

**INDEPENDENT SCHOOL DISTRICT 659**  
**REGULAR SCHOOL BOARD MEETING**  
**Monday, November 23, 2020 ~ 7:00 p.m.**

Zoom Meeting Link: <https://northfieldschools-org.zoom.us/j/88992344914?pwd=T0VSd2F0dEpHd0VnTDMzWEERVmQvdz09>

**AGENDA**

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
  - A. SCOPE Presentation
  - B. Northfield High School Update
  - C. Area Learning Center Update
  - D. Semi-Annual Fundraising Report
  - E. Financial Update
  - F. Policy Committee Recommendations
  - G. COVID-19 Response and Operations Update
- VI. Committee Reports
- VII. Consent Agenda
  - A. Approval of Minutes
  - B. Gift Agreements
  - C. Financial Report
  - D. Personnel Items
- VIII. Superintendent's Report
  - A. Items for Individual Action
    - 1. 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
    - 2. Long Term Facilities Maintenance Revised Ten Year Plan
- IX. Items for Information
  - A. American Education Week
  - B. Enrollment Options History
  - C. Construction Update
- X. Future Meetings
  - A. Monday, December 14, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center & Zoom
  - B. Monday, January 11, 2021, 7:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting
  - C. Monday, January 25, 2020, 7:00 p.m., Regular Board Meeting
- XI. Adjournment

**NORTHFIELD PUBLIC SCHOOLS  
MEMORANDUM**

Monday, November 23, 2020 ~ 7:00 p.m.  
Zoom Meeting

**TO: Members of the Board of Education**  
**FROM: Matthew Hillmann, Ed.D., Superintendent**  
**RE: Explanation of Agenda Items for Monday, November 23, 2020, 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. Due to the health pandemic and the extension of Governor Walz's Executive Order 20-01 COVID-19 Peacetime Emergency, and in accordance with Minnesota Statute 13D.021, which permits boards to hold a meeting by telephone conference call or other electronic means, the November 23, 2020, school board meeting will be held by telephone conference call or other electronic means. Public comment for this school board meeting may be submitted by 5:00 p.m. on Monday, November 23, as follows: [info@northfieldschools.org](mailto:info@northfieldschools.org), and will be read by the Board Chair if submitted in compliance with the district's public comment guidelines listed below:

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

IV. Announcements and Recognitions

V. Items for Discussion and Reports

A. SCOPE Presentation

The 2019-20 SCOPE students conducted original historical research and writing which culminated in the publication: *Cows, Colleges, and Discontentment: Youth Activism in Northfield*. Earl Weinmann, Middle School Social Studies teacher, Alannah Clarey, Charlotte Flory, Mari Hanson, Thea Hanson, Josie Hauck, Jackson Hessian, Cora McBroom, Clara Menssen, Connor Percy, and Genevieve Tassava will present to the Board their experiences in research and in the program.

B. Northfield High School Update

High School Principal Joel Leer will update the Board about activities, accomplishments and challenges occurring at the elementary schools.

C. Area Learning Center Update

Area Learning Center Director Daryl Kehler will update the Board about activities, accomplishments and challenges occurring at the elementary schools.

D. Semi-Annual Fundraising Report. In compliance with Policy 713 Student Activity Accounting, Director Mertesdorf will present a fundraising report to be reviewed by the school board.

E. Financial Update

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

F. Policy Committee Recommendations

Dr. Hillmann will present the policy committee's recommendations on Policies 404, 409, 413 and 415. This committee meets on November 19 and the committee's recommendations will be included in the table file.

G. COVID-19 Response and Operations Update

Superintendent Hillmann will update the Board on District operations, COVID-19 response. He will also provide a preview of a process to update the Northfield High School Raider mascot logo that will include Board action to initiate and affirm the process. That information will be included in the table file.

VI. Committee Reports

Ellen Iverson will provide an update on the District Youth Council.

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 November 9, 2020
- Minutes of the Special School Board meeting held on November 13, 2020

B. Gift Agreement

- \$3,369.43 from Greenvale Township to Greenvale Park Elementary School to support additional items needed in response to COVID-19.

C. Financial Report - July 2020

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$2,644,009.48, payroll checks totaling \$3,006,395.42, bond payments totaling \$1,013,837.51, a wire transfer totaling \$4,185,911.48 from MN Trust Bldg Bond to MSDLAF Liquid, a wire transfer totaling \$100,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$150,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for July 2020. At the end of July 2020 total cash and investments amounted to \$44,436,844.85.

D. Personnel Items

a) Appointments

1. Chelsey Oberstar, 1.0 FTE Special Ed DCD Teacher at the High School, beginning 1/25/2021. BA, Step 1-pending on obtaining a teaching license.

b) Increase/Decrease/Change in Assignment

1. Colleen Almen, CNA II at the Middle School, change to CNA-On call with the District, effective 11/18/2020 through the return from distance learning.
2. Dorothy Cohan, Administrative Assistant at the District Office, add Event Worker at the High School, effective 10/20/2020.
3. Ilana Forsgren, CNA I for 3.75 hours/day for 5 days/week at Greenvale Park, change to 3.75 hours/day for 2 days/week at Greenvale Park, effective 11/18/2020 through the return from distance learning.
4. Briana Lanham, Long Term Substitute KidVentures Site Leader for 35 hours/week at Sibley, change to KidVentures Site Assistant for a total 28.5 hours/week at Sibley, effective 11/16/2020.
5. Elizabeth Musicant, Teacher at the High School, add Assistant Speech Coach-Hourly at the High School, effective 1/4/2021. \$18.00/hr.
6. Anna Runestad, Early Childhood Screening Substitute at the NCEC, change to Early Childhood Screener at the NCEC, effective 11/10/2020.
7. Deborah Seitz, Teacher at the Middle School, add Assistant Speech Coach-Hourly at the High School, effective 1/4/2021. \$18.00/hr.

c) Leave of Absence

1. Colleen Almen, CNA II at the Middle School, Leave of Absence, effective 11/18/2020-the return of distance learning.
2. Lee Murray, EA at Bridgewater, Leave of Absence, effective 11/23/2020-the return of distance learning.
3. Ashley Opatrny, EA at Greenvale Park, Leave of Absence effective 12/11/2020 through the end of the 2020-2021 school year.



d) Retirements/Resignations/Terminations

1. Susan Bohannon, Full Time Substitute with the District, resignation effective 11/11/2020.
2. Mary Magnuson, Special Ed Teacher at the High School, retirement effective 1/29/2021.
3. Jon Moen, Technology Support Specialist with the District, retirement effective 12/31/2020.

\*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. 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.

2. Long Term Facilities Maintenance Revised Ten Year Plan. The Board is requested to approve a revision to the Long Term Facilities Maintenance Ten Year Expenditure Plan as presented by Director of Finance Val Mertesdorf.

**Superintendent's Recommendation:** Motion to approve the revision to the Long Term Facilities Maintenance Ten Year Expenditure Plan.

IX. Items for Information

- A. American Education Week. American Education Week presents everyone with an opportunity to celebrate public education and honor individuals who are making a difference in ensuring that every student receives a quality education. American Education Week is November 16-20, 2020.
- B. Enrollment Options History. Dr. Hillmann will review the Enrollment Options History Report.
- C. Construction Update #37. Superintendent Hillmann will update the Board on the District's construction projects.

X. Future Meetings

- A. Monday, December 14, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center & Zoom
- B. Monday, January 11, 2021, 7:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting
- C. Monday, January 25, 2020, 7:00 p.m., Regular Board Meeting

XI. Adjournment



**Purpose**

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The purpose of this update to the School Board is to report about progress towards SIP goals, and to share activities, accomplishments, and challenges occurring at each District building.

**What Is Going Well?**

Staff and students have overshot our expectations for compliance with COVID-19 protocols (masking, distancing, frequent hand washing and sanitizing during the day). We believe this has been a key to allowing us to remain in the hybrid for as long as we have. We have been providing high quality instruction (in the hybrid) since September 14th, having only last Thursday moved to full time distance learning.

