour.
      2. Lynn Bauman, Assistant Gymnastics Coach for 2 hours/day at the High School, beginning November 11, 2019; Level E, Step 5
      3. Craig Cardinal, Head Nordic Ski Coach for 2 hours/day at Northfield High School, beginning November 11, 2019; Level D, Step 3.
      4. Katie Dahmeh, Special Education Educational Assistant PCA for 7 hours/week at Longfellow Early Childhood Special Education, beginning on October 8, 2019, through June 10, 2020; Step 1-\$15.93/hour.
      5. Caleb Davidson, Targeted Services PLUS Teacher for up to 1.5 hours/day at Greenvale Park, beginning on October 14, 2019, through May 6, 2020; Year 1, \$27.11/hour.
      6. John Eckhart, Auditorium Technician for up to 19 hours/week with Community Services, beginning October 9, 2019; \$22.74/hour.



7. Stephen Fox, Building Supervisor for up to 10 hours/week with Community Services, beginning October 12, 2019. \$16.30/hr.
8. Candace Hard, 1.0 FTE Long Term Substitute Special Education Teacher EBD at Greenvale Park, beginning on November 6, 2019, through February 18, 2020; BA+15, Step 10.
9. Lucinda Huschle, Special Education Educational Assistant PCA for 6.25 hours/day and General Education for .50 hours per day at Northfield High School, beginning on October 10, 2019, through June 5, 2020; Special Ed, Step 4-\$17.10/hour and General Education Step 4-\$16.52/hour.
10. Samantha Kile, Event Worker at Northfield High School, beginning on September 27, 2019; Event worker rate of pay.
11. Yailyn Moran, KidVentures Site Assistant for up to 6 hours/week at Sibley, beginning September 26, 2019; Step 2-\$13.56/hour.
12. Gretchen Olson, Targeted Services PLUS Site Assistant for up to 1.5 hours/day at Greenvale Park, beginning October 7, 2019, through June 5, 2020; Step 1-\$13.21/hour.
13. Karen Rodriguez, Targeted Services PLUS Site Assistant for up to 1.5 hours/day at Greenvale Park, beginning October 7, 2019, through June 5, 2020; Step 1-\$13.21/hour.
14. Linda Rosas Balvin, Targeted Services PLUS Site Assistant for up to 1.5 hours/day at Greenvale Park, beginning October 7, 2019, through June 5, 2020; Step 2-\$13.56/hour.
15. Paula Sannes, Fall Event Worker at Northfield High School, beginning September 3, 2019; Event worker rate of pay.
16. Chala Tafesa, Community School Site Assistant for up to 10 hours/week at Greenvale Park Community School, beginning September 26, 2019, through June 5, 2020; Step 1-\$13.21/hour.
17. Sheldon Volkert, Assistant Gymnastics Coach for 2 hours/day at the High School, beginning November 11, 2019; \$14.00/hour.

b) Increase/Decrease/Change in Assignment

1. Kristin Basinger, Special Ed EA PCA at the Middle School, increase Special Ed EA PCA Bus Assistant time to 1.33 hours/day with the District, effective September 5, 2019- June 5, 2020.
2. Trisha Beacom, EarlyVentures Teacher for 36 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at Longfellow, effective September 3, 2019.
3. Tristan Belzer, Program Supervisor-Aquatics with Community Services, change pay rate from \$10.61/hour to \$10.50/hour due to not having a WSI certification, effective October 1, 2019, through May 31, 2020.
4. Melissa Bernhard, Assistant Gymnastics Coach at the High School-Level E, change to Assistant Gymnastics Coach-Hourly at the High School, effective November 11, 2019. \$14.00/hr.
5. Melissa Borup, .2 FTE Reading Teacher at the Middle School and .5 FTE Academic Advocate at the ALC, change to .2 FTE Reading Teacher at the Middle School and .8 FTE Academic Advocate at the ALC, effective September 24, 2019, through June 8, 2020.
6. Russel Boyington, KidVentures Site Assistant for 40 hours/week at Sibley, change to KidVentures Site Assistant for 23.5 hours/week at Bridgewater, effective September 3, 2019.
7. Haanah Braun, EarlyVentures Site Assistant for 39.5 hours/week at Longfellow, change to EarlyVentures Site Assistant for 40 hours/week at Longfellow, effective September 3, 2019.
8. Erik Burton, .2 FTE EL at the ALC, .4 FTE EL at the High School and .4 FTE LTS Social Studies at the High School, change to .6 FTE EL at the High School and .4 FTE LTS Social Studies at the High School, effective October 9, 2019, through June 8, 2020.
9. Anita Corwin, EarlyVentures Site Assistant for 33.5 hours/week at Longfellow, change to EarlyVentures Site Assistant for 37.5 hours/week at Longfellow, effective September 3, 2019.
10. Debbie Foley, EarlyVentures Assistant Teacher for 33.25 hours/week at Longfellow, change to EarlyVentures Assistant Teacher for 30 hours/week at Longfellow, effective September 3, 2019.
11. Kristin Freeman, KidVentures Site Assistant for 35.5 hours/week at Sibley, change to KidVentures Site Assistant for 20 hours/week at Bridgewater, effective September 3, 2019.
12. Aimee Gerdesmeier, KidVentures Site Leader for 40 hours/week at Sibley, change to KidVentures Site Leader for 30 hours/week at Sibley, effective September 3, 2019.
13. Sara Gerdesmeier, EarlyVentures Site Assistant for 28 hours/week at Longfellow, change to EarlyVentures Site Assistant for 36.25 hours/week, effective September 3, 2019.
14. Courtney Gilomen, EarlyVentures Teacher for 32 hours/week at Longfellow, change to EarlyVentures Teacher for 39.5 hours/week at Longfellow, effective September 3, 2019.
15. Rich Guggisberg, Teacher at Sibley, add Building Supervisor with Community Services, effective September 30, 2019. \$16.30/hr.
16. Jennifer Hachfeld, Long Term Substitute CNA I at Bridgewater, extend the end date from October 21, 2019, to October 28, 2019, effective October 9, 2019.
17. Ellen Haefner, ECFE Teacher with Community Services, change to BA+15, additional information was provided, effective August 26, 2019.

