

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, October 26, 2020 ~ 7:00 p.m.
Northfield High School Media Center

Zoom Meeting Link: <https://northfieldschools-org.zoom.us/j/81211797161?pwd=NTdPOE9pR0t1NEJSMEExlamh4NzI5dz09>

AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. Summary of Public Hearing Regarding the 2020-2021 World's Best Workforce Plan
 - B. Policy Committee Recommendations
 - C. Financial Update
 - D. Operations Update
- VI. Committee Reports
- VII. Consent Agenda
 - A. Approval of Minutes
 - B. Financial Report
 - C. Personnel Items
- VIII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Memorandum of Understanding Between the ALC and Randolph & Tri-City United High Schools
 - 2. World's Best Workforce 2020-2021 Annual Report
- IX. Items for Information
 - A. Construction Update
- X. Future Meetings
 - A. Monday, November 9, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center & Zoom
 - B. Friday, November 13, 2020, 1:00 p.m., Special Board Meeting
 - C. Monday, November 23, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center & Zoom
- XI. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, October 26, 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, October 26, 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, October 26, 2020 as follows:

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

- Each individual will identify themselves and the group they represent, if any.
- State your reason for addressing the Board.
- Your comments are 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. Summary of Public Hearing Regarding the 2020-2021 World's Best Workforce Plan

Director of Instructional Services Hope Langston will summarize the 2020-2021 World's Best Workforce Plan and any community feedback received at the Public Hearing that will precede the Regular School Board meeting.

B. Policy Committee Recommendations

Dr. Hillmann will present the policy committee's recommendations on Policies 419, 516, 607 and 601. This committee meets on October 22 and the committee's recommendations will be included in the table file.

C. Financial Update

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

D. Operations Update

Superintendent Hillmann will update the Board on District operations, COVID-19 response, and its anti-racism work.

VI. Committee Reports

VII. Consent Agenda

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

A. Minutes

- Minutes of the Regular School Board meeting held on October 12, 2020

B. Financial Report

1. Financial Report - June 2020

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,660,517.36, payroll checks totaling \$3,125,825.73, a wire transfer totaling \$3,959,991.80 from MN Trust Bldg Bond to MSDLA Liquid, a wire transfer totaling \$728,821.80 from MN Trust Oper to MN Trust Bldg Bond, a wire transfer totaling \$728,821.80 from MN Trust Bldg Bond to MN Trust Oper, a wire transfer totaling \$200,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$100,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for June 2020. At the end of June 2020 total cash and investments amounted to \$50,383,359.00.

C. Personnel Items

a) Appointments

1. Katherine Kreft, Special Ed EA-PCA for 2.8 hours/day at the NCEC, beginning 10/19/2020-6/10/2021; Spec Ed Step 2-\$16.41/hr.
2. Mallory Fuchs, Assistant Dance Team Coach for 2 hours/day for 3 days/week at the High School, beginning 11/9/2020; Hourly-\$14.00/hr.
3. Shari McCabe, .2 FTE Physical Education Teacher and .2 FTE Study Hall Teacher at the Middle School, beginning 11/2/2020-6/10/2021; BA, Step 2
4. Joanna McLees, Special Ed EA-PCA for 3.6 hours/day at the NCEC, beginning 10/19/2020-6/10/2021; Spec Ed Step 1-\$16.05/hr.
5. Teresa Morris, General Ed EA-Literacy Support for 4 hours/day at Sibley, beginning 10/19/2020-6/10/2021; Gen Ed Step 4-\$16.72/hr.
6. Victoria Rivera, Fall, Winter & Spring Recreation Position with Community Education, beginning 10/16/2020-5/31/2021; \$11.75/hr.
7. Anna Runestad, Early Childhood Screener Substitute for up to 4 days/month at the NCEC, beginning 11/2/2020; \$22.00/hr.
8. Larry Sanftner, Site Supervisor Position with Community Education, beginning 9/9/2020-5/31/2021; \$15.39/hr.
9. Bailey Shimota, Special Ed EA-PCA for 6.75 hours/day at the Middle School, beginning 11/2/2020-6/10/2021; Spec Ed Step 1-\$16.05/hr.
10. Rebecca Stoufis, 1.0 FTE Long Term Substitute Special Ed EBD Teacher at Bridgewater, beginning 10/19/2020-11/20/2020; Daily Sub Rate \$150.00/day
11. Taylor Strelow, 1.0 FTE Community School Coordinator with Community Education, beginning 10/27/2020; \$47,439/year-prorated for 2020-2021.
12. Tara Vondrasek, .2 FTE Title I Teacher at Greenvale Park/St. Dominic, beginning 10/23/2020-6/10/2021; MA, Step 10