Teamwork. All stakeholders, including students, parents, and staff have clearly demonstrated an awareness of what's at stake.

A focus on equity. This district needs to move, and at the high school, the administrative team is working with staff in the TDE process to move the equity lens to the forefront of their teaching each day.

Portage is providing an online option for approximately 200 students.

**What Problems Are We Trying To Solve?**

No one working in our system trained for the reality under which we are currently working. The staff's flexibility and resilience has been incredible. That said, Stress management across the work groups has been complicated and challenging at times.

Quarantine. There is a point when there aren't enough adults to appropriately cover for those who are absent. They can fill the spot with a warm body, but quality instruction and learning are compromised when the classroom teacher isn't there.

Health and Safety policies while solving one issue creates others. Social distancing, room limits, and masks render students and staff physically, socially, and emotionally distant in ways that make it hard to "do the learning." There is a point where we wonder if the importance of being in school is cancelled out by the inability to make what we are doing "look and feel" like school.

These same policies render us unable to utilize community resources (guest speakers, volunteers, etc.) that have historically enhanced the delivery of our curriculum. While some of these limitations can be mitigated by electronic means, those means don't take the place of those resources any more than the hybrid w/ social distancing takes the place of "normal" school.

Preparing for the hybrid model is a challenge with many factors to consider for students, families and staff success.

Finding substitute teachers and educational assistants has been a challenge. On any given day we could have several unfilled positions in the district.

**Summary**

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Nancy, Rico, Joel, and I have worked hard to give staff the administrative support they need to do their work in this incredibly complex set of circumstances. While the shift to distance learning brings with it increased concerns about our underserved and academically at-risk populations, we are buoyed by the reality that we have at NHS a truly amazing team of dedicated passionate educators ready to do everything in their power to help students achieve success, regardless of the model we are working under.

# Northfield High School

2020-21 Weekend Update

# What Is Going Well?



- Staff and students have overshot our expectations for compliance with COVID-19 protocols (masking, distancing, frequent hand washing and sanitizing during the day). We believe this has been a key to allowing us to remain in the hybrid for as long as we have.
- High quality instruction since September 14th.
- Teamwork.
- A focus on equity.
- Portage.



# What Problems Are We Trying To Solve?

- Stress management across the work groups has been complicated and challenging at times.
- Quarantine. There is a point when there aren't enough adults to appropriately cover for those who are absent.
- The “look and feel” of school.
- Inability to utilize community resources (guest speakers, volunteers, etc.)
- The hybrid itself.
- Finding substitute teachers and educational assistants has been a challenge.



Thank You and Questions

# **BRUCE SPRINGSTEEN & THE ADMIN BAND**

THE SOUL CRUSADERS TORONTO BROADCAST 1977



## **Purpose**

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The purpose of this update to the School Board is to report about progress towards SIP goals, and to share activities, accomplishments, and challenges occurring at each District building.

## **What Is Going Well?**

Our first goal is: 75% of the students entering the ALC from NHS will be at or above the credit threshold on the credit matrix for 4 year graduation. We currently have 60% at this mark which is up from 57% last year. This is trending in the right direction, although we still have room for growth.

Our second goal is: The overall attendance rate for ALC students will reach the consistent attendance of 90% as measured per grading period for the 2020-21 school year. We achieved a 92.27% attendance rate for Grading Period 1, although it is worth noting that this is an abnormal year with abnormal attendance requirements.

## **What Problems Are We Trying To Solve?**

The three main areas we are working through are credit completion, building community, and technology needs. Our credit completion is up from Distance Learning, but not equal to in person learning. Our students have acknowledged a lack of homework/distance learning work completion and that is affecting their grades. We continue to brainstorm ways to engage students during distance learning. The second issue is we are trying to incorporate community building activities as students have responded well to the altered activities we have had this year. We have had to adapt our usual activities so we can comply with the COVID guidelines; and this makes it challenging to build community in large groups when we are trying to avoid large group gatherings. We have been able to adapt past activities so we are following guidelines while still building community. The third area we are working on is getting devices to every student that needs one. We have currently been able to give a device to every student that needs one, but we have had to borrow a lot from other buildings and we don't have extras for new students or some to have on hand. Because chromebooks are in low supply across the country, this makes it more challenging to get more in the near future.

## **Summary**

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We have seen trending in a positive direction for our two goals, although we need to continue to monitor and adjust. We also have a few problems that are related to our goals that we are addressing, such as credit completion, community building, and technology. We currently have action steps for the problems we are dealing with, and they are in various stages of success. The toughest problem we have is engagement in our distance learning because it is not our students' preferred learning style. We try very hard to meet students where they are at and provide a different approach than the traditional learning environments, but due to the COVID pandemic we are understandably constrained for safety concerns.



# Northfield Area Learning Center (ALC)

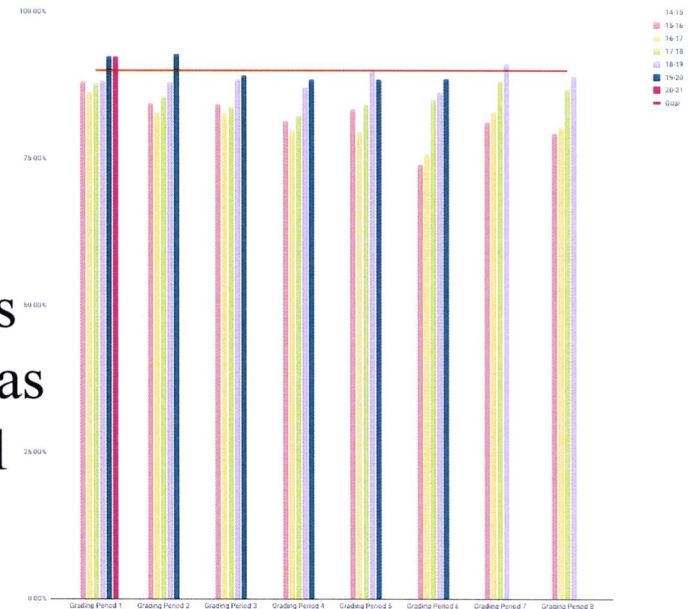
2020-21 Update

## What Is Going Well?

- 75% of the students entering the ALC from NHS will be at or above the credit threshold on the credit matrix for 4 year graduation.

Nfld	57%
ALC	37%
Faribault	46%
Other	89%

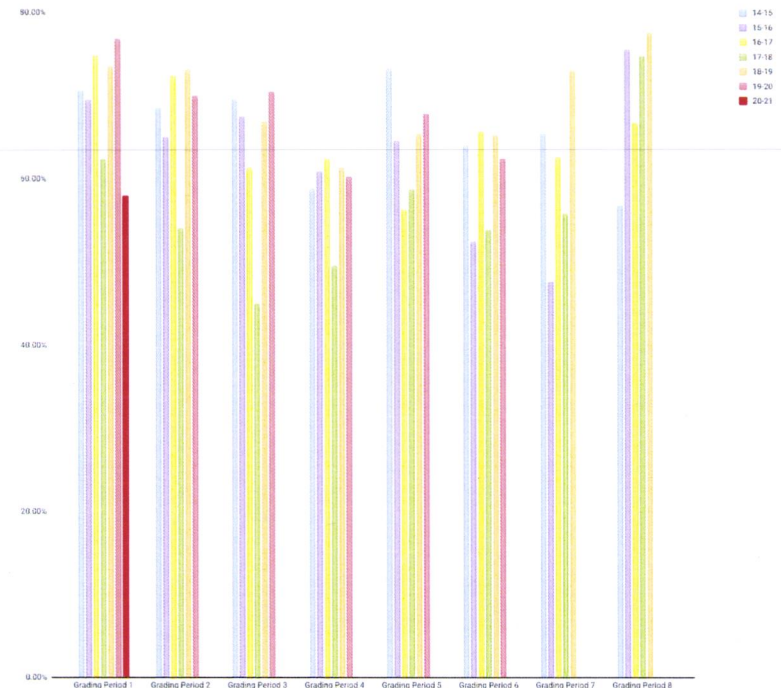
Entry District 2020-21		% Above
Nfld	10	60.00%
ALC	63	49.21%
Faribault	8	12.50%
Other	9	44.44%
Total	90	