18. Inger Hanson, 1.0 FTE MTSS Instructional Coach at Bridgewater Elementary, change to 1.0 FTE EL teacher at the ALC, beginning on October 9, 2019, through June 8, 2020.
19. Kimberly Harris, EarlyVentures Teacher for as needed at Longfellow, change to EarlyVentures Teacher for 25 hours/week at Longfellow, effective August 26, 2019.
20. Kelly Hebzynski, Teacher at the Middle School, add Speech Advisor at the Middle School, effective October 8, 2019, through June 6, 2020; Level K, Step 1
21. Andy Jaynes, .24 FTE DAPE Teacher at Sibley, change to .02 FTE DAPE Teacher at Sibley, effective September 4, 2019, through June 10, 2020.
22. Jennifer Jones, EL Teacher at the Middle School, add Yearbook Advisor at the Middle School, effective September 3, 2019. Level K, Step 2
23. Bronte Karvel-Fuller, Aquatics positions with Community Services, add Site Supervisor-Open Gym as needed with Community Services, effective October 1, 2019, through May 31, 2020. \$11.75/hr.
24. Jill Keeley, EarlyVentures Teacher for 35 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at Longfellow, effective September 3, 2019.
25. Tiffany Kortbein, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 5 hours/week Mon.-Thurs. at Greenvale Park, effective October 21, 2019, through May 7, 2020; Yr. 7-\$27.73/hr.
26. Marcy Korynta, 1.0 FTE School Psychologist at the Middle School, add an overload of MTSS at the Middle School, effective August 26, 2019, through June 5, 2020.
27. Lisa Laine, Special Ed EA PCA, and Gen Ed EA for 7.25 hours/day at Greenvale Park, add General Ed EA Supervision for an additional 5 minutes/day for a total of 7.33 hours/day at Greenvale Park, effective October 1, 2019.
28. Briana Lanham, KidVentures Site Assistant for 36 hours/week at Sibley, change to KidVentures Site Assistant for 28.5 hours/week at Sibley, effective September 3, 2019.
29. Jamie Larson, EarlyVentures Teacher for 30-40 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at Longfellow, effective September 3, 2019.
30. Alissa Lien, KidVentures Student Site Assistant for 20 hours/week at Sibley, change to KidVentures Student Site Assistant for up to 16 hours/week at Bridgewater, effective September 3, 2019.
31. Kathleen Malecha, Spec Ed EA for 6 hours/day at Bridgewater, change to Spec Ed EA for 6.10 hours/day at Bridgewater, effective September 3, 2019.
32. Kristy Malecha, Special Ed EA at Greenvale Park, add Club Leader for up to 4 hours/week with Community School at Greenvale Park, effective October 21, 2019, through June 5, 2020; \$21.55/hr.
33. Tonya Merritt, KidVentures Site Leader for 40 hours/week at Sibley, change to KidVentures Site Leader for 30 hours/week at Bridgewater, effective September 3, 2019.
34. Peggy Mills, KidVentures Site Assistant for 21 hours/week at Sibley, change to KidVentures Site Assistant for 23.5 hours/week at Sibley, effective September 3, 2019.
35. Beth Momberg, Special Ed EA PCA for 33.75 hours/week at the ALC, change to Special Ed EA PCA for 33.5 hours/week at Longfellow, effective October 7, 2019, through June 10, 2020.
36. Ed Muniak, 1.0 FTE Science Teacher at the Middle School, add an overload for science at the Middle School, effective September 3, 2019, through June 5, 2020.
37. Carol Nick, EarlyVentures Teacher for 20 hours/week at Longfellow, change to EarlyVentures Teacher for 35 hours/week at Longfellow, effective September 3, 2019.
38. Patricia Rogne, ECFE Teacher, Screener, at the NCRC, increase hours to 25 hours/week at the NCRC, effective September 16, 2019.
39. Heather Ryden, MTSS Instructional Coach at Greenvale Park, add Targeted Services PLUS Teacher for up to 5 hours/week Mon.-Thurs. at Greenvale Park, effective October 7, 2019, through May 7, 2020; Yr. 5-\$27.73/hr.
40. Katie Schuman, EarlyVentures Teacher for 30 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at Longfellow, effective September 3, 2019.
41. Chris Scoville-Riazi, .5 FTE Art Teacher at the ALC, add an additional section of Art for a total of .83 FTE at the ALC, effective September 25, 2019, through June 8, 2020.
42. Deb Seitz, Special Ed Teacher at the Middle School, add Assistant Speech Advisor at the Middle School, effective October 8, 2019, through June 6, 2020; Level L, Step 1
43. Robyn Spillman, KidVentures Site Assistant at Greenvale Park, change to KidVentures Site Assistant at Bridgewater, effective September 3, 2019.
44. Robyn Spillman, Special Ed EA PCA at the Middle School, add Special Ed EA PCA Extracurricular and Nonacademic Support with the District, effective September 23, 2019, through June 5, 2020.
45. Pam Taubman, KidVentures Site Assistant for 17.5 hours/week at Sibley, change to KidVentures Site Assistant for 23.5 hours/week at Greenvale Park, effective September 3, 2019.
46. Diane Torbenson, MTSS Instructional Coach at Greenvale Park, add Targeted Services PLUS Teacher for up to 5 hours/week Mon.-Thurs. at Greenvale Park, effective October 21, 2019, through May 7, 2020. Yr. 7-\$27.73/hr.
47. Ellen Trotman, EL Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 5 hours/week Mon.-Thurs. at Greenvale Park, effective October 21, 2019, through May 7, 2020. Yr. 5-\$27.73/hr.



48. Arlene Tuma, EA with Community Services, add Targeted Services PLUS Site Assistant for up to 6 hours/week Mon.-Thurs. at Greenvale Park, effective October 7, 2019, through June 5, 2020. Step 4-\$14.49/hr.
49. Arlene Tuma, EA with Community Services, add Community School Evening Site Assistant for up to 6 hours/week at Greenvale Park, effective October 1, 2019, through June 5, 2020. Step 4-\$14.49/hr.
50. Lisa Williams, Special Ed EA PCA for 7.22 hours/day at Longfellow, change to Special Ed EA PCA for 6.52 hours/day at Longfellow, effective September 4, 2019, through June 10, 2020.
51. Sarah Woodcock, EarlyVentures Teacher for 39.5 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at Longfellow, effective September 3, 2019.

c) Leave of Absence

1. Stefanie Bothun, Music Teacher with the District, Family/Medical Leave of Absence for Childcare, effective on or about March 27, 2020, through the remainder of the 2019-2020 school year.
2. Dolly Larsen, Special Ed EA PCA at Sibley, Family/Medical Leave of Absence, effective September 26, 2019, through October 4, 2019.
3. Jacob Odell, Special Ed EA PCA at the High School, Leave of Absence for the remainder of the 2019-2020 school year due to obtaining a Worked Based Learning Position with the District, effective once obtaining License.
4. Kathy Wiertsema-Miller, Guidance Counselor at the High School, Unpaid Leave of Absence for four years beginning with the 2020-2021 school year.

d) Retirements/Resignations/Terminations

1. Logan Garry, KidVentures Site Assistant, Declined Position, effective September 19, 2019.
2. Antonio Gonzales, Recreation Position, Declined Position, effective September 4, 2019.
3. Vernon Green, Recreation Position, Declined Position, effective September 4, 2019.
4. Luke Halloran, Recreation Position, Declined Position, effective September 4, 2019.
5. Marcel Morris, Recreation Position, Declined Position, effective September 9, 2019.
6. Gannon Odierno, Recreation Position, Declined Position, effective September 9, 2019.