b) Increase/Decrease/Change in Assignment

1. Sohair Abboud, Early Childhood Spec. Ed EA at the NCEC, add Community School Evening Site Assistant for up to 3 hours/day Tues. and Thurs. at Greenvale Park, effective 10/26/2020-6/10/2021; Step 4-\$14.98/hr.
2. Zane Anway, EL EA at the Middle School, change to Tier II Teacher with the District, effective 10/19/2020-6/10/2021; BA, Step 1-prorated
3. Katherine Bauer, Full Time Teacher Substitute with the District, add Targeted Services PLUS Teacher for up to 1.25 hours/day for up to 4 days/week at Greenvale Park, effective 10/26/2020-6/5/2021; Yr. 1-\$27.11/hr.
4. Russel Boyington, KidVentures Site Assistant at Bridgewater, add Community School Site Assistant for up to 6 hours/week at Greenvale Park, effective 10/19/2020-6/10/2021; Step 4-\$14.98/hr.
5. Russel Boyington, KidVentures Site Assistant at Bridgewater, add Community School Evening Club Leader for up to 6 hours/week at Greenvale Park, effective 10/27/2020-6/10/2021; \$22.27/hr.
6. Margaret Christiansen, Child Nutrition at Bridgewater, add Special Ed EA PCA Bus for .83 hours/day with the District, effective 10/21/2020-6/10/2021; Spec Ed Step 1-\$16.05/hr.
7. Noreen Cooney, School Social Worker at Sibley, add Supervision of School Social Worker at the NCEC and ALC, effective 9/8/2020-6/10/2021; \$1,500 stipend
8. Natalie Czech, Teacher at Bridgewater, Add Targeted Services PLUS Teacher for up to 6 hours/week Mon.-Thurs. at Bridgewater/Portage, effective 11/15/2020-5/6/2021; Yr. 4-27.73/hr.
9. Kevin Dahle, Social Studies Teacher at the High School, add National Honor Society Advisor at the High School, effective 10/13/2020-6/10/2021; Level I, Step 1
10. Robert Garcia, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for 1.25 hours/day for 4 days/week at Greenvale Park, effective 10/26/2020-6/10/2021; Yr. 10-\$28.22/hr.
11. Roger Helgeson, Night Lead Engineer at the High School, change to Head Custodian at Bridgewater, effective 10/16/2020; Step 4-\$26.21/hr.

12. Todd Ledman, Custodian at the High School, change to Night Lead Custodian Engineer w/o license at the High School, effective 10/22/2020; Step 4 Custodian Engineer w/out license
13. Mollie Schwartz, Vocal Music Teacher at Sibley, add Vocal Music Activity at Sibley, effective 10/1/2020; Level M, Step 1- $\frac{1}{2}$ Stipend
14. Josh Spitzack, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for 1.25 hours/day for 4 days/week at Greenvale Park, effective 10/26/2020-6/10/2021; Yr. 6-\$27.73/hr.
15. Michelle Steele, 1.0 FTE Phy Ed/DAPE Teacher +overload through 10/14/2020 at the Middle School, change to 1.0 FTE Phy Ed/DAPE Teacher +overload through 10/30/2020 at the Middle School, effective 10/19/2020-10/30/2020.

c) Leave of Absence

1. Updated-Paige Haley, Teacher at Bridgewater, Family Medical/Leave of Absence, effective 11/3/2020-11/27/2020.
2. Updated-Michelle Sonnega, Teacher at the High School, Leave of Absence, effective 8/30/2021-12/22/2021.

d) Retirements/Resignations/Terminations

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

VIII. Superintendent's Report

A. Items for Individual Action

1. Memorandum of Understanding Between the ALC and Randolph & Tri-City United High Schools. At the October 12, 2020 Board meeting, Director of the Area Learning Center Daryl Kehler presented a memorandum of understanding to develop a framework of cooperation between the Northfield ALC, Randolph High School, and Tri-City United High School. The Board is requested to approve the memorandum of understanding between the ALC and Randolph & Tri-City United High Schools.

Superintendent's Recommendation: Motion to approve the Memorandum of Understanding Between the ALC and Randolph & Tri-City United High Schools.

2. World's Best Workforce 2020-2021 Annual Report.

Superintendent's Recommendation: Motion to approve the 2020-2021 World's Best Workforce Annual Report as presented.

IX. Items for Information

- A. Construction Update #35. Superintendent Hillmann will update the Board on the District's construction projects.

X. Future Meetings

- A. Monday, November 9, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center & Zoom
- B. Friday, November 13, 2020, 1:00 p.m., Special Board Meeting
- C. Monday, November 23, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center & Zoom

XI. Adjournment

Executive Summary: This report provides information about the District's work to address the significant challenges presented by the COVID-19 global health pandemic and an update on the District's anti-racism work.

Monthly Staff Anti-Racism Discussion

On the third Wednesday of each month, District staff use Professional Learning Community time to discuss racial equity and anti-racism issues. Each session starts with an all-district webinar to provide context for the session's work. Using the District's anti-racism framework, illustrated below, staff read an article, watch a video, or listen to an audio recording together. Then, they use reflection questions provided by the District to deepen their understanding of one of the three key commitments outlined in the framework.



In September, staff reviewed the second episode of Emmanuel Acho's "Uncomfortable Conversations with a Black Man." In October, staff read (or listened to) an essay that Representative John Lewis wrote for publication on the day of his funeral. At the end of each session, staff members are asked to commit to action based on what they learned in the session.

30-day "Pulse" Survey Feedback

The District's 30-day "pulse" survey closed on October 16. There were 1,167 parent submissions and 379 staff member submissions. District administrators reviewed the data and began identifying action steps in a videoconference with Studer Education on October 21. The survey data will be included in an updated version of this report as part of the table file on October 26.