- The overall attendance rate for ALC students will reach the consistent attendance of 90% as measured per grading period for the 2020-21 school year. (GP 1 = 92.27%)

# What Problems Are We Trying To Solve?

- Credit completion
  - Students engaged and completing work in person, but not during Distance Learning
    - 65-70% credit completion in person
    - 57% credit completion hybrid
    - 35% credit completion distance learning
- Building Community while observing guidelines
  - Picnic (social distance at Park)
  - Halloween Party
  - Thanksgiving meal changed to activity
- Devices
  - Working with Kim to get devices for students (backordered)





# Thank You and Questions



**Fundraiser Report | November 23, 2020**

Val Mertesdorf, Director of Finance

As required in Policy 713 Student Activity Accounting, I am providing a report of fundraisers that have occurred since July 1st.

Activity	Type of fundraiser	Purpose	Results
Boys Swimming and Diving	Kwik Trip Gas Cards	Raise funds for replacement of training equipment, purchasing of swim caps, fast (tech) suits for meets and new backstroke pennants for the pool.	On-going Revenue to date: \$669.22 Pending Expense: \$855.00

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

### Learning Model Changes

On Tuesday, November 10, 2020, the District announced a planned shift to distance learning that will continue through at least December 22, 2020. The decision included the suspension of all in-person activities, community education classes, and facilities rentals.

The District made the decision after consulting our Incident Command Team, the Minnesota Department of Health Regional Support Team, and Rice County Public Health. Three items prompted the shift to distance learning:

- The Rice County infection rate per 10,000 residents for the 14-day period between October 25 and November 7, 2020, was 100.21. That data has since been revised again to 112.22. This data demonstrates uncontrolled community spread. The infection rate had been 26.60 on October 29, 2020.
- Rice County Public Health identified four significant outbreaks within the county.
- We were struggling to effectively staff our schools due to employees needing to quarantine because of close contact outside of school with someone who has tested positive for COVID-19.

Public health experts do not project the infection rate and uncontrolled community spread to end quickly. Colder weather is forcing people indoors and the upcoming holidays are forecast to continue spreading the virus. The latest infection rate per 10,000 Rice County residents for the reporting period of November 1st – November 14th was 197.07.

### Distance Learning 2.0

The District's phased shift to distance learning began on November 19, 2020. The shift is rooted in our COVID-19 Contingency Planning Purpose and Guiding Principles 2020-21 (follows this report.) Below is the distance learning transition timeline:

School(s)	Timeline
Area Learning Center	<ul style="list-style-type: none"><li>• November 16 &amp; 17: in-person instruction (maroon cohort)</li><li>• November 18: regular distance learning day</li><li>• November 19 &amp; 20: no instruction (teacher planning days)</li><li>• November 23: distance learning begins</li></ul>
Northfield Community Education Center (Hand-in-Hand Pre-School and ECFE)	<ul style="list-style-type: none"><li>• November 16–18: in-person instruction</li><li>• November 19 &amp; 20: no instruction (teacher planning days)</li><li>• November 23: distance learning begins</li></ul>



Elementary Schools (Bridgewater, Greenvale Park, and Sibley Elementary)	<ul style="list-style-type: none"> <li>● November 16–18: in-person instruction</li> <li>● November 19 &amp; 20: no instruction (teacher planning days)</li> <li>● November 23: distance learning begins</li> </ul>
Northfield High School (no changes)	<ul style="list-style-type: none"> <li>● November 16: in-person instruction (maroon cohort)</li> <li>● November 17 &amp; 18: no instruction (teacher planning days)</li> <li>● November 19: distance learning begins</li> </ul>
Northfield Middle School	<ul style="list-style-type: none"> <li>● November 16 &amp; 17: in-person instruction (maroon cohort)</li> <li>● November 18: regular distance learning day</li> <li>● November 19 &amp; 20: no instruction (teacher planning days)</li> <li>● November 23: distance learning begins</li> </ul>

The District's approach to this iteration of distance learning has improved based on families, students, and staff's feedback. Significant improvements include:

- A modified, district-wide, approach to a multi-systems of support. This system is focused on supporting families across buildings rather than only individual students.
- Effort to create reasonable system-wide consistency in presenting information through learning management systems.
- Additional personnel reassigned to technology services for just-in-time school day technology systems support for parents and students.

This round of distance learning's guidance from the Minnesota Department of Education allows for in-person services to some students with disabilities and other at-risk factors.

### **Portage Impact**

Portage students will continue with their regular schedules and are not affected by the transitions.

### **Child Care and Free Meals**

The District will offer free child care during the school day for those people who qualify as Tier I essential workers and for district staff members. Regular KidVentures fees apply to the before and after regular school hours care. Free meals will also be provided, but not at every site. Meals will be bundled for a few days at a time and distributed two days per week.

### **Continuous Improvement**

The District will continue to seek feedback from students, staff, and families. We will monitor and adjust our work in distance learning in real-time based on our experience.

# 2020-2021

## COVID-19 Contingency Planning Purpose and Guiding Principles



**Background:** On June 18, 2020, the Minnesota Department of Education (MDE) released the [2020-21 Planning Guidance for Minnesota Public Schools](#) and the Minnesota Department of Health (MDH) published the [2020-21 Planning Guidance for Schools](#). The guidance instructs schools to prepare contingency plans for three scenarios to operate schools during the 2020-21 school year:

1. In-person learning for all students
2. Hybrid learning with strict social distancing and capacity limits
3. Distance learning

**Purpose Statement:** The purpose of the 2020-2021 Northfield Public Schools COVID-19 contingency plan is to support staff in developing a seamless system of instruction and services that meets the needs of every learner regardless of the scenario.

**Pandemic Planning Principles:** The guiding principles are intended to provide a vision for the instructional framework developed by schools. These are intended to be used in constructing the framework and to inform decisions that will be made when the inevitable unanticipated situations arise. The guiding principles are:

1. **Relationships first.** Model empathy for the wide diversity of situations for our students and staff, and create ways to connect with them to support their academic, physical, mental health, and social-emotional needs.
2. **Equitable Access.** Plans will support the academic, social/emotional, and co-curricular needs of all students. Students must have access to technology and internet service to fully participate in all of the scenarios.
3. **High-quality instruction.** We will endeavor to provide the highest quality instruction practicable within each scenario.
4. **Relentless Support.** We will be relentless in our attention to engaging and connecting with *every* learner and staff member.
5. **Monitor and adjust.** This is not business as usual. We will be flexible and make timely adjustments as needed based on feedback in our pursuit of continuous improvement.
6. **Reasonable consistency.** Students, staff, and families need a certain level of predictability. We will make every effort to provide reasonable consistency in instructional and operational practices while still maintaining flexibility.
7. **Give ourselves grace.** This experience is historic. Even with the best planning, mistakes will be made. We will monitor, adjust, and continuously improve.
8. **Stewardship.** We will carefully consider the immediate benefit of our decision-making with the long-term financial impact.
9. **Accept that schools play a role in child care.** While Northfield Public Schools is often recognized as a leader in high-quality education, we must accept that public schools play a critical role in caring for children during the traditional workday.



## Committee Report

*Board of Education*

**Name:** Ellen Iverson

**Committee:** District Youth Council

**Date Submitted:** 11/17/2020 19:20:23

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The DYC meets twice each month on Wednesday evenings. One meeting is set aside for subcommittee work and members have met socially distanced, in-person, and at a venue where this is possible. The second meeting is via zoom and includes Dr. Hillmann and I who report on school board and district items. Currently, the DYC is discussing the development of a Land Acknowledgement statement. The idea was inspired by a presentation sponsored by the City Of Northfield's Human Rights Commission.



# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

November 9, 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. Board member Hardy attended via teleconference in accordance with Minnesota Statute 13D.021, which permits boards to hold a meeting by telephone conference call or other electronic means. Present at this meeting was Dr. Matt Hillmann, Superintendent, and Anita Aase, Executive Administrative Assistant. Also present via video conference was Erin Bailey, Director of Community Education; Val Mertesdorf, Director of Finance; elementary school principals Nancy Antoine from Bridgewater, Sam Richardson from Greenvale Park, and Scott Sannes from Sibley; Molly Viesselman, Director of Human Resources; and Daryl Kehler, ALC Director. 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 November 9, 2020. All submissions that followed the district policy regarding public comment would be read by Chair Pritchard at this time. There was public comment submitted by Erika Kroetch Campell, 33 Lincoln Lane, regarding new CDC guidelines for close contact and activities.

### **IV. Announcements and Recognitions**

- Congratulations to Noel Stratmoen, Amy Goerwitz, Corey Butler and Claudia Gonzalez-George for being elected to the school board.
- Thank you to Northfield United Methodist Church for their continued donation of homemade masks for both adults and students.
- Rice County Public Health has helped the district obtain N95 masks for our Health Office Staff, at no cost to us. They were delivered on October 30.
- Congratulations to Angie Schock's class. The Imagine Math Ready, Set...SOLVE! contest kicked off the math year in style. This contest ran from August 31 through October 30. Eligibility for the classroom award required 8+ students actively working in Imagine Math. They received a \$50 e-gift card from Amazon, Pizza Hut, Papa John's, or Domino's.
- The following students will be signing national letters of intent on 11/11/20 to further their educational and athletic careers in college: Jessica Boland, hockey, Mankato State; Sylvia Koenig, volleyball, Miami of Ohio; Megan Reilly, volleyball, Arizona State; Emma Torstenson, volleyball, Colorado; Rachel Wieber, volleyball, Southern Utah; Brynn Hostettler, softball, Minnesota; Cole Stanchina, baseball, Winona State.

### **V. Items for Discussion and Reports**

#### **A. Bridgewater, Greenvale Park and Sibley Elementary School Updates**

Elementary school principals Nancy Antoine, Sam Richardson and Scott Sannes updated the Board about activities, accomplishments and challenges occurring at the elementary schools. Staff and students have done well implementing the COVID protocols of masking, distancing, frequent hand washing and sanitizing during the day. Stress management for adults in the schools and finding substitute teachers and educational assistants has been a challenge.

B. Self-Funded Health Insurance Plan

Director of Human Resources Molly Viesselman provided an analysis of the District's health insurance and shared an update on the Benefit Advisory Committee's recommendations in preparation of open enrollment for calendar year 2021. The District moved to a self-funded program for health insurance in September 2011. In the second year of self-funded health insurance there was a small increase to premiums and there was no change in premiums until a slight premium decrease occurred in 2018. Overall, our self insurance has been incredibly successful. The Benefits Advisory Committee had set a minimum fund balance goal of 40% of claims expenditures; our claims experience has been rising and our fund balance is decreasing. The cost of prescription drugs is a large part of this issue, and there are concerns about possible future spend spikes due to the global health pandemic and COVID-19. The Benefits Advisory Committee recommended a 5% increase to overall premium and plan design changes to existing health plans. All five union/associations in the District have to approve this recommendation. If it is not passed through the voting process, there will be a 10% increase to premiums but no plan design changes.

C. Financial Update

Director of Finance Val Mertesdorf reported we are still working through our Federal CARES and Coronavirus Relief Funding. She noted we received \$340.00 additional funds from Goodhue County. The audit is being finalized and will be presented to the Board in December. Once the budget is finalized, Director Mertesdorf will begin to prepare a revised budget and a financial forecast.

D. Operations Update

Dr. Hillmann provided an operations update. In response to feedback from families and staff, the District has modified the way it communicates about laboratory-confirmed COVID-19 cases. We have eliminated using the Minnesota Department of Health (MDH) notification letter and have expanded our website dashboard to include additional information. The COVID-19 case rate has increased at an alarming rate in Rice County, and we have seen this reflected in the case rate increase in the City of Northfield and in Northfield Public Schools, particularly at the high school. This is highly problematic and we continue to implore families to have a plan in place in the event that we need to shift to a different learning model.

We now have 640 students as part of our Portage all-the-time-online program. Beginning in the second quarter, middle and high school Portage students can participate in remote band, choir, and orchestra instruction. Northfield High School will begin a process to update the Raider mascot logo and Superintendent Hillmann may ask the Board to take official action so that the people involved in the process have clarity that their work will result in updating the mascot logo.

MDH has offered Northfield Public Schools to serve as a pilot site for COVID-19 testing, specifically targeting asymptomatic people. We anticipate moving forward with this testing pilot project and will strongly encourage staff to participate and urge families to have their children participate, although it cannot be required. Northfield Public Schools would be the first in the State to do this pilot testing program.

VI. Consent Agenda

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

A. Minutes

- Minutes of the World's Best Workforce public hearing held on October 26, 2020
- Minutes of the Regular School Board meeting held on October 26, 2020

B. Gift Agreements

- Rice County Public Health donated N95 masks to use in our district health offices. These masks will help us to have the appropriate PPE until vendors have available supplies. Value estimated at \$390.
- \$7,000.00 for the pool's starting blocks from Northfield Swim Club
- \$1,000.00 for the Chamber scholarship from the Northfield Area Chamber of Commerce



C. Personnel

a) Appointments

1. Scott Cloud, Assistant Boys Hockey Coach for 2 hours/day for 5 days/week at the High School, beginning 11/30/2020; Level E, Step 5
2. Julene Johnson, Gen Ed Instructional EA, and Cafeteria Supervisor for 5.5 hours/day at Bridgewater beginning 11/6/2020-6/10/2021; Gen Ed Step 4-\$16.72/hr.
3. Sandra Reiman, Gen Ed Instructional EA Literacy Support for 2.75 hours/day at Sibley, beginning 11/4/2020-6/10/2021; Gen Ed Step 4-\$16.72/hr.
4. Taylor Storlie, Assistant Dance Team Coach for 2 hours/day for 3 days/week at the High School, beginning 11/9/2020; Level F, Step 1
5. Giselle Barojas Velazquez, Targeted Services PLUS Site Leader for up to 1.5 hours/day at Sibley, beginning 11/16/2020-5/6/2021; Site Lead Step 2-\$17.19/hr.
6. Allison Ims, Health Aide EA-PCA for 2.45 hours/day at St. Dominic, beginning 1/4/2021-6/4/2021.