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

## VII. Superintendent's Report

### A. Items for Individual Action

1. Request to Hire Additional Non-Licensed Special Education EA/PCA. At the September 23, 2019 School Board meeting, Director of Special Services Cheryl Hall proposed an increase for a non-licensed special education assistant PCA at Longfellow and Greenvale Park Elementary required to provide services to support individual student needs as determined by the IEP until the end of the school year. These additions were requested due to the increase in new students or newly identified students beyond or projected in Spring. The total projected cost of salary and benefits is \$70,640 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$50,707.

**Superintendent's Recommendation:** Motion to hire additional non-licensed special education EA/PCA at a projected cost of \$70,640 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$50,707.

2. Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation. Director of Student Activities Joel Olson requests approval of the attached resolution supporting the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

**Superintendent's Recommendation:** Motion to approve the Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation.

3. Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours during which the Polling Places will Remain Open for Voting for School District Elections Not Held on the Day of a Statewide Election.

School districts are required to approve a resolution to combine polling places in the event the school district were to hold a special election. This resolution must be approved by December 31 of each year, whether the school district intends to hold a special election or not. The Board must designate the

combined polling places they would use in the future calendar year and notify county auditors by sending them a copy of the resolution. Combined polling places must be a location currently designated for use by a county or municipality.

**Superintendent's Recommendation:** Motion to approve the Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours during which the Polling Places will Remain Open for Voting for School District Elections Not Held on the Day of a Statewide Election.

VIII. Items for Information

- A. Enrollment Report. Dr. Hillmann will review the October 2019 enrollment report.
- B. Construction Update #15. Dr. Hillmann will provide an update on the District's construction projects.
- C. Community Neighborhood Meeting is scheduled Wednesday, October 16, 2019 at 4:30 p.m. in the Media Center at Greenvale Park Elementary School.
- D. World's Best Workforce is scheduled Monday, October 28, 2019 at 6:15 p.m. in the HS Media Center.
- E. Retired Educators' Luncheon is scheduled Wednesday, October 30, 2019 at Ruth's On Stafford. Doors open at 11:30 a.m.

IX. Future Meetings

- A. Monday, October 21, 2019, 5:00 PM, Special Board Meeting, NHS Media Center
- B. Monday, October 28, 2019, 6:15 PM, World's Best Workforce Presentation, NHS Media Center
- C. Monday, October 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- D. Tuesday, November 12, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment



## Northfield Public Schools | Technology Services Update Narrative | 10.14.19

Kim Briske, Director of Technology Services will present an update on current technology projects in the district, including the process of selecting our next student devices. As always, our work is based the Northfield Public Schools' mission to deliver educational excellence that empowers all learners to engage in our dynamic world.

The Technology Services Department exists solely in support of the needs of our district programs. At this point in time, our schools are fortunate to benefit from a very highly skilled, collaborative, and supportive technology staff. The current technology team receives ongoing positive feedback from teachers and administrators and is a point of pride! Since the start of workshop this year, the tech services team has completed over 550 help tickets with an average response time within one day. The Technology Services department continues to collaborate closely with school and district department staff on projects and training needs. Examples include electrical and network installations to support new devices (i.e. digital displays and lab computers), training on Schoology and Seesaw, rostering of digital tools (i.e. online texts and curricular materials), troubleshooting new equipment and processes (i.e. timeclock kiosks and print and copy needs). Furthermore, rounding within the team and with building media staff continues to improve awareness of needs and support of staff and students.

This year's summer projects included the preparation of the district's previous iPad leases for sale and the rollout of our new staff and student iPads. This process began at the end of the 2018-19 school year and continued through the summer, with most staff and secondary students setting up iPads prior to the start of school. Another large summer project was installation of 75 additional wireless access points in the D, H, and S wings of Northfield High School, as well as the 6th grade classrooms at Northfield Middle School. We continue to increase wireless internet connectivity in all of our schools. Three NHS computer labs--business, engineering, and graphics--were updated with new computers. The new machines in place allow our students to work with industry standard tools. The Technology Services department also collaborated on the installation of new copiers and implementation of new print practices throughout the district, installation of a projection and mic system in the Bridgewater gymnasium, installation of digital signage players and training of staff to create digital signage materials, and desktop computer updates throughout the district.

Technology staff collaborates with district departments and building staff on many projects. Notable collaborations include:

- Work with NHS College and Career Readiness teams to use Schoology and other tools to coordinate learning opportunities and make materials accessible to staff and students
- Participation in an accessible learning materials cohort to learn more about resources and design for instructional materials that meet every student's needs
- Continued work with Teaching and Learning to coordinate Northfield Enact--a committee that provides feedback on professional development needs and grants for innovative classroom practices
- Collaboration with the business office on implementation of new timeclock system and new copy and print installations
- Work with Buildings and Grounds staff to update spaces, such as Room 139 at NMS (former computer lab, now a flexible space), wiring projects in NHS graphics lab, and installation of A/V equipment throughout the district
- Participation in district construction projects

Some of the exciting work going on with construction projects in the district includes the addition of new types of spaces. Technology staff has been working closely with several core planning and user group teams to plan for spaces such as flex labs at Sibley and Greenvale Park, common spaces with digital presentation



equipment, and classroom spaces with changing technology needs that provide interactivity for individual students, moving to more student-focused and less teacher-focused classroom practices. At this point, equipment for the new Bridgewater office has been ordered and will be installed shortly. Changes at Bridgewater include a new public address (PA) system, bell and clock headend systems, additional wifi access points, wireless controller, wireless switches, IP phones, and wall-mounted displays for office and conference spaces. New teaching spaces in the second phase of renovation work at Bridgewater will have similar technology installations. Current work on the Sibley addition and renovation includes security planning and network and wiring equipment locations. For the new Greenvale Park project, technology staff has planned for network, electrical, and A/V installations; security systems; and needs for the new types of spaces mentioned above.