Considering Learning Model Changes

We have observed rising COVID-19 infection rates across the nation and right here in Rice County. The infection rate per 10,000 residents went above 20 for two consecutive weeks. While the Rice County infection rate per 10,000 residents is a primary data point, the evolution of other relevant data points has impacted how MDH and county public health departments consider learning model change recommendations. A few items that are part of the analysis:

- Exclusion of students due to positive COVID-19 cases or close contacts. So far, our COVID-19 cases have resulted in minimal exclusions beyond the infected individual. In large part, it is due to the safety protocols we have in place at our schools. We have published a dashboard to show our current and cumulative COVID-19 cases.
- Are the COVID-19 cases in our staff or student population a result of school-based transmission? So far, this has not appeared to be the case but is a factor that would be considered in any learning model shift.
- Is 5% or more of the school population absent because of influenza-like illness and/or COVID-like illness? In this case, it is possible that a school would shift to a two-week distance learning model to allow a "reset" of the building before returning to a hybrid or in-person model.
- We are also looking at Northfield's share of Rice County's cases. Through the first 1,583 cases (as of 10/20/2020), 71% were Faribault residents, and 20% were Northfield or Dundas residents (the remaining 9% are Lonsdale/Morristown/Webster.)
- MDH also recommends two-to-three data points before making any learning model change and will consider the population (long-term care, prison, general community spread) as part of their advice on a learning model change.
- Of course, we will be consulting with Rice County Public Health and our MDH regional support team about any possible learning model change. They will have a significant influence on our decision.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

October 12, 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; Daryl Kehler, Director of the Area Learning Center; and Jeff Seely, Senior Municipal Advisor with Ehlers. Observing the meeting in-person 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 Goerwitz, seconded by Quinnell, 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 October 12, 2020. All submissions that followed the district policy regarding public comment would be read by Chair Pritchard at this time. There were six public comments in support of Policy 809; Jessica Peterson White, 507 Washington Street, Northfield; Barbara Vaile, S. Water Street, Northfield; Jon Kerr, 1311 Cannon Valley Drive, Northfield; Bridget Draxler, 804 St. Olaf Avenue, Northfield; Mar Valdecantos, 6 Fareway Drive, Northfield; and Joan Hepburn, 1164 Highland Avenue, Northfield.

IV. Announcements and Recognitions

There were no announcements or recognitions.

V. Items for Discussion and Reports

A. Memorandum of Understanding between the ALC and Randolph & Tri-City United High Schools

Daryl Kehler, Director of the Area Learning Center, presented a memorandum of understanding to develop a framework of cooperation between the Northfield ALC, Randolph High School, and Tri-City United High School. The Board requested the District's attorney review this memorandum of understanding. This will be an item for individual action at the next board meeting.

B. Financial Update

Director of Finance Val Mertesdorf provided a financial update. Enrollment is down 67 students when compared to what was reported at our last Board meeting. One hundred percent of the decline is K-5 students, and fifty percent of that number is in Kindergarten. We assume some families have decided to keep their Kindergarten-aged children at home during this pandemic. The District's application for \$1,000,000 in Coronavirus Relief Funding has been approved and the applications for ESSER and GEAR funding have been submitted. The District's annual audit is scheduled the week of October 19, 2020.

C. Operations Update

Dr. Hillmann reported on the launch of a public dashboard on the District's website to report laboratory-positive COVID-19 cases among people in our school community. We will report the currently active cases and the cumulative cases at each building. In order to protect the anonymity of our students and staff the actual number of cases will be used if the number of cases is five or greater. The District is collecting feedback about how families and staff are feeling about the start of our school year using a "pulse" survey,

and football and volleyball seasons have been reinstated by the Minnesota State High School League albeit a shortened season.

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 September 28, 2020

B. Personnel

a) Appointments

1. Susan Bohannon, 1.0 FTE Full-Time Teacher Substitute with the District, beginning when license is processed-6/10/2021; \$27.66/hr.
2. Jennifer Hildahl, 1.0 FTE EarlyVentures Teacher at the NCEC, beginning 10/13/2020; Step 3-\$17.74/hr.
3. Beth LaCanne, Fall, Winter & Spring Recreation Position with Community Services, beginning 10/3/2020-5/31/2021; \$14.50/hr.
4. Thomas Neuger, Fall, Winter & Spring Recreation Position with Community Services, beginning 10/6/2020-5/31/2021; \$11.14/hr.
5. Martha Schultz, 1.0 FTE Long Term Substitute English Language Teacher at Greenvale Park, beginning 2/1/2021-6/10/2021; BA40, Step 2
6. Quinn Storlie, Assistant Dance Team Coach for 2 hours/day 5 days/week at the High School, beginning 11/9/2020; Level F, Step 1
7. Susan Wunderlich, Long Term Substitute Gen Ed EA-Media for 4 hours/day for 4 days/week at the High School, beginning 10/20/2020-11/20/2020.
8. Laura Kay Allen, Test Proctor for 1 day at the High School, beginning 10/14/2020-10/14/2020.
9. Andrew Bealles, KidVentures Site Assistant for up to 23.5 hours/week at Bridgewater, beginning 10/12/2020; Step 1-\$13.65/hr.
10. Ana Bravo Gaton, General Ed EA EL Program for 6.75 hours/day at the Middle School, beginning 10/19/2020-6/10/2021; Gen Ed Step 1-\$15.45/hr.
11. Lynnsey Carlsen, Supervisory EA for 2 hours/day at Bridgewater, beginning 10/12/2020; Gen Ed Step 3-\$16.17/hr.
12. Caleb Davidson, Targeted Services PLUS Teacher for up to 8 hours/week at Greenvale Park, beginning 10/15/2020-6/10/2021; Yr. 2-\$27.11/hr.
13. Timothy Drake, 1.0 FTE Technology Specialist with the District, beginning 10/26/2020; 2020-2021 Tech Specialist base salary, Step 1 - prorated for the 2020-21 school year.
14. Brent Lothert, 1.0 FTE Technology Specialist with the District, beginning 10/26/2020; 2020-2021 Tech Specialist base salary, Step 4 - prorated for the 2020-21 school year.
15. Katrina Warner, Long Term Substitute Special Ed EA PCA for 6.5 hours/day at Bridgewater, beginning 10/12/2020-12/8/2020; Spec Ed Step 3-\$16.75/hr.