b) Increase/Decrease/Change in Assignment

1. Michelle Bauer, Instructional Coach with the District, add Portage Grader for 25 students with the District, effective 10/30/2020-6/10/2021; Stipend \$13,000
2. Samantha Becker, Gen Ed EA Media for 7.5 hours/day at the Middle School, change to Gen Ed EA Media for 6.75 hours/day at the Middle School, effective 9/14/2020-6/10/2021.
3. Samantha Becker, Gen Ed EA Media for 33.75 hours/week at the Middle School, change to Gen Ed EA Media for 33 hours/week at the Middle School, effective 9/14/2020-6/10/2021.
4. Sarah Bloom, Teacher at the Middle School, add Portage Grader for 25 students with the District, effective 10/30/2020-6/10/2021; Stipend \$13,000
5. Sebastian Burset, Long Term Substitute Cultural Liaison with the District, will continue in the position for the remainder of the 2020-2021 school year, effective 11/2/2020-6/10/2021.
6. Erik Burton, Teacher at the High School, add Portage Grader for 25 students with the District, effective 10/30/2020-6/10/2021; Stipend \$13,000
7. Margaret Christiansen, Special Ed EA Bus with the district, change to Substitute Bus EA with the District, effective 10/29/2020-6/10/2021.
8. Jan Ensrud, Teacher at the Middle School, add Portage Grader for 25 students with the District, effective 10/30/2020-6/10/2021; Stipend \$13,000
9. Janet Gannon, Gen Ed EA for 33.75 hours/week at the Middle School, change to Gen Ed EA for 33 hours/week at the Middle School, effective 9/14/2020-6/10/2021.
10. Cindy Keogh, Building Supervisor with Community Education, add Gen Ed EA Literacy Support for Portage for 4 hours/day with the District, effective 11/2/2020-6/10/2021; Gen Ed Step 4-\$16.72/hr.
11. Melanie Klein, Special Ed Teacher at Sibley, add Homebound Instruction for approximately .50 hours/day for 5 days/week with the District, effective 11/2/2020-6/10/2021.
12. Mitchel May, 1.0 Assistant Weightlifting Coach at the High School, change to .5 Assistant Weightlifting Coach at the High School, effective 11/16/2020.
13. Debra Pack, Spec Ed EA at the High School, add Spec Ed EA Bus PCA for 1 hour/day for 4 days/week with the District, effective 11/2/2020-6/10/2021.
14. Scott Stanina, Teacher at the High School, add Portage Grader for 25 students with the District, effective 10/30/2020-6/10/2021; Stipend \$13,000
15. Michelle Steele, 1.0 FTE Phy ED/DAPE Teacher + overload through 10/30/2020 at the Middle School, change to 1.0 FTE Phy ED/DAPE Teacher +overload through 11/10/2020 at the Middle School, effective 11/2/2020-11/10/2020.
16. Katrina Warner, EA at Bridgewater, add Targeted Services PLUS Site Leader for up to 1.5 hours/day Mon.-Thurs. at Bridgewater, effective 11/15/2020-5/6/2021; Step 1-\$16.85/hr.
17. Matthew Crase, Special Ed EA-PCA at the Middle School, change to Long Term Substitute Special Ed ASD Teacher at the High School, effective 11/5/2020-12/22/2020. Daily sub teacher rate until regular license is obtained, then BA, Step 1.
18. Kathleen Mellstrom, Spec Ed EA PCA-LI program for 6.75 hours/day 5 days/week at the High School, change to Spec Ed EA PCA-ASD program for 6.75 hours/day 2 days/week at the High School, effective 11/10/2020-6/10/2021.
19. Mallory Nystuen, Spec Ed EA-PCA at Sibley, add Spec Ed EA-PCA Extracurricular hours will vary with the District, effective 11/3/2020-6/10/2021.
20. Ella Stromme, Social Worker at the NCEC, add Community School Evening Club Leader for up to 6 hours/week at Greenvale Park, effective 11/10/2020-6/10/2021; \$22.27/hr.

c) Leave of Absence



1. Ann Ackerman, Speech and Language Pathologist at Sibley, Family/Medical Leave of Absence beginning on or about 3/11/2021 for 12 workweeks.
  2. Matt Crase, EA at the Middle School, Leave of Absence, effective 11/5/2020-12/22/2020.
  3. Laura DeGroot, Olympic Weightlifting Coach at the High School, Leave of Absence for the 2020-2021 season, effective 11/2/2020.
  4. Whitney Docken, Speech and Language Pathologist at Greenvale Park, Family/Medical Leave of Absence beginning on or about 3/7/2021 through the end of the 2020-2021 school year.
  5. Joan Lizaola, Cultural Liaison with the District, Leave of Absence extended to the end of the 2020-2021 school year, effective 10/30/2020-6/10/2021.
  6. Kathleen Mellstrom, EA at the High School, Leave of Absence Mondays through Wednesdays, working only Thursdays and Fridays, for the duration of the 2020-2021 school year, effective 10/29/2020-6/10/2021.
  7. Jane Weiland, Teacher at the Middle School, Family/Medical Leave of Absence beginning on or about 2/27/2021 for 8 workweeks.
  8. Mary Boyum, EA at Sibley, Family/Medical Leave of Absence, effective on 10/20/2020-12/22/2020.
  9. Arleene Gallardo, HR Generalist in the District Office, Family/Medical Leave of Absence, effective 12/14/2020-2/5/2021.
  10. Jennifer Hildahl, EV Teacher at NCEC, Leave of Absence, effective 3/26/2021-6/4/2021.
  11. Tiffany Kortbein, Teacher at Greenvale Park, Family/Medical Leave of Absence, effective on or about 5/3/2021 for 8 work weeks.
  12. Maimouna Toure-Keita, District Nurse, Family/Medical Leave of Absence, effective 11/2/2020-11/13/2020.
- d) Retirements/Resignations/Terminations

D. Northfield Swim Club Agreement

The School Board was asked to approve an agreement with the Northfield Swim Club. This agreement is for the time period November 9, 2020 to November 8, 2021. Updates to the agreement included an increase in custodial fees and a requirement to provide an inventory of any lockers being used by participants in the boys or girls locker rooms.

VII. Superintendent's Report

A. Items for Individual Action

1. Memorandum of Understanding Between the ALC and Randolph & Tri-City United High Schools. On a motion by Goerwitz, seconded by Baraniak, the Board approved a memorandum of understanding to develop a framework of cooperation between the Northfield ALC, Randolph High School, and Tri-City United High School. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
2. Policies 419, 516 and 607. On a motion by Iverson, Seconded by Baraniak, the Board approved modifications to policies 419, 516 and 607. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
3. Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation. On a motion by Quinnell, seconded by Goerwitz, the Board approved the resolution supporting the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees. On a roll call vote, voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
4. 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. On a motion by Iverson, seconded by Goerwitz, the Board approved 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. On a roll call vote, voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

VIII. Items for Information

- A. Enrollment Options Report. Superintendent Hillmann reviewed the 2020-21 Enrollment Options Report that was prepared by Student Information Systems Specialist Christine Neset.
- B. Community Education Day. Governor Tim Walz has proclaimed Thursday, November 12, 2020 as Community Education Day.
- C. Timeline for Renaming Longfellow and Sibley. Dr. Hillmann shared a proposed timeline for renaming Longfellow and Sibley Elementary School in compliance with Policy 809: Naming of School District Buildings. The proposed timeline for renaming Longfellow may need to be adjusted.
- D. Construction Update #36. Superintendent Hillmann updated the Board on the District's construction projects.
- E. Enrollment Report. Superintendent Hillmann reviewed the November 2020 enrollment report.

IX. Future Meetings

- A. Friday, November 13, 2020, 1:00 p.m., Special Board Meeting, Zoom
- B. Monday, November 23, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center & Zoom
- C. Monday, December 14, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center & Zoom

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 9:13 p.m.

Noel Stratmoen  
School Board Clerk



# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

November 13, 2020  
Northfield High School Media Center

### **I. Call to Order**

Board Chair Julie Pritchard called the Special meeting of the Northfield Board of Education of Independent School District 659 to order at 1:00 p.m. In accordance with Minnesota Statute 13D.021, which permits boards to hold a meeting by telephone conference call or other electronic means. This meeting was conducted via video conference. In addition, the school board determined that it was not feasible for at least one board member, or the superintendent to be physically present at the regular meeting location and that it was not feasible for the public to attend this meeting at the regular location.

Board member attendance was taken by roll call. Anita Aase, Executive Assistant to the Superintendent and Board of Education, called the name of each board member in alphabetical order by last name and the board member responded "present" when his/her name was called. Present: Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. Stratmoen had audio difficulty and was unable to respond audibly but gave a thumbs up and can be observed on the video. Absent: None.