Continuous growth is at the heart of our practice. The technology department coordinates ongoing learning opportunities for staff across the district, while also continuing to increase internal capacity for providing excellent technical services. The Summer Learning Series was held for three days in August. Several district staff members took advantage of learning opportunities at 25 sessions, plus additional data sessions with Hope Langston, Director of Assessment Services. Of particular interest this year were sessions facilitated by Andy Leiser of Hastings Public Schools. Andy is an Apple Distinguished Educator and led sessions on creativity using our iPads and the new Logitech Crayon. Sessions on use of images, video, and animations, as well as Google tools were well attended. Technology staff continues to seek training in Jamf, our mobile device and Apple computer management software, which allows us to configure devices and provide easy access to applications for learning. The district will also coordinate attendance at the annual Sourcewell (formerly TIES) conference in December. This year's conference is called the Impact Education Conference, and it will be held December 14-17.

The district continues to use more and more digital resources for teaching and learning. Technology services staff supports the use of multiple tools by testing systems, managing accounts and access for websites and software installations, creating efficiencies, troubleshooting and applying hardware systems, deploying software and hardware, and learning various tools in order to provide training and support their use. Some of the tools are used across the district, such as Schoology, Seesaw, iPads, teacher laptops, the print server, etc. Others are used in specific content areas, grade levels, programs, or schools. Tools range from programs for teachers to design lessons or compose music, to online or digital textbooks, to curricular tools that adapt to individual student needs. The Technology Services team strives to make all tools accessible to staff and students as needed. At this point, the district is fortunate to have access to great software and hardware resources. Student and staff devices provide great benefit in our learning community. While the tech staff is always up for new tools and challenges, one goal for the near future is continuing to implement our current tools to a fuller extent for greater benefit.



# Technology Services Update

10.14.2019

## Technology Services Mission

*Northfield Public Schools technology staff aspire to function as a skilled, cohesive, and reliable team who are responsive to stakeholders and provide technology services in a professional manner.*

**The mission of Northfield Public Schools is to deliver educational excellence that empowers all learners to engage in our dynamic world.**



# Technology Services Staff

Network Manager: **Nate Knutson**

Network Assistant: **Matt Roy**

Student Information Systems Specialist: **Chris Neset**

Technology Specialist (SB and GVP): **Sandy Fjelde**

Technology Specialist (NMS and BW): **Jon Moen**

Technology Specialist (NHS): **Michael Merry**

# Service Stats

- Strong collaboration with district departments
  - Digital Signage
  - Tech Installations
  - Staff Training
- Over 550 tickets completed this school year
- Average response time within one day





# Summer Projects

- New iPads Rolled Out
- Last iPad Lease Sold
- Wifi improvements
- New Lab Computers
- New Copiers/Papercut Server
- Bridgewater Gym A/V Installation
- Tightrope Digital Signage
- Office Staff Computer Updates

# Collaboration

- Teaching and Learning
  - CCR Support/Brainstorming
  - Accessible Materials Cohort
  - Northfield ENACT
- Business Office
  - Timeclock System
  - Print and Copy Services
- Buildings and Grounds
  - Updating Spaces
  - A/V Installations
- Building Projects

# Construction Projects

- New Types of Spaces!
- Tech Installations for Innovative Practices
- Bridgewater Ordering and Installations
- Sibley Infrastructure Planning
- Greenvale Park
  - Classroom A/V
  - Building Systems
  - Safety/Security



# Ongoing Learning

- Summer Learning Series
- Optional Trainings in Each Building
- JAMF Training for Tech Staff
- Sourcewell Conference (formerly TIES)



# Classroom Practices



- Support for many digital resources
- Schoology support for 4th and 5th grade
- Continued support for use of classroom technology
  - Apple TV
  - New iPads and Crayon
  - Teacher Laptops

# What's Next

- FY 21 Planning
- Continuous Improvement
  - Full integration of current tools
  - Ongoing collaboration with schools and district departments
  - Support of new initiatives and learning across district
- Construction Planning and Installations



# Thank You and Questions

## **Preliminary Later School Start Time Plan Parameters**

### **Matt Hillmann, Ed.D. | October 14, 2019**

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#### **Why are we considering a later start time to the school day for secondary students?**

Medical research has demonstrated that teenagers' internal clocks, around the time of puberty, shift later. Biologically, the release of melatonin begins later than it did before pubescence. Melatonin is the hormone that governs a person's sleepiness. The hormone returns to the pre-pubescent level when a person reaches their mid-20s. This change in the release of melatonin means that a teenager isn't being difficult when they say they aren't tired. It also means that they aren't fully awake during the first class period of the day. Dr. Bryan Hoff, a board-certified sleep medicine physician, has presented to the school board and high school staff in the past more deeply explaining the medical changes that occur and how they impact teenagers. The impact of a later start to the school day has also been demonstrated to increase student academic performance, improve student mental health, positively impact student physical health, and increase athletic performance.

#### **Family impact**

The District recognizes there will be an impact on families and other schedules within the community. This is why an early discussion and decision is vital for the process.

#### **How did we get here?**

A committee comprised of teachers, administrators, and parents met in the Spring of 2019 to review the research identified above. In June, Director of Teaching and Learning Mary Grace Hanson presented the committee's recommendation to the Board of Education. Based on the evidence, this recommendation was to create a draft schedule to analyze how a later school start time could work in Northfield.

The possibility has been shared multiple times with district staff through the semi-monthly staff newsletter and with parents through a video message sent in August. The *Northfield News* did a story about this possibility in August.

#### **Preliminary schedule parameters**

The district is operating with four criteria:

- The change should be as close to cost-neutral as possible.
- The secondary start time must be after 8:30 am to align with the medical research.
- The elementary school start time should be similar, or earlier, than it is right now.
- The change must satisfy the minimum number of instructional hours required by the State of Minnesota.

### **Draft schedule concept**

The following is a \*draft\* schedule concept. The times are approximate and for modeling purposes only.

<b>Age Level</b>	<b>Draft Start Time (approximate)</b>	<b>Draft End Time (approximate)</b>
<b>Elementary</b>	<b>8:10 am</b>	<b>3:10 pm</b>
<b>Middle School</b>	<b>8:35 am</b>	<b>3:35 pm</b>
<b>High School</b>	<b>8:45 am</b>	<b>3:45 pm</b>

Rural bus routes would continue to pick up all students, Kindergarten through 12th grade. Buses would most likely begin to pick up rural students at approximately 7:20 am. Employee schedules are still being reviewed for the best recommended start times.

### **Key questions**

The following questions are being researched:

- Will the special education and pre-school transportation model still work as it does now?
- How much additional class time would student-athletes miss to attend games? On how many days?
- How will we conduct professional learning communities?
- Can the high school flex hour work with a later schedule? Without the flex hour, how is the career and college readiness curriculum taught?