b) Increase/Decrease/Change in Assignment

1. Mark Auge, 1.0 FTE Science Teacher at the High School, add AP Grading for Environmental Science for 2 students in Portage, effective 9/14/2020-6/10/2021; \$1,500 Stipend
2. Kristin Basinger, Special Ed EA PCA at the Middle School, add Special Ed EA PCA Bus for 1.25 hours/day with the District, effective 9/14/2020-6/10/2021.
3. Rachael Basinger, Special Ed EA PCA for 6.75 hours/day at the Middle School, change to Special Ed EA PCA for 6.50 hours/day at the Middle School, effective 10/1/2020.
4. Katie Bauer, Full-Time Teacher Substitute for the first semester of the 2020-2021 school year with the District, change to Full-Time Teacher Substitute for the 2020-2021 school year with the District, effective 10/5/2020-6/10/2021.
5. Laura Berdahl, Community School Coordinator for 20 hours/week with Community Education, change to Community School Coordinator for 30 hours/week with Community Education, effective 8/31/2020.
6. Allyson Bernstorff, Health Aide and General Ed EA at Sibley, add Office Generalist Class II Step 1 for .50 hours/day at Sibley, effective 10/5/2020-6/10/2021. Step 1-\$19.21/hr.
7. Stephen Cade, 1.0 FTE Spanish Teacher at the High School, add AP Grading for 7 student in Portage, effective 9/14/2020-6/10/2021; \$4,000 Stipend
8. Tracy Closson, Assistant Alpine Ski Coach at the High School, change to Head Alpine Ski Coach with the High School, effective 10/2/2020; Level D, Step 1

9. Kevin Dahle, 1.0 FTE Social Studies Teacher at the High School, add AP Grading for 4 students in Portage, effective 9/14/2020-6/10/2021; \$3,000 Stipend
10. Ryan Driscoll, Phy Ed/DAPE Teacher at Greenvale Park, add .17 FTE DAPE Teacher-Portage with the District, effective 9/28/2020-6/10/2021.
11. Denise Halvorson, 1.0 FTE French Teacher at the High School, add Grading for 10 French Language Students for Portage, effective 9/14/2020-6/10/2021; \$5,500 Stipend
12. Cara Holland, 1.0 FTE Science Teacher + an overload at the Middle School, change to 1.0 FTE Science Teacher-no overload at the Middle School, effective 10/6/2020.
13. Kristi Kortuem, Math Teacher on a leave of absence at the High School, add AP Grader for 4 students in Portage with the District, effective 10/7/2020-6/10/2021; Stipend-\$3,000
14. Heather Kuehl, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 2.5 hours/day Tues.-Thurs. at the Middle School, effective 10/19/2020-5/6/2021; Yr. 1-\$27.11/hr.
15. Jaci McKay, 1.0 FTE English/Language Arts Teacher at the High School, add AP Grading for English Literature for 2 student in Portage, effective 9/14/2020-6/10/2021; \$1,500 Stipend
16. Melvin Miller, Girls Golf Coach at the High School, add Yearbook Advisor with the High School, effective 10/1/2020.
17. Marianne Moser, Media Center EA at the High School, change to Long Term Substitute FACS Teacher at the High School, effective 10/12/2020-11/20/2020, daily teacher sub rate of pay.
18. Jody Saxton West, 1.0 FTE Science Teacher + 1st Semester overload at the High School, add AP Grading for 13 students in Portage, effective 9/14/2020-6/10/2021; \$7,000 Stipend
19. Derrick Schroeder, Special Ed EA-PCA Bus EA for 2 hours/day for 2 days/week with the District for the 2020-2021 school year, change to Special Ed EA-PCA Bus EA for 2 hours/day for 4 days/week with the District for the 2020-2021 school year, effective 10/12/2020-6/10/2021.
20. Deborah Seitz, Special Ed Teacher at the Middle School, add Student Council Advisor for 2 hours/week at the Middle School, effective 10/6/2020; Level I, Step 1
21. Michelle Steele, 1.0 FTE Phy Ed/DAPE + overload for 15 days at the Middle School, change to 1.0 FTE Phy Ed/DAPE + overload through 10/14/2020 at the Middle School, effective 10/5/2020-10/14/2020.
22. Brian Stevens, 1.0 FTE Social Studies Teacher at the High School, add AP Grading for Psychology for 15 students in Portage, effective 9/14/2020-6/10/2021; \$8,000 Stipend
23. Pilar Sullivan, Long Term Substitute Gen Ed EA for 5 hours/day at Greenvale Park, change to Long Term Substitute Gen Ed EA for 4.5 hours/day at Greenvale Park, effective 9/14/2020-6/10/2021.
24. Sarah Swan McDonald, 1.0 FTE Social Studies Teacher + 1st Semester overload at the High School, add AP Grading for Human Geography for 1 student in Portage, effective 9/14/2020-6/10/2021; \$1,000 Stipend
25. Jon Whitney, 1.0 FTE Social Studies Teacher at the High School, add AP Grading for World History for 13 student in Portage, effective 9/14/2020-6/10/2021; \$7,000 Stipend.
26. Zane Anway, General Ed EA for 6.75 hours/day at the Middle School, change to 1.0 FTE Portage Teacher, effective 9/21/2020-6/10/2021; Daily Licensed Sub Rate
27. Lynnsey Carlsen, Supervisory EA for 2 hours/day at Bridgewater, change to Special Ed EA PCA for 4 hours/day and Supervisory for 2 hours/day at Bridgewater, effective 10/12/2020; Special Ed EA Step 3-\$16.75/hr.
28. Matt Crase, EA at the Middle School, add Targeted Services BLAST Site Leader for up to 2.5 hours/day Tues. and Thurs. at the Middle School, effective 10/19/2020-5/6/2021; Step 1-\$16.85/hr.
29. Shari Karlsrud, FACS Teacher at the High School, add Head Student Council Advisor at the High School, effective 10/8/2020; Level G, Step 2
30. Jane Streitz, Special Ed EA PCA for 6.75 hours/day and Gen Ed Supervision for .5 hours/day at Greenvale Park, change to Special Ed EA PCA for 7.25 hours/day from 9/14/2020-10/7/2020. Jane will be returning to Special Ed EA PCA for 6.75 hours/day and Gen Ed Supervision for .5 hours/day at Greenvale Park, effective 10/8/2020.
31. Emy Torres, Special Ed EA PCA for 6.75 hours/day and Gen Ed Supervision for .5 hours/day at Greenvale Park, change to Special Ed EA PCA for 7.25 hours/day from 9/14/2020-10/7/2020. Emy will be returning to Special Ed EA PCA for 6.75 hours/day and Gen Ed Supervision for .5 hours/day at Greenvale Park, effective 10/8/2020.

