

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Tuesday, November 26, 2018 7:00 PM  
Northfield High School, Media Center

**AGENDA**

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

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To ensure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
  - A. FY 2018 Audit Presentations
  - B. Bond Sale Dates and Bond Pre-Sale Report
- VI. Committee Reports
- VII. Consent Agenda
  - A. Approval of Minutes
  - B. Gift Agreement
  - C. Personnel Items
- VIII. Superintendent's Report
  - A. Items for Individual Action
    - 1. FY 2018 Audit
    - 2. Resolution Authorizing The Approval Of The Sale Of General Obligation School Building Bonds, Series 2019A; Covenanting And Obligating The District To Be Bound By And To Use The Provisions Of Minnesota Statutes, Section 126C.55 To Guarantee The Payment Of The Principal And Interest On The Bonds
    - 3. Management Plan for Lead-in-Water
    - 4. Dundas Dome Lease Agreement for 2019
- IX. Items for Information
  - A. World's Best Workforce will be Monday, December 10, 2018 at 6:30 p.m. in the HS Media Center.
  - B. Police-School Liaison Officer Contract
  - C. Combined Polling Places for Future Elections
  - D. NHS Student Activities Fall 2018 Report
  - E. Gymnastics Lease
- X. Future Meetings
  - A. Monday, December 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
  - B. Monday, January 14, 2019, 7:00 PM, Organizational School Board Meeting followed by Regular Board Meeting, NHS Media Center
  - C. Monday, January 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- XI. Adjournment

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IV. Announcements and Recognitions

V. Items for Discussion and Reports

A. FY2018 Audit Presentations

Craig Popenhager, Principal with CliftonLarsonAllen, LLP, will present the results of the 2017-18 fiscal year audit. Comments will focus on the executive audit summary. Val Mertesdorf, Director of Finance, will comment on the FY2018 audit.

B. Bond Sale Dates and Bond Pre-Sale Report

Jeff Seeley and Barbie Doyle from Ehlers will present the Pre-Sale report with updated estimates and request the Board approve the resolution authorizing the approval of the sale of general obligation school building bonds, Series 2019A.

VI. Committee Reports

VII. Consent Agenda

A. Minutes

The Board is asked to approve the Minutes of the November 13, 2018 Regular School Board meeting.

B. Gift Agreement

The Board is asked to approve the following gift agreement.

- Two (2) RedcatAccess classroom audio systems valued at \$1,756 each; one for Greenvale Park and one for Early Childhood at Longfellow.

C. Personnel Items

a) Appointments

1. Derek Docken, Event Worker-Hockey Game Scoreboard for 2 hours/day for 2 days/wk at the High School, beginning 11/19/2018.
2. Fall/Winter Spring Recreation Positions #2822, Effective November 19, 2018-May 31, 2019  
Ella Palmquist, swim aide \$9.65, class lead \$10.50.

b) Increase/Decrease/Change in Assignment



1. Sebastian Burset, EL EA for 1 hour/day at the High School, change to 6.83 hours/day at the High School and at the ALC, effective 11/19/2018-06/07/2019.
  2. Nancy Meyers, Educational Assistant Bus EA with the District, add Professional Development for approximately 10-15 hours with the District, effective 11/20/2018-06/07/2019.
- c) Leave of Absence
1. Andria Cornell, Preschool Teacher with Community Services, Family/Medical Leave of Absence for Childcare, effective on or about 03/20/2019-5/3/2019.
  2. Katie O'Connor, Early Childhood Special Ed Teacher at Longfellow, Family/Medical Leave of Absence for Child Care, effective on or about 4/10/2019 for 33 work days.
- d) Retirements/Resignations/Terminations
1. Janet Murray, Administrative Support Assistant Class IV at the District Office, retirement effective 12/31/2018.

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

## VIII. Superintendent's Report

### A. Items for Individual Action

#### 1. FY 2018 Audit.

**Superintendent's Recommendation:** Motion to approve the 2017-18 audit report as presented.

#### 2. Resolution Authorizing The Approval Of The Sale Of General Obligation School Building Bonds, Series 2019A; Covenanting And Obligating The District To Be Bound By And To Use The Provisions Of Minnesota Statutes, Section 126C.55 To Guarantee The Payment Of The Principal And Interest On The Bonds.