### **Summary**

There is ample medical research to support considering a later school start time. There are scheduling options that can make it a reality. There are also questions to answer and choices to be made if we move forward.

### **What's next?**

The District will be sharing additional information with our staff and holding at least two sessions for the community to hear the concept plan and provide feedback. I am also recommending the Board hold a work session after those meetings are held to have a deeper discussion about the possible schedule change.



# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

September 23, 2019  
Northfield High School Media Center

- I. Call to Order  
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Hardy, Stratmoen, Quinnell, Baraniak and Pritchard. Absent: Goerwitz and Iverson.
- II. Approval of Agenda/Table File  
On a motion by Baraniak, seconded by Quinnell, the Board approved the Agenda.
- III. Public Comment  
There was no public comment.
- IV. Announcements and Recognitions  
There were no announcements and recognitions.
- V. Items for Discussion and Reports
  - A. District Youth Council (DYC) Update  
District Youth Council co-chairs Alice Zhang and Jack Rizzo informed the Board about the work DYC is doing and how they are organized into three subcommittees 1) diversity, 2) mental health, and 3) connecting with Administration. They are focused on MN Student Survey results, feedback for later start times at the secondary level, mental health resources at Northfield High School, and diversity..
  - B. Alternate Bus Stops Due To Poor Road Conditions  
Superintendent Hillmann explained that the district has collaborated with Benjamin Bus to create an alternate bus stop plan. This plan provides another option to keep school open while safely transporting students to school when some rural gravel roads are not yet safe enough for bus traffic. This approach was used in Spring 2019 when the freeze/thaw cycle caused a few rural bus routes to be impassable. Families will receive their alternate bus stop via postcard in October. Like all weather-related decision, Benjamin Bus will make a recommendation to the district to execute the alternate bus stop plan for specific routes, and when executed, Benjamin Bus will contact affected families via Skylert using a phone call, text message, and email. The intent is to use this alternate stop option on a limited basis and only when needed.
  - C. Studer Education Partnership Update  
Northfield Public Schools, through a generous grant from the Northfield Healthy Community Initiative, entered into a partnership with Studer Education in 2018. Studer Education provides a variety of services including leadership development, organizational diagnostic tools, and continuous improvement coaching. Superintendent Hillmann updated the Board on the progress our school district has experienced with this resource. This partnership has been well received by our leadership team and is impacting team culture and now filtering into changing each school's culture in a positive manner.
  - D. Request to Hire Additional Non-Licensed Special Education EA/PCA  
Director of Special Services Cheryl Hall proposed an increase for a non-licensed special education assistant PCA at Longfellow and Greenvale Park Elementary required to provide services to support individual student needs as determined by the (Individual Education Program Plan (IEP) until the end of the school year. These additions were requested due to the increase in new students or newly identified students beyond or projected in Spring. The total projected cost of salary and benefits is \$70,640 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$50,707. This will be an item for individual action at the next School Board meeting.

VI. Committee Reports

Julie Pritchard provided an update on the newly formed Communication Advisory Committee. The purpose of this committee is to prioritize the district's message, engaging stakeholder groups to inspire community action in support of our vision, advancing the district's local, statewide and national image.

VII. Consent Agenda

On a motion by Quinnell, seconded by Hardy, the Board approved the following Consent Agenda items:

A. Minutes. Minutes of the Regular School Board meeting held on September 9, 2019.

B. Gift Agreements

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

C. Financial Reports

1. Financial Report - May 2019

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

2. Financial Report - June 2019

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

D. Personnel Items

a) Appointments

1. Logan Garry, KidVentures Site Assistant for 23.5 hours/week at Sibley, beginning 09/19/2019; Step 1-\$13.21/hr.
2. Zoe Ingersoll, General Recreation Position with Community Services, beginning 9/13/2019-05/31/2020; \$10.36/hr.
3. Julia Kallestad, KidVentures Student Site Assistant for up to 17 hours/week at Greenvale Park, beginning 09/25/2019; \$9.86/hr.
4. Matthew Meyer, Community School Site Assistant for up to 3 hours/day for 2 days/week at Greenvale Park, beginning 09/17/2019-06/05/2020; Step 1-\$13.21/hr.
5. Jacqueline Scott, KidVentures Site Assistant for up to 23.5 hours/week at Bridgewater, beginning 09/19/2019; Step 1-\$13.21/hr.
6. Rebecca Stoufis, 1.0 FTE Full Time Teacher Substitute with the District, beginning 09/10/2019; \$26.85/hr.
7. Abigail Sutcliffe, Middle School Youth Center Site Assistant for 2.5 hours/day for 4 days/week Mon.-Thurs. at the Middle School, beginning 09/23/2019-05/14/2020; Step 2-\$13.56/hr.
8. Devin Walker, Football Coach for 2.5 hours/day at the Middle School, beginning 08/21/2019; \$14.00/hr.
9. Daniel Foley, 1.0 Long Term Substitute 4<sup>th</sup> Grade Teacher at Sibley, beginning 10/21/2019-11/22/2019; MA+30, Step 15
10. Sandra Reiman, Office Generalist Class II-Due Process Clerical for 4 hours/day at Bridgewater, effective 9/23/2019-06/05/2020; Step 1-\$18.47/hr.
11. Victoria Rivera, Program Supervisor with Community Services, beginning 09/29/2019-05/31/2020; \$11.50/hr.
12. Chala Tafesa, Community School Site Assistant for up to 10 hours/week at Greenvale Park, beginning 09/26/2019-6/5/2020; Step 1-\$13.21/hr.

b) Increase/Decrease/Change in Assignment

1. Kari Adelman, Special Ed EA at Bridgewater, add Supervisory EA for .50 hours/day at Bridgewater, effective 09/03/2019.