Also present at this video conference meeting was Dr. Matt Hillmann, Superintendent; Anita Aase; and Val Mertesdorf, Director of Finance. 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 by roll call. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

### **III. Superintendent's Report**

#### **A. Items for Individual Action**

1. Resolution Canvassing the Results of the November 3, 2020 School Board Election. On a motion by Iverson, seconded by Hardy, the Board approved by roll call the Resolution Canvassing Returns of Votes of the November 3, 2020 School Board Election.

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

It is hereby found, determined and declared that the general election of the voters of the district held on November 3, 2020, was in all respects duly and legally called and held.

As specified in the attached Abstract and Return of Votes Cast, a total of 21,816 voters of the district voted at said election on the election of four school board members for four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election; as follows:

Claudia Gonzalez-George	7328 of votes
Amy Goerwitz	6986 of votes
Corey Butler	5295 of votes
Noel Stratmoen	4967 of votes

Claudia Gonzalez-Goerge, Amy Goerwitz, Corey Butler, and Noel Stratmoen, having received the highest number of votes, are elected to four-year terms beginning the first Monday in January, 2021. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.



Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

2. Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Duties. On a motion by Goerwitz, seconded by Baraniak, the Board authorized by roll call, the Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Duties.

WHEREAS, the board has canvassed the general election for school board members held on November 3, 2020,

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

The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 659 to the following candidates: Claudia Gonzalez-George, Amy Goerwitz, Corey Butler, and Noel Stratmoen who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

The certificate of election shall be in substantially the form attached hereto.

After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

#### IV. Adjournment

On a motion by Quinnell, seconded by Goerwitz, the Board approved adjournment by roll call at 1:10 p.m. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

Noel Stratmoen  
School Board Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 12<sup>th</sup> day of November, 2020, by and between Greenvale Township, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

### TERMS

Check # 7407  
\$3,369.43 donation to Greenvale Park Elementary to support additional items needed in response to Covid-19.

Greenvale Township  
Donor

By:

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk

## RESOLUTION ACCEPTING DONATIONS

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

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

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

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

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

Donor	Item	Designated Purpose (if any)
Greenvale Township	\$3,369.43	Use to support additional items needed in response to COVID-19

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Julie Pritchard, Chair

By: Noel Stratmoen, Clerk



**DISTRICT OFFICE**

1400 Division Street South  
Northfield, MN 55057  
PH 507.663.0600 • Fax 507.663.0611  
[www.northfieldschools.org](http://www.northfieldschools.org)

TO: Dr. Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance   
DATE: November 23, 2020  
RE: Board Approval of Financial Reports – July 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 July 2020.

Bills totaling \$2,644,009.48 were paid in July 2020.

Payroll checks totaling \$3,006,395.42 were issued in July 2020.

Bond payments totaling \$1,013,837.51 were paid in July 2020.

At the end of July 2020 Total Cash and Investments amounted to \$44,436,844.85.

Wire transfers initiated by the district during July 2020:

7/24/20	\$4,185,911.48	From MN Trust Bldg Bond to MSDLAF Liquid
	\$100,000.00	From Frandsen General to Frandsen Sweep
	\$150,000.00	From Frandsen Sweep to Frandsen General

The following financial reports for July 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

July 2020 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	6,753,362.17	171,336.08	4,133,891.45	9,780,616.71	12,571,423.51 *
FOOD SERVICE	482,671.87	25,332.03	64,667.83	8.78	443,344.85
COMMUNITY ED	256,220.10	236,292.19	198,464.63	(404.15)	293,643.51
CONSTRUCTION ACCOUNT	2,736,808.45	228.74	380,768.93	5,099,661.57	7,455,929.83
DEBT SERVICE	5,340,048.40	155,224.73	1,015,762.51	-	4,479,510.62
SELF INSURANCE	5,709,511.98	73,816.35	870,687.06	472,415.23	5,385,056.50
TOTALS	21,278,622.97	662,230.12	6,664,242.41	15,352,298.14	30,628,908.82
GENERAL FUND INVESTMENT	18,374,933.23	-	-	(10,250,000.00)	8,124,933.23 *
CONSTRUCTION INVESTMENT	10,729,802.80	-	-	(5,046,800.00)	5,683,002.80
	29,104,736.03	-	-	(15,296,800.00)	13,807,936.03
GRAND TOTALS	50,383,359.00	662,230.12	6,664,242.41	55,498.14	44,436,844.85

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

July 2020

Disbursements:

Bills Paid:

General Fund	\$ 1,344,897.92	
Food Service Fund	28,981.23	
Community Services Fund	16,749.34	
Construction Fund	380,768.93	
Trust & Agency Fund	1,925.00	
Self Insurance Fund	<u>870,687.06</u>	
Total Bills Paid		2,644,009.48

Payroll:

General Fund	2,788,993.53	
Food Service Fund	35,686.60	
Community Services Fund	181,715.29	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,006,395.42

Bond Payments:

Debt Redemption Fund	<u>1,013,837.51</u>	
Total Bond Payments		<u>1,013,837.51</u>
Total Disbursements		<u><u>\$6,664,242.41</u></u>

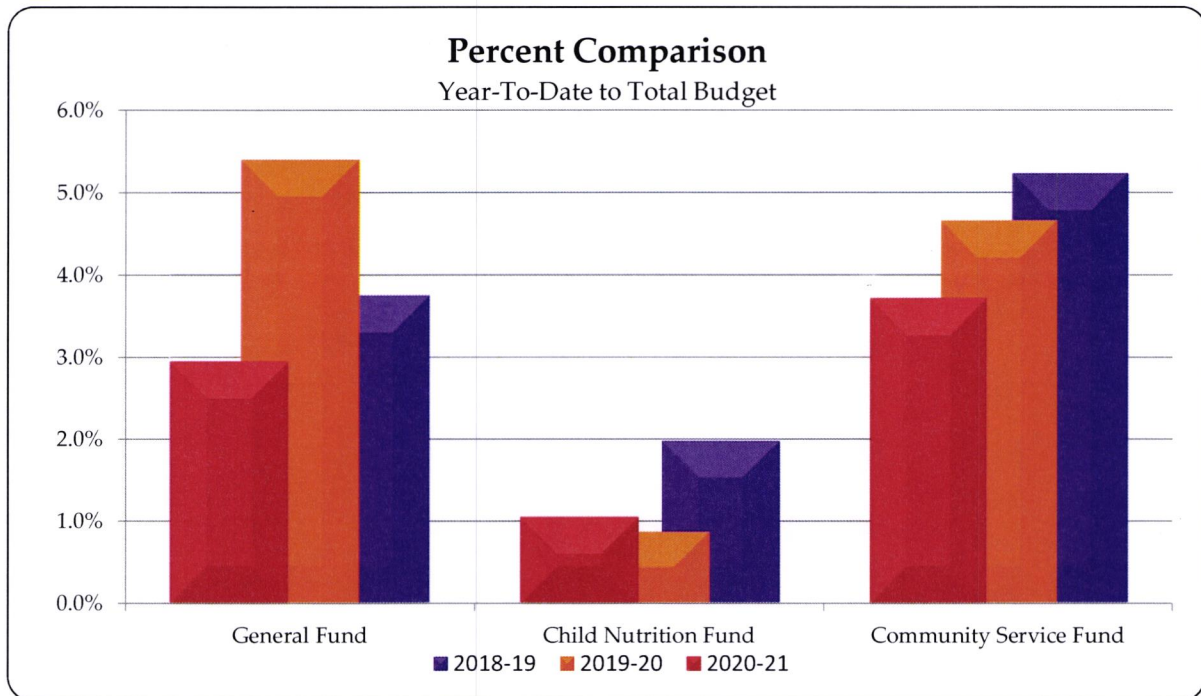




## STATEMENT OF EXPENDITURES

For the month ended July 31, 2020

Fund	Year-		YTD as % of Budget		
	To-Date	Budget	2020-21	2019-20	2018-19
General Fund					
Salaries	\$ 482,497	\$ 34,438,992	1.4%	1.6%	1.6%
Benefits	239,344	12,918,802	1.9%	2.4%	2.5%
Purchased Services	421,011	7,706,644	5.5%	11.3%	13.3%
Supplies & Materials	153,342	2,297,573	6.7%	9.3%	2.0%
Capital Expenditures	425,971	2,639,042	16.1%	64.0%	12.9%
Other Expenses	68,676	726,246	9.5%	15.6%	16.0%
Total General Fund	\$ 1,790,841	\$ 60,727,299	2.9%	5.4%	3.8%
Child Nutrition Fund	\$ 25,672	\$ 2,433,320	1.1%	0.9%	2.0%
Community Service Fund	119,827	3,224,381	3.7%	4.7%	5.2%
Construction Fund	1,368,268	8,316,866	16.5%	0.1%	0.0%
Debt Service Fund	1,015,763	7,264,675	14.0%	16.2%	7.1%
Internal Service Fund	823,808	8,090,343	10.2%	8.8%	10.0%
<b>Total All Funds</b>	<b>\$ 5,144,179</b>	<b>\$ 90,056,884</b>	<b>5.7%</b>	<b>4.8%</b>	<b>4.7%</b>