c) Leave of Absence

1. Updated-Pam Charlton, Teacher at Bridgewater, Family/Medical Leave of Absence, effective 9/28/2020-12/3/2020.
2. Mary Magnuson, Teacher at the High School, Family/Medical Leave of Absence, effective on or about 10/6/2020 and will continue on an intermittent basis for up to 60 work days.
3. Updated-Lesly Martinez Reyes, EA at Bridgewater, Family/Medical Leave of Absence, effective 9/2/2020-12/8/2020.

4. Michelle Sonnega, Teacher at the High School, Leave of Absence, effective 9/30/2021-12/22/2021.
5. Tyler Faust, Teacher at Bridgewater, Family/Medical Leave of Absence, effective 10/19/2020-11/24/2020.
- d) Retirements/Resignations/Terminations
 1. Tresa Mazurek Special Ed EA-PCA at the Middle School, termination of employment effective 9/25/2020.
 2. Jeff St. Martin, Head Custodian at Bridgewater, retirement effective 10/19/2020.

C. Grant Application Approval

Val Mertesdorf, Director of Finance, requested School Board approval of a \$20,000 grant request from HCI. If received, the funds will provide additional literacy supports for K-5 students on the Move 5 Kids priority lists and help move five students in each class to grade level proficiency.

VII. Superintendent's Report

A. Items for Individual Action

1. Resolution Ratifying the Award of the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of General Obligation School Building and Alternative Facilities Refunding Bonds, Series 2020A. At a meeting held September 14, 2020, this Board determined to sell and issue approximately \$10,385,000 principal amount of general obligation refunding bonds of Independent School District #659. These bonds were sold on October 8, 2020 and the Sale Day Report was reviewed at the October 12, 2020 Board meeting. On a motion by Goerwitz, seconded by Baraniak, the Board adopted the Resolution Ratifying the Award of the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of General Obligation School Building and Alternative Facilities Refunding Bonds, Series 2020A. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
2. Policies 809 and 809.1. On a motion by Baraniak, seconded by Iverson, the Board approved Policy 809: Naming of School District Buildings and Policy 809.1: Sponsorship of School District Owned Property. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard and Stratmoen. Voting 'no' was Quinnell.
3. Pandemic Leave. On a motion by Hardy, seconded by Goerwitz, the Board approved Pandemic Leave for the 2020-21 school year. Pandemic Leave will provide each employee with an additional five days of "pandemic sick leave" during the 2020-2021 school year for an individual who has exhausted their own sick leave (including available sick leave bank days if they are a member.) An ill employee would: 1) use the 10 days of sick leave provided by the Families First Coronavirus Relief Act (FFCRA) (if available - this program is scheduled to terminate on December 31, 2020 but may be extended,) their individual sick leave days, days allowed via the sick leave bank (if they are a member), and then the five days of "pandemic sick leave." Employees who do not participate in the District sick leave bank will still have access to the "pandemic sick leave" if they have exhausted the FFCRA leave and their own sick days. This action is designed to support our employees during the COVID-19 global health pandemic. It will not create a past practice or precedent. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

VIII. Items for Information

- A. Enrollment Report. Superintendent Hillmann reviewed the October 2020 enrollment report.
- B. Construction Update #34. Superintendent Hillmann updated the Board on the District's construction projects.
- C. School Bus Safety Week is October 19-23, 2020 and this year's theme is "Red Lights Mean Stop!"