2. Chrissy Alexander, General Ed EA for 4.5 hours/day at Greenvale Park, add Supervision for .25 hours/day at Greenvale Park, effective 09/03/2019.
3. Paul Beck, .2 FTE Band Teacher at the Middle School, change to .2 FTE Band Teacher-on going at the Middle School, effective 08/26/2019.
4. Michelle Bendett, Music Teacher at BA, Step 10 at the Middle School, additional transcripts received and changed to MA+15, step 10, effective 08/26/2019.
5. Robert Benson, General Ed EA at Sibley, add Special Ed Bus for 55 minutes/day with the District, effective 09/12/2019-06/05/2020. Step 4-\$17.10/hr.
6. Flavia Berg, Early Childhood Teacher BA+30, Step 13 at Longfellow, additional transcripts received and changed to BA+60, Step 13 (\$45.42/hr.), effective 08/26/2019.
7. Russel Boyington, KidVentures Site Assistant at Bridgewater, add Community School Site Assistant for up to 6 hours/week 2 days/week with Community Services, effective 09/17/2019-06/05/2020; Step 4-\$14.49/hr.
8. Mary Boyum, Special Ed EA at Sibley, add Special Ed EA Bus for 1.58 hours/day with the District, effective 09/09/2019-06/05/2020; Step 4-\$17.10/hr.
9. Michael Garlitz, Volunteer Coordinator with the District, add Community School Site Assistant for up to 6 hours/week at Greenvale Park, effective 09/17/2019-06/05/2020; Step 4-\$14.49/hr.
10. Michael Garlitz, Volunteer Coordinator with the District, add Targeted Services PLUS Site Assistant for up to 6 hours/week Mon.-Thurs. at Greenvale Park, effective 10/14/2019-05/06/2020; Step 4-\$14.49/hr.
11. Abbie Geiger, Special Ed EA at Sibley, add General Recreation Position with Community Services, effective 9/20/2019-05/31/2020; \$12.86/hr.
12. Emileana Graupmann, Teacher at the High School, add Building Supervisor-on going with Community Services, effective 9/18/2019; \$16.30/hr.
13. Anna Kelly, General Ed EA at Greenvale Park, add Targeted Services PLUS Teacher for up to 10 hours/week Mon.-Thurs. at Greenvale Park, effective 10/14/2019-05/06/2020; Yr. 2-\$27.11/hr.
14. Brigid McCabe, Special Ed EA for 17.75 hours/week at Head Start NCRC, add Special Ed EA in the PM for a total of 31.75 hours/week at Head Start NCRC, effective 09/12/2019-06/10/2020.
15. LaDonna Miller, Special Ed EA for 6.75 hours/day and Gen Ed EA for .50 hours/day at Greenvale Park, change to Special Ed EA for 6.75 hours/day at Greenvale Park, effective 09/03/2019.
16. LaDonna Miller, Special Ed EA At Greenvale Park, add Special Ed EA Bus for 1 hour/day with the District, effective 09/03/2019-06/05/2020; Step 4-\$17.10/hr.
17. Jacob Odell, Special Ed EA at the High School, change to 1.0 FTE Special Education Teacher Worked Based Learning at the High School, effective starting date to be determined on obtaining license-08/15/2020; BA, Step 1 (prorated)
18. Natalie Ponciano Bartolo, KidVentures Site Assistant with Community Services, add Special Ed EA PCA for 6.25 hours/day and Supervisory for .25 hours/day at Bridgewater, effective 09/16/2019-06/05/2020; Spec Ed Step 3-\$16.63/hr. and Gen Ed Step 3-\$16.05/hr.
19. Natalie Ponciano Bartolo, KidVentures Site Assistant for 26 hours/week at Bridgewater, change to KidVentures Site Assistant for 5 hours/week at Bridgewater, effective 09/16/2019.
20. Karen Roback, OW Gen Ed EA for 6.5 hours/day at the High School, change to OW Gen Ed EA for 6.75 hours/day at the High School, effective 09/03/2019.
21. Melissa Spitzack, Teacher at Sibley, add Building Supervisor-on going with Community Services, effective 9/18/2019; \$16.30/hr.
22. Christina Suhsen, Special Ed EA for 11 hours/week at Longfellow, change to Special Ed EA for 18 hours/week at Longfellow, effective 09/16/2019-06/10/2020.
23. Grace Theisen, EarlyVentures Teacher BA, Step 5 at Longfellow, additional transcripts received and changed to BA+15, Step 5, effective 08/26/2019.
24. Lisa Williams, Special Ed EA At Longfellow, add Special Ed EA Bus for 55 minutes/day with the District, effective 09/12/2019-06/05/2020; Step 4-\$17.10/hr.
25. Sohair Abboud, EA at Longfellow, add Community School Site Assistant for up to 9 hours/week at Greenvale Park, effective 09/17/2019-06/05/2020; Step 3-\$13.91/hr.
26. Stephanie Balma, BA, step 2, change to BA, Step 4, additional work history was provided, effective 08/26/2019.
27. Andria Cornell, BA, Step 7, change to BA, Step 9, additional work history was provided, effective 08/26/2019.
28. Jackie Groth (Tuma), Spec Ed EA PCA for 6.75 hours/day and Supervisory EA .50 hours/day at Bridgewater, change to Spec Ed EA PCA for 6.5 hours/day and Supervisory EA .50 hours/day at Bridgewater, effective 08/26/2019.



29. Katie Malecha, Spec Ed EA PCA for 5.75 hours/day and Supervisory EA .50 hours/day at Bridgewater, change to Spec Ed EA PCA for 6 hours/day and Supervisory EA .50 hours/day at Bridgewater, effective 09/17/2019.

c) Leave of Absence

1. Carrie Duba, Psychologist and MTSS Teacher at the High School, .05 FTE Unpaid Leave of Absence for the 2019-2020 school year, effective 8/26/2019.
2. Sarah Swan McDonald, Teacher at the High School, Family/Medical Leave of Absence, beginning approximately 10/3/2019 and continue for up to 60 days on an intermittent basis as needed.

d) Retirements/Resignations/Terminations

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

VIII. Superintendent's Report

A. Items for Individual Action

1. Proposed 2019 Payable 2020 Property Tax Levy. The amount of the preliminary levy for 2020 is \$19,954,486.89 and represents a 0.36% decrease over the previous year. There will be a new levy run on September 24 and we anticipate this will reflect a 0.20% decrease compared to the previous year's levy. On a motion by Stratmoen, seconded by Hardy, the Board approved to certify to County Auditors the 2019 Payable 2020 Preliminary Levy Limitation and Certification at the maximum authority.
2. Additional FTE for Area Learning Center (ALC). The analysis of enrollment at the ALC's seat-based and independent study program is 41% higher than at a similar time last year. The school's English Learners (EL) population has increased by 90.9% since 2017 including an additional 18% increase at the start of the 2019-20 school year. The school increased EL services going into the 2019-20 school year in anticipation of this need but the increase does not adequately respond to the demand. On a motion by Hardy, seconded by Stratmoen, the Board approved to increase a total of 0.63 FTE at the ALC to two existing part-time ALC staff members' FTE.

IX. Items for Information

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

X. Future Meetings

- A. Monday, October 14, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, October 21, 2019, 5:00 PM, Special Board Meeting, NHS Media Center
- C. Monday, October 28, 2019, 6:15 PM, World's Best Workforce Presentation, NHS Media Center
- D. Monday, October 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

XI. Adjournment

On a motion by Baraniak, seconded by Quinnell, the Board adjourned at 9:04 p.m.