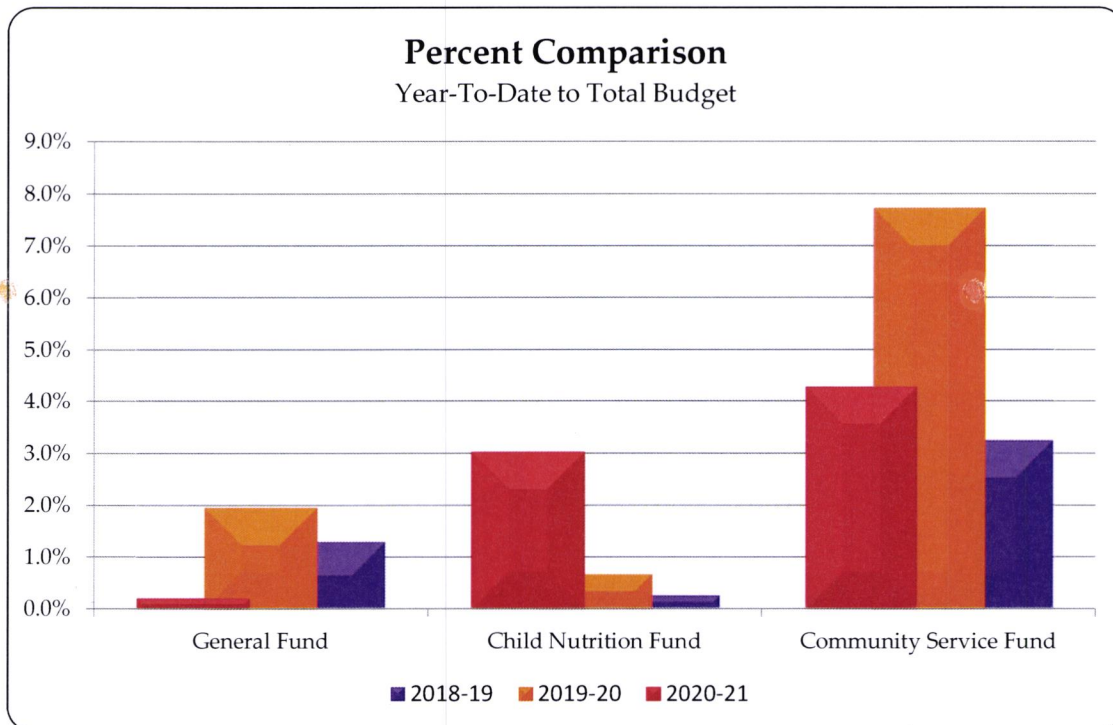




## STATEMENT OF REVENUES

For the month ended July 31, 2020

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2020-21	2019-20	2018-19
General Fund					
Property Taxes	\$ 103,949	\$ 14,132,124	0.7%	0.5%	0.6%
State Sources	1,138	40,310,185	0.0%	0.0%	0.2%
Federal Sources	-	1,389,715	0.0%	0.0%	33.9%
Local Sources	11,524	2,028,278	0.6%	72.0%	8.3%
Total	\$ 116,611	\$ 57,860,302	0.2%	1.9%	1.3%
Child Nutrition Fund	\$ 67,159	\$ 2,220,244	3.0%	0.7%	0.3%
Community Service Fund	136,564	3,187,661	4.3%	7.7%	3.2%
Construction Fund	53,090	105,134	50.5%	4.1%	0.0%
Debt Service Fund	155,225	6,210,807	2.5%	1.1%	1.5%
Internal Service Fund	499,257	7,547,782	6.6%	1.4%	1.4%
<b>Total All Funds</b>	<b>\$ 1,027,905</b>	<b>\$ 77,131,930</b>	<b>1.3%</b>	<b>2.1%</b>	<b>1.4%</b>



**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; the City of Northfield, the City of Northfield Ward 3, Precinct 1; 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 1, Precinct 1; the City of Northfield, 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:

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; the City of Northfield, Ward 1, Precinct 2; 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.)

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Noel Stratmoen  
Board of Education, Clerk

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Date

**NORTHFIELD PUBLIC SCHOOLS  
LTFM 10 YEAR PLAN - REVISION  
11.23.2020**

	<b>2019</b>		<b>2020</b>		<b>2021</b>		<b>2022</b>		<b>2023</b>		<b>2024</b>	
<b>Revenue</b>	\$	1,553,688	\$	1,540,798	\$	1,474,621	\$	1,499,409	\$	1,498,096	\$	1,496,941
<b>Expenditures</b>	\$	1,078,295	\$	1,127,078	\$	2,362,950	\$	993,500	\$	476,600	\$	1,285,300
<b>Revision</b>			\$	733,111	\$	(733,111)						
<b>Difference</b>	\$	475,393	\$	(319,391)	\$	(155,218)	\$	505,909	\$	1,021,496	\$	211,641
<hr/>												
<b>Beginning Fund Balance</b>	\$	692,380	\$	1,167,773	\$	848,382	\$	693,164	\$	1,199,073	\$	2,220,569
<b>Ending Fund Balance</b>	\$	1,167,773	\$	848,382	\$	693,164	\$	1,199,073	\$	2,220,569	\$	2,432,210
<hr/>												
	<b>2025</b>		<b>2026</b>		<b>2027</b>		<b>2028</b>		<b>2029</b>		<b>2030</b>	
<b>Revenue</b>	\$	1,495,944	\$	1,500,354	\$	1,499,514	\$	1,498,831	\$	1,661,056	\$	1,661,056
<b>Expenditures</b>	\$	1,132,950	\$	1,426,200	\$	739,500	\$	316,950	\$	506,050	\$	321,600
<b>Difference</b>	\$	362,994	\$	74,154	\$	760,014	\$	1,181,881	\$	1,155,006	\$	1,339,456
<hr/>												
<b>Beginning Fund Balance</b>	\$	2,432,210	\$	2,795,204	\$	2,869,358	\$	3,629,372	\$	4,811,253	\$	5,966,259
<b>Ending Fund Balance</b>	\$	2,795,204	\$	2,869,358	\$	3,629,372	\$	4,811,253	\$	5,966,259	\$	7,305,715

To supplement the construction projects, we allocated about \$1.8 million of LTFM dollars. This was presented and approved in the FY 2020-21 budget in February. Due to the timing of the construction and projects, some of the expenditures were incurred in the spring (FY20). To ensure we receive all of the funding, we need to revise the approved LTFM 10 year plan to show the change in expenditures.

The District incurred \$733,111 between February and June related to LTFM Construction projects. This chart is showing that we moved the budget from FY2020-21 to FY2019-20.