IX. Future Meetings

- A. Monday, October 26, 2020, 6:15 p.m., World's Best Workforce Presentation, 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

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 8:48 p.m.

Noel Stratmoen
School Board Clerk

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

TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: October 26, 2020

RE: Board Approval of Financial Reports – June 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 June 2020.

Bills totaling \$1,660,517.36 were paid in June 2020.

Payroll checks totaling \$3,125,825.73 were issued in June 2020.

No bond payments were paid in June 2020.

At the end of June 2020 Total Cash and Investments amounted to \$50,383,359.00.

Wire transfers initiated by the district during June 2020:

6/25/20	\$3,959,991.80	From MN Trust Bldg Bond to MSDLAF Liquid
6/25/20	\$728,821.80	From MN Trust Oper to MN Trust Bldg Bond
6/26/20	\$728,821.80	From MN Trust Bldg Bond to MN Trust Oper
	\$200,000.00	From Frandsen General to Frandsen Sweep
	\$100,000.00	From Frandsen Sweep to Frandsen General

The following financial reports for June 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

June 2020 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	7,771,751.16	6,075,033.28	3,709,368.15	(3,398,027.92)	6,739,388.37 *
FOOD SERVICE	448,212.01	146,882.17	119,848.61	7,426.30	482,671.87
COMMUNITY ED	250,407.09	214,049.38	208,027.78	13,765.21	270,193.90
CONSTRUCTION ACCOUNT	2,514,718.83	391.15	177,121.57	398,820.04	2,736,808.45
DEBT SERVICE	4,855,384.69	1,372,867.27	-	(888,203.56)	5,340,048.40
TRUST	-	-	-	-	-
SELF INSURANCE	4,837,966.53	66,302.25	571,976.98	1,377,220.18	5,709,511.98
TOTALS	20,678,440.31	7,875,525.50	4,786,343.09	(2,488,999.75)	21,278,622.97
GENERAL FUND INVESTMENT	16,492,490.92	-	-	1,882,442.31	18,374,933.23 *
CONSTRUCTION INVESTMENT	13,844,356.53	-	-	(3,114,553.73)	10,729,802.80
	30,336,847.45	-	-	(1,232,111.42)	29,104,736.03
GRAND TOTALS	51,015,287.76	7,875,525.50	4,786,343.09	(3,721,111.17)	50,383,359.00

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

June 2020

Disbursements:

Bills Paid:

General Fund	\$ 854,057.65	
Food Service Fund	38,250.24	
Community Services Fund	19,110.92	
Construction Fund	177,121.57	
Trust & Agency Fund	-	
Self Insurance Fund	<u>571,976.98</u>	
Total Bills Paid		1,660,517.36

Payroll:

General Fund	2,855,310.50	
Food Service Fund	81,598.37	
Community Services Fund	188,916.86	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,125,825.73

Bond Payments:

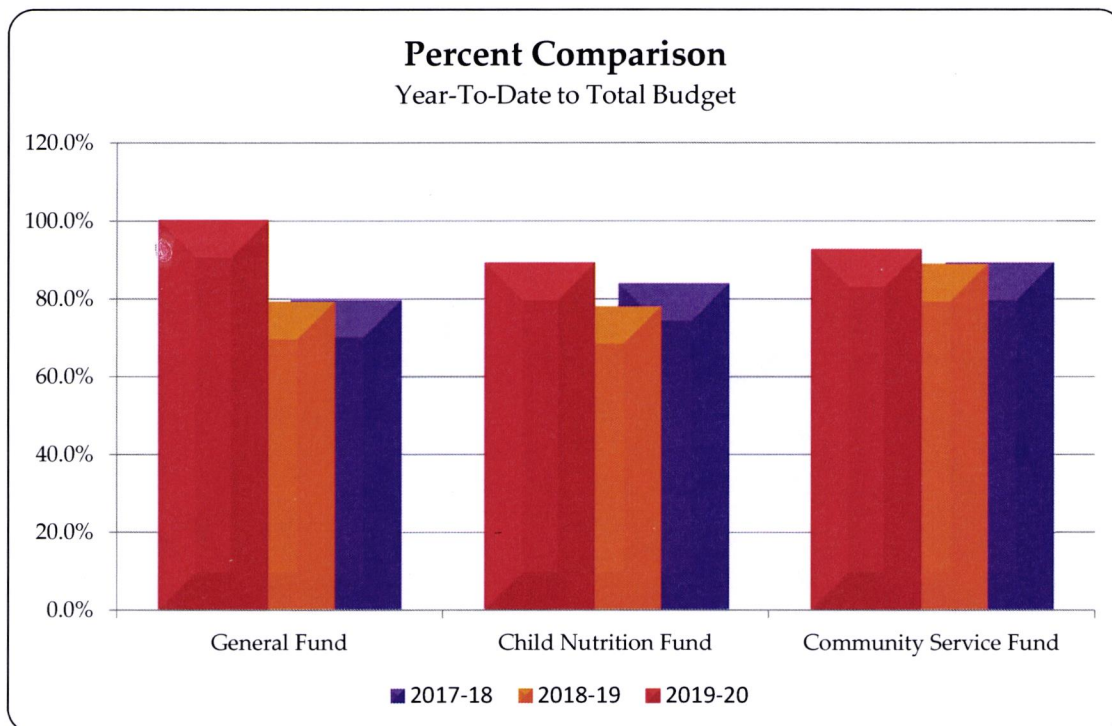
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,786,343.09</u></u>