Noel Stratmoen  
School Board Clerk

**SPECIAL SERVICES**

1400 Division Street South

Northfield, MN 55057

PH 507.645.3410 • Fax 507.645.3404

[www.northfieldschools.org](http://www.northfieldschools.org)

TO: School Board Members  
Dr. Hillmann, Superintendent

FROM: Cheryl Hall

DATE: September 23, 2019

RE: Request to hire additional non-licensed Special Education EA/PCA

Consider approval of the following increase for a non-licensed special education assistant PCA at Longfellow and Greenvale Park Elementary required to provide services to support individual student needs as determined by the Individual Education Program Plan ( IEP) until the end of the school year. These additions are requested at this time due to the increase in new students or newly identified students beyond or projected numbers in the spring.

The total projected cost of salary and benefits is a total of \$70,640 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$50,707.

Building	Position	FTE	Cost	Rationale
Longfellow	EA/PCA	7.5 hrs/week	\$5,041	Increase in new students
	EA/PCA.	4.0 hrs/week	\$3,002	Change in student schedule
Greenvale Park	EA/PCA	6.75 hrs/day	\$37,182.	New/ newly identified students
	EA/PCA.	5.00 hrs/day	\$25,416	New /newly identified students
Total Salary and Benefit			\$70,640	
55% of reimbursed Salary			\$19,993	
Total Unreimbursed Cost:			\$50,707	

# FORM A

## MSHSL Foundation Application for Grant for Student Participation

**Mission Statement:** Founded in 2007, the Minnesota State High School League Foundation is a nonprofit association, serving both public and private schools, created to complement the Minnesota State High School League by providing support for Minnesota's high school youth to participate in athletics and fine arts. Minnesota State High School League Foundation's goals are to promote the growth of high school students through participation in valuable extra-curricular activities.

**Awarding of Grants:** The primary goal of the Foundation will be to award grants that assist, recognize, promote, and fund extra-curricular participation by high school students in athletic and fine arts programs. These grants will be awarded based upon gender balance, school size and geographic location to the extent possible.

The Minnesota State High School League Foundation Board of Directors has determined that the number of Free and reduced lunch students in grades 9-12 will be used for classification purposes. The MSHSL Foundation wants to encourage each school to seek students whose family income may be limited and encourage them to participate in athletic and fine arts programs in each school community and to recognize the role you play in this endeavor and to assist you in your continued efforts to engage more students.

Please complete the following steps as identified in the FORM A WORKSHEET found on the reverse side of this form.

1. List the number of free/reduced lunch students identified in your schools' **October 1, 2018** report to the Department of Education.

Grade 9:	<u>64</u>	TOTAL	<u>232</u>
Grade 10:	<u>67</u>		
Grade 11:	<u>54</u>		
Grade 12:	<u>47</u>		

2. Identify the total UNDUPLICATED number of free or reduced lunch students who participated in your schools' activity programs during the 2018-2019 school year.

121

TOTAL UNDUPLICATED COUNT

Name of School: NORTHfield H.S. Federal Tax ID # 41-6008327

Street Address: 1400 Division St. S

City, State, Zip: NORTHfield, MN 55057

\_\_\_\_\_  
Name of Person Completing this Form

\_\_\_\_\_  
Name of School Superintendent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature



## FORM A

### RESOLUTION OF SCHOOL BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Northfield School District Board of Education recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school districts in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Northfield School District Board of Education supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk - Treasurer

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES  
FOR MULTIPLE PRECINCTS AND  
DESIGNATING HOURS DURING WHICH THE POLLING  
PLACES WILL REMAIN OPEN FOR VOTING  
FOR SCHOOL DISTRICT ELECTIONS NOT HELD  
ON THE DAY OF A STATEWIDE ELECTION**

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.
2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: Bethel Lutheran Church  
1321 North Avenue  
Northfield, Minnesota

This combined polling place serves all territory in Independent School District No. 659 located in Castle Rock Township; Eureka Township; Greenvale Township; Sciota Township; Waterford Township; and the City of Northfield, Ward 3, Precinct 2; Dakota County, Minnesota.

Combined Polling Place: St. John's Lutheran Church  
500 Third Street West  
Northfield, Minnesota

This combined polling place serves all territory in Independent School District No. 659 located in Webster Township Precinct 1 and Precinct 2; the City of Northfield, Ward 3, Precinct 1; the City of Northfield, Ward 4, Precinct 1; and the City of Northfield Ward 4, Precinct 2; Rice County, Minnesota.

Combined Polling Place: Northfield Community Resource Center  
1651 Jefferson Parkway  
Northfield, Minnesota

This combined polling place serves all territory in Independent School District No. 659 located in Bridgewater Township; Forest Township; Erin Township; the City of Dundas; Cannon City Township; and the City of Northfield, Ward 2, Precinct 2; Rice County, Minnesota.

Combined Polling Place: First United Church of Christ  
300 Union Street  
Northfield, Minnesota

This combined polling place serves all territory in Independent School District No. 659 located in the City of Northfield, Ward 1, Precinct 1; and the City of Northfield, Ward 1, Precinct 2; Rice County, Minnesota.

Combined Polling Place: United Methodist Church  
1401 South Maple Street  
Northfield, Minnesota

This combined polling place serves all territory in Independent School District No. 659 located in Northfield Township; Rice County, Minnesota; the City of Dennison; Rice County, Minnesota; the City of Dennison; Goodhue County, Minnesota; Warsaw Township; Goodhue County, Minnesota; and the City of Northfield, Ward 2, Precinct 1; Rice County, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

(If a combined polling place is changed, the change must be adopted at least ninety (90) days prior to the first election where it will be used unless that polling place has become unavailable for use.)