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	<b>Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only</b>										ED - 02478-06
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.													
<b>District Info.</b> District Name: Northfield Public Schools District Number: 0659-01 District Contact Name: Val Mertesdorf Contact Phone #: 507.663.0620		<b>Enter Information</b> Date: 11.23.2020 Email: vmertesdorf@northfieldschools.org											
<b>Fiscal Year (FY) Ending June 30</b>													
<b>Expenditure Categories</b>		2020 (base year)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>													
Finance Code	Category (1)												
347	Physical Hazards	\$22,350	\$22,350	\$26,650	\$27,300	\$28,100	\$27,800	\$29,500	\$24,050	\$30,250	\$27,300	\$36,300	
349	Other Hazardous Materials	\$13,200	\$13,200	\$26,500	\$9,100	\$6,200	\$5,800	\$22,700	\$5,900	\$5,900	\$5,900	\$5,900	
352	Environmental Health and Safety Management	\$102,750	\$104,300	\$108,750	\$109,850	\$111,450	\$112,550	\$114,150	\$115,250	\$115,350	\$115,350	\$115,350	
358	Asbestos Removal and Encapsulation	\$4,400	\$4,400	\$4,450	\$4,500	\$4,550	\$4,600	\$4,650	\$4,700	\$4,750	\$4,800	\$4,850	
363	Fire Safety	\$27,800	\$24,700	\$28,150	\$40,350	\$26,500	\$26,700	\$42,700	\$27,100	\$27,700	\$44,700	\$27,700	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Health and Safety Capital Projects		\$170,500	\$168,950	\$194,500	\$191,100	\$176,800	\$177,450	\$213,700	\$177,000	\$183,950	\$198,050	\$190,100	
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>													
Finance Code	Category (2)												
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>													
Finance Code	Category (3)												
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Accessibility</b>													
Finance Code	Category (4)												
367	Accessibility	\$28,400	\$120,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Accessibility Projects		\$28,400	\$120,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Deferred Capital Expenditures and Maintenance Projects</b>													
Finance Code	Category (5)												
368	Building Envelope	\$230,000	\$90,000	\$70,000	\$0	\$50,000	\$0	\$120,000	\$60,000	\$0	\$50,000	\$50,000	
369	Building Hardware and Equipment	\$163,050	\$38,000	\$10,000	\$90,000	\$0	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000	
370	Electrical	\$24,500	\$300,000	\$20,000	\$0	\$0	\$0	\$0	\$85,000	\$13,000	\$13,000	\$13,000	
379	Interior Surfaces	\$139,228	\$191,000	\$28,000	\$13,000	\$64,000	\$34,000	\$95,000	\$105,000	\$16,000	\$81,000	\$16,000	
380	Mechanical Systems	\$678,521	\$263,479	\$65,000	\$90,000	\$170,000	\$95,000	\$70,000	\$0	\$0	\$0	\$0	
381	Plumbing	\$233,700	\$153,100	\$500,000	\$0	\$90,000	\$45,000	\$0	\$0	\$0	\$0	\$0	
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
383	Roof Systems	\$0	\$0	\$40,000	\$0	\$675,000	\$750,000	\$675,000	\$227,000	\$0	\$0	\$0	
384	Site Projects	\$192,289	\$304,711	\$66,000	\$92,500	\$59,500	\$31,500	\$252,500	\$85,500	\$89,000	\$149,000	\$37,500	
Total Deferred Capital Expense and Maintenance		\$1,661,289	\$1,340,289	\$799,000	\$285,500	\$1,108,500	\$955,500	\$1,212,500	\$562,500	\$133,000	\$308,000	\$131,500	
Total Annual 10-Year Plan Expenditures		\$1,860,189	\$1,629,839	\$993,500	\$476,600	\$1,285,300	\$1,132,950	\$1,426,200	\$739,500	\$316,950	\$506,050	\$321,600	



# Northfield Public Schools - Enrollment Options History

	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12
<b>Northfield Students Out</b>										
Cannon Falls	3	2	13	6	0	0	0	0	0	0
CVSEC	19	21	22	16	0	0	0	0	0	0
Faribault	6	8	5	6	5	5	9	9	20	17
Farmington	28	22	19	20	20	23	27	20	18	24
Lakeville	23	24	25	20	22	22	24	18	21	14
New Prague	37	34	30	27	21	23	22	22	20	16
Randolph	74	72	59	65	62	63	55	45	43	29
Tri-City United	6	7	6	5	5	10	10	9	11	10
Other	41	37	41	24	47	33	40	70	58	54
<b>Total</b>	<b>237</b>	<b>227</b>	<b>220</b>	<b>189</b>	<b>182</b>	<b>179</b>	<b>187</b>	<b>193</b>	<b>191</b>	<b>164</b>
<b>Non-Resident In</b>										
Cannon Falls	9	11	14	13	7	8	13	17	22	15
Faribault	326	293	266	252	202	167	171	167	148	144
Farmington	15	14	19	20	13	12	10	12	12	13
Kenyon-Wanamingo	28	24	17	17	15	17	15	14	18	21
Lakeville	10	6	11	13	10	8	5	2	12	11
New Prague	9	11	19	25	19	22	16	19	20	20
Randolph	24	22	19	28	17	14	18	24	19	16
Tri-City United	22	27	21	24	20	21	22	16	14	14
Other	12	11	17	19	10	12	12	26	27	22
<b>Total</b>	<b>455</b>	<b>419</b>	<b>403</b>	<b>411</b>	<b>313</b>	<b>281</b>	<b>282</b>	<b>297</b>	<b>292</b>	<b>276</b>
<b>Northfield to Non-Public</b>										
St. Dominic's	99	108	104	100	108	122	122	151	168	169
Other	54	45	41	40	38	36	41	34	64	66
<b>Total</b>	<b>153</b>	<b>153</b>	<b>145</b>	<b>140</b>	<b>146</b>	<b>158</b>	<b>163</b>	<b>185</b>	<b>232</b>	<b>235</b>
<b>Northfield to Home School</b>	<b>207</b>	<b>150</b>	<b>137</b>	<b>130</b>	<b>113</b>	<b>120</b>	<b>121</b>	<b>109</b>	<b>115</b>	<b>123</b>
<b>Northfield to Charter</b>										
Prairie Creek	148	150	152	153	159	152	156	153	166	145
Arcadia	90	86	95	99	94	90	107	104	120	91
Other	40	26	31	28	25	30	25	11	14	18
<b>Total</b>	<b>278</b>	<b>262</b>	<b>278</b>	<b>280</b>	<b>278</b>	<b>272</b>	<b>288</b>	<b>268</b>	<b>300</b>	<b>254</b>
<b>Total Student In</b>	<b>455</b>	<b>419</b>	<b>403</b>	<b>411</b>	<b>313</b>	<b>281</b>	<b>282</b>	<b>297</b>	<b>292</b>	<b>276</b>
<b>Total Students Out</b>	<b>875</b>	<b>792</b>	<b>780</b>	<b>739</b>	<b>719</b>	<b>729</b>	<b>759</b>	<b>755</b>	<b>838</b>	<b>776</b>
<b>Net In/Out</b>	<b>-420</b>	<b>-373</b>	<b>-377</b>	<b>-328</b>	<b>-406</b>	<b>-448</b>	<b>-477</b>	<b>-458</b>	<b>-546</b>	<b>-500</b>
	12.60%	-1.06%	14.94%	-19.21%	-9.38%	-6.08%	4.15%	-16.12%	9.20%	



Construction Update No. 37  
*Presented to the Board on 11.23.2020*  
Matt Hillmann, Ed.D., Superintendent of Schools

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

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

**November**

- POC conducted a virtual meeting on Tuesday, November 17
- Longfellow
  - Casework going in next week and hardware will follow
  - Punch list walk through scheduled beginning of December
  - Window replacement continues through December week two
- Greenvale Elementary
  - Punch list is approximately 60% complete
  - Furniture, including media shelving, arriving in December
  - Acoustic testing has been completed and adjustments will be made to doors in the office area including sealants