STATEMENT OF REVENUES

For the month ended June 30, 2020

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2019-20	2018-19	2017-18
General Fund					
Property Taxes	\$ 12,764,198	\$ 14,009,102	91.1%	67.1%	74.5%
State Sources	39,340,454	39,328,004	100.0%	84.7%	83.4%
Federal Sources	2,192,438	1,209,715	181.2%	6.8%	4.9%
Local Sources	2,720,051	2,315,278	117.5%	114.7%	93.2%
Total	\$ 57,017,141	\$ 56,862,099	100.3%	79.2%	79.8%
Child Nutrition Fund	\$ 1,883,752	\$ 2,108,400	89.3%	78.1%	84.0%
Community Service Fund	2,719,554	2,931,149	92.8%	89.0%	89.4%
Construction Fund	798,284	669,655	119.2%	0.0%	0.0%
Debt Service Fund	6,827,850	6,056,639	112.7%	96.1%	84.6%
Trust Fund (Scholarship)	55,540	73,530	75.5%	111.3%	100.8%
Internal Service Fund	6,880,573	7,441,920	92.5%	81.5%	84.9%
Total All Funds	\$ 76,182,693	\$ 76,143,392	100.1%	83.1%	81.2%

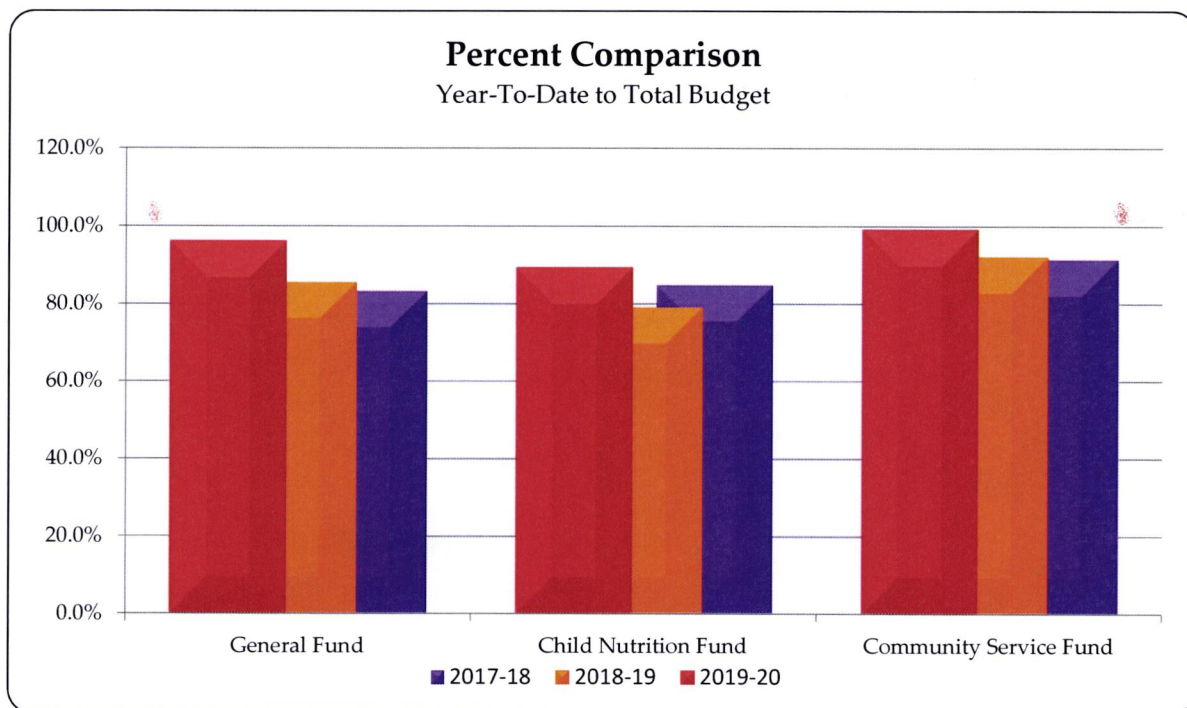




STATEMENT OF EXPENDITURES

For the month ended June 30, 2020

Fund	Year-	Budget	YTD as % of Budget			
	To-Date		2019-20	2018-19	2017-18	
General Fund						
Salaries	\$ 32,545,879	\$ 33,383,372	97.5%	82.1%	81.1%	
Benefits	11,686,046	12,383,336	94.4%	83.6%	83.2%	
Purchased Services	6,591,525	7,373,867	89.4%	99.4%	92.5%	
Supplies & Materials	1,857,229	2,234,076	83.1%	81.7%	83.6%	
Capital Expenditures	2,198,488	1,911,311	115.0%	115.7%	99.8%	
Other Expenses	526,783	295,481	178.3%	38.0%	40.0%	
Total General Fund	\$ 55,405,950	\$ 57,581,443	96.2%	85.6%	83.3%	
Child Nutrition Fund	\$ 2,094,641	\$ 2,343,704	89.4%	79.1%	85.0%	
Community Service Fund	3,012,558	3,035,782	99.2%	92.2%	91.5%	
Construction Fund	30,218,049	30,117,282	100.3%	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	8,357,434	7,430,483	112.5%	96.3%	105.9%	
Total All Funds	\$ 106,365,795	\$ 107,960,467	98.5%	89.1%	87.2%	



Memorandum of Understanding
Between Northfield Public School District (Area Learning Center)
and
Randolph High School
Tri-City United High School

1. Purpose

The purpose of this memorandum of understanding (MOU) is to develop a framework of cooperation between Northfield Area Learning Center (ALC), Randolph High School, and Tri-City United High School. This partnership will develop and implement strategies to help students of the cooperating districts recover lost credits, assist with learning alternatives, and support students in obtaining their high school diploma.