							2019-2020						
School and	September	September	September	September	October	November	December	January	February	March	April	May	End of Year
Grade Level	3rd	6th	13th	20th	1st	1st	2nd	6th	3rd	2nd	1st	1st	6/7/20
Longfellow													
Early Childhood	95	98	100	102	99								
Total	95	98	100	102	99	0	0	0	0	0	0	0	0
Greenvale Park													
Grade K-2032	75	73	73	74	74								
Grade 1-2031	67	68	68	68	67								
Grade 2-2030	79	79	79	79	78								
Grade 3-2029	60	61	61	61	61								
Grade 4-2028	79	79	79	79	79								
Grade 5-2027	76	75	75	75	75								
Total	436	435	435	436	434	0	0	0	0	0	0	0	0
Sibley													
Grade K-2032	91	91	91	91	91								
Grade 1-2031	94	93	93	92	92								
Grade 2-2030	86	86	86	86	86								
Grade 3-2029	87	86	86	86	86								
Grade 4-2028	99	97	97	97	97								
Grade 5-2027	95	94	94	94	94								
Total	552	547	547	546	546	0	0	0	0	0	0	0	0
Bridgewater													
Grade K-2032	83	84	84	83	82								
Grade 1-2031	96	95	95	95	95								
Grade 2-2030	96	95	95	95	95								
Grade 3-2029	100	100	100	100	100								
Grade 4-2028	104	104	104	104	104								
Grade 5-2027	118	118	118	118	118								
Total	597	596	596	595	594	0	0	0	0	0	0	0	0
Middle School													
Grade 6-2026	330	307	308	308	308								
Grade 7-2025	345	341	342	342	341								
Grade 8-2024	337	335	335	335	333								
Total	1012.0	983.0	985.0	985.0	982.0	0.0	0.0	0	0	0	0.0	0.0	0.0
High School													
Grade 9-2023	324	321	319	320	320								
Grade 10-2022	359	358	358	358	358								
Grade 11-2021	356	353	353	355	354								
Grade 12-2020	301	304	303	303	303								
Total	1340	1336	1333	1336	1335	0	0	0	0	0	0	0	0
ALC													
Grade 9-2023		1	1	2	1								
Grade 10-2022	3	5	5	5	14								
Grade 11-2021	8	15	18	15	30								
Grade 12-2020	21	51	59	60	88								
Total	32	72	83	82	133	0	0	0	0	0	0	0	0
Grand Total	4064.0	4067.0	4079.0	4082.0	4123.0	0.0	0	0	0	0.0	0.0	0.0	0.0
Full Time only (excluding EC and Part- time/Independent Study ALC)	3958.0	3960.0	3960.0	3962.0	3953.0								

9/13/19

## Northfield Public Schools Enrollment Report

LongfellowEarly Childhood

Dorey	13
Gross	8
Kremin	9
Kruse	4
Matthews	8
O'Connor	5
Roth	6
Schnorr	8
Sorenson	9
Waters	17
Webster	3
Winter	10
<b>** TOTAL</b>	<b>100</b>

Greenvale Park

K	Flicek	18	
K	Hagberg	19	
K	Kortbein	18	
K	Ziemann	18	
1	Landry	23	C
1	Nivala	23	
1	Zach	22	
2	Amundson	25	C
2	Bulfer	18	
2	Johnson	18	
2	Larson	18	
3	Alvarez, C	22	C
3	Timerson	19	
3	Youngblut	20	
4	Clarey	18	
4	Dimick	18	
4	Garcia	24	C
4	Hetzel	19	
5	Harding	17	
5	Russell	21	C
5	Sickler	18	
5	Spitzack	19	
<b>TOTAL</b>		<b>435</b>	

Middle School

Grade 6-2026	308
Grade 7-2025	342
Grade 8 2024	335
<b>TOTAL</b>	<b>985</b>

High School

Grade 9-2023	319
Grade 10-2022	358
Grade 11-2021	353
Grade 12-2020	303
<b>TOTAL</b>	<b>1333</b>

Sibley

Grade	Teacher		
K	Born	23	
K	Heil	23	
K	Matson	23	
K	Otte	22	
1	Craft	21	
1	Downs	22	
1	Sasse	28	C
1	Swenson	22	
2	Benhart	22	C
2	Seeberg	22	
2	Soderlund	22	
2	Spitzack	20	
3	Guggisberg	22	
3	Jandro	21	
3	Johnson	20	C
3	Sweeney	23	
4	Fox	24	
4	Haar	23	
4	McManus	28	C
4	Rud	22	
5	Baragary	26	
5	Malecha	23	
5	Ostermann	21	C
5	Stulken	24	
<b>TOTAL</b>		<b>547</b>	

Bridgewater

K	Allison	21	
K	Cade	21	
K	Danielson	21	
K	Tran	21	
1	Charlton	24	
1	Hall	24	
1	Hoff	24	
1	Lanza	23	C
2	Ellerbusch	24	
2	Lofquist	23	
2	Rubin	24	C
2	Schwaab	24	
3	Larson	23	C
3	Sickler	26	
3	Temple	26	
3	Truman	25	
4	Haley	25	
4	Ryan	26	
4	Schuster	27	
4	Swenson	26	C
5	DeVries	21	C
5	Duchene	24	
5	Holden	25	
5	Kohl	24	
5	Polzin	24	
<b>TOTAL</b>		<b>596</b>	

Early Childhood**	100	
Kindergarten-2032	248	
Grade 1-2031	256	
Grade 2-2020	260	
Grade 3-2029	247	
Grade 4-2028	280	
Grade 5-2027	287	
<b>Total K-5</b>	<b>1678</b>	<b>1678</b>
<b>Total Middle School</b>	<b>985</b>	
<b>Total High School</b>	<b>1333</b>	
<b>GRAND TOTAL</b>	<b>3996</b>	
<b>ALC 9-12</b>	<b>83</b>	
<b>GRAND TOTAL with ALC</b>	<b>4079</b>	

Full Time only  
(excluding EC and Part-  
time/Independent  
Study ALC)

3960

<u>ALC</u>	<u>F/T</u>	<u>**P/T</u>	<u>**I/S</u>	<u>TOTAL</u>
Grade 9-2023	1	0	0	1
Grade 10-2022	5	0	0	5
Grade 11-2021	16	0	2	18
Grade 12-2020	41	1	17	59
<b>TOTAL</b>	<b>63</b>	<b>1</b>	<b>19</b>	<b>83</b>

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

### Project Overview

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

### September 2019

- Knutson Construction and the Northfield Public Schools are hosting a community/neighborhood informational meeting on October 16.
- The Sibley bid opening is scheduled October 15 at 3:30pm in NHS Room D111/109. The board has scheduled a special meeting on Monday, October 21, at 5:00PM to award the bids.
- POC met and reviewed design updates for New Greenvale Park, Sibley, Existing Greenvale Park, and Longfellow. Construction updates were reviewed for Bridgewater and New Greenvale Park. We are soliciting for furniture core planning team members and that team will convene on October 8 and tours are scheduled October 15. The Longfellow and Greenvale renovation construction timelines were discussed with particular regard given to the Early Ventures spaces due to inspections and licensing.
- The Bridgewater addition's air handling unit is back-ordered. This will delay the official opening of the new office addition. Traffic patterns are expected to return to normal just after the MEA break, as originally projected.
- The core planning team for Greenvale Park (existing) continue to meet.
- The core planning team for Longfellow continue to meet.
- Due to the rains, the soil moisture content at the New GVP site is too high and a \$125,000 change order was approved which allows sand be brought in to continue on the foundation work while attempting to dry out the remaining soil needed for the building pad.