It is the intent of the ALC, Randolph, and Tri-City United schools to work together to implement programming that supports and benefits the students we work with. In doing so, it is recognized that some private data may need to be shared between partners.

2. Roles and Responsibilities

The educational institutions that choose to participate in this MOU desire to evaluate and improve their respective educational programming to best meet the needs of the students we serve. It is necessary, therefore, for the educational institutions to share student data on a reciprocal basis for the purpose of evaluating and analyzing their programs. Student data will also be needed to determine what lost credits need to be recovered and/or assessing if the student qualifies to attend the ALC under Minnesota Statute 124D.68 Graduation Incentives Program. It is understood by all parties that if a student accesses programming at the ALC, they will be claimed by the ALC on the MARSS report to the Minnesota Department of Education indicating enrollment at the ALC for the portion they attend and therefore the ALC will collect the proportional ADM associated with the student's gained membership hours.

The Northfield Area Learning Center will work with the partner districts to provide credit recovery options for students. The ALC will also act as a learning alternative option for students seeking a non-traditional approach to their education. The Northfield ALC will act as the fiscal agent for this partnership with the following understanding; the ALC will be responsible for the staffing of the credit recovery and learning alternative options that take place within the Northfield District that the partnering districts can access. The ALC will also be financially responsible for the administrative costs and staff development associated with this programming. The materials used by the ALC staff to support the learning will also be the responsibility of the ALC. The ALC will not be financially responsible for the transportation of the students to the ALC for any programming.

The Randolph High School will work with the ALC to determine which students are in need of credit recovery. The Randolph High School will also advise the ALC on the format of credit recovery programming that works best for their students, including timing and dates. The Randolph High School will also advise the ALC on potential students that may want to transfer to the ALC for their learning.

The Tri-City United High School will work with the ALC to determine which students are in need of credit recovery. The Tri-City United High School will also advise the ALC on the format of credit recovery programming that works best for their students, including timing and dates. The Tri-City United High School will also advise the ALC on potential students that may want to transfer to the ALC for their learning.

3. Data Sharing and Confidentiality

The parties included in this MOU agree that data collected shall only be used for conducting studies for the purpose of improving programming and support students. Data will be made available to individuals performing an administrative task required in the school or employee's contract or position description approved by the school board in a timely manner.

The participating partners will maintain the privacy of any and all student data exchanged as part of this MOU. To ensure continued privacy and security of the student data processed, stored, or transmitted under this MOU, all partners will work to include the following:

- Procedures and systems that ensure all student records are kept in secured facilities and access to such records is limited to personnel who are authorized to have access to said data under this section of the MOU.
- Procedures and systems that ensure that all confidential student data processed, stored, and/or transmitted under the provisions of this MOU shall be maintained in a secure manner that prevents the interception, diversion, or other unauthorized access to said data.
- The procedures and systems developed and implemented to process, store, or transmit data provided under this MOU shall ensure that any and all disclosures of confidential student data comply with all applicable laws and regulations, including, but not limited to, provisions of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA).

4. Mutual Indemnification

Each Party will indemnify, defend and hold harmless the other Party and each of their directors, officers, agents from and against any and all third party liability, loss, damage, claim, and expense, including but not limited to reasonable attorneys' fees and interest,

which any of them at any time sustain or incur arising from any act or omission of the responsible party, its directors, officers, or employees under this agreement.

5. Term and Amendment

This Memorandum of Understanding is a nonbinding agreement that the parties have entered into in good faith. A party may disassociate from the effort without penalty or liability by providing parties with written notice. This MOU shall be in effect for the period of 36 months commencing August 1, 2020. The parties reserve the right to renegotiate the terms of this MOU upon mutual consent of all parties, by the issuance of a written modification that is dated and signed by all parties.

By signing this Memorandum of Understanding, we agree to implement a comprehensive system for ensuring student data privacy that is consistent with this document. Parties will discuss any issues or questions that arise that are not clearly addressed in the agreement.

Signed By:

Daryl Kehler
Northfield ALC Director

Date

Ben Fisher
Randolph High School Principal

Date

Alan Fitterer
Tri-City United High School Principal

Date

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

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

October

- Longfellow
 - Final rough-in for wall and overhead electrical work; on track to start drywall week of October 19
 - Taping and sanding week of October 26
 - Ceilings and painting to start first week of November
 - Window frames and glass on order and scheduled for installation beginning November week 1
- Sibley, Greenvale Park and Northfield Community Education Center have only a few punch list items left to be done; waiting on materials
- Superintendent Hillmann was the guest speaker at Rotary and he delivered an update and provided information on all of the districts' construction projects.