The Board is asked to adopt the Resolution Authorizing The Approval Of The Sale Of General Obligation School Building Bonds, Series 2019A; Covenanting And Obligating The District To Be Bound By And To Use The Provisions Of Minnesota Statutes, Section 126C.55 To Guarantee The Payment Of The Principal And Interest On The Bonds as presented.

**Superintendent's Recommendation:** Motion to adopt the Resolution Authorizing The Approval Of The Sale Of General Obligation School Building Bonds, Series 2019A; Covenanting And Obligating The District To Be Bound By And To Use The Provisions Of Minnesota Statutes, Section 126C.55 To Guarantee The Payment Of The Principal And Interest On The Bonds as presented.

#### 3. Management Plan for Lead-in-Water.

Enclosed is the District Management Plan for Lead-in-Water. The State of Minnesota is requiring we formally adopt our internal plan.

**Superintendent's Recommendation:** Motion to approve the District Management Plan for Lead-in-Water as presented.

#### 4. Dundas Dome Lease Agreement for 2019.

Enclosed is the lease agreement between Northfield Public Schools and Dundas Dome for the time period January 1, 2019 through December 31, 2019. There are no changes to the 2019 lease from the 2018 lease. Rent for the full facility is \$450 per hour, not to exceed 90 hours within the lease term.

**Superintendent's Recommendation:** Motion to approve the Dundas Dome Lease Agreement for the time period January 1, 2019 through December 31, 2019 as presented.

IX. Items for Information

- A. World's Best Workforce will be Monday, December 10, 2018 at 6:30 p.m. in the HS Media Center.
- B. Police-School Liaison Officer Contract. Superintendent Hillmann is recommending the approval of a contract renewal with the City of Northfield for the 2019-2021 calendar years. The City of Northfield recently completed a compensation study and has increased salaries for employees, including police officers. The District will pay the same rate as the previous contract (\$49,852 annually) prorated for the period of January 1, 2019 through June 30, 2019. Beginning July 1, 2019 the District's annual payment will increase to \$58,722, prorated for the second half of 2019. The District covers roughly half of the officer's salary/benefits and is guaranteed at least half of the officer's time. This will be an item for action at the December 10th school board meeting.
- C. Combined Polling Places for Future Elections. A new election law from the 2017 Legislative Session requires school districts to approve a resolution to combine polling places in the event the school district were to hold a special election. The Board will be asked to approve this resolution at the December 10th meeting.
- D. NHS Student Activities Fall 2018 Report. Director of Student Activities Joel Olson has provided a recap of NHS Fall 2018 athletics and activities.
- E. Gymnastics Lease Agreement. Enclosed is the signed and executed gymnastics lease agreement for the time period November 26, 2018 through March 31, 2019.

X. Future Meetings

- A. Monday, December 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, January 14, 2019, 7:00 PM, Organizational School Board Meeting followed by Regular Board Meeting, NHS Media Center
- C. Monday, January 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

XI. Adjournment



ISD NO. 659 NORTHFIELD

June 30, 2018

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor



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# Audit Summary

## **Audit Opinion**

The financial statements are fairly stated. We issued what is known as a “clean” audit report.

## **Internal Control Over Financial Reporting**

No deficiencies in internal control over financial reporting were noted.

## **Compliance and Other Matters (Yellow Book)**

No compliance issues were noted in our review of laws, regulations, contracts, and grants that could have significant financial implications to the District.

## **Compliance Required by Uniform Guidance (Single Audit)**

There was one finding noted relating to compliance and internal control over compliance, based on our audit of compliance of the Child Nutrition Cluster and Title I programs. It related to time and effort reporting in the Title I program.



# Audit Summary

## Minnesota Legal Compliance

No Minnesota legal compliance findings were noted.

## Audit Opinion – Student Activity Funds

The student activity financial statements are prepared on the regulatory basis prescribed or permitted by the Minnesota Department of Education, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The financial statements are fairly stated, except for such adjustments, if any, as might have been determined necessary had the cash collections been susceptible to satisfactory audit tests. This is what is known as a “qualified” opinion and is expected for audits of student activity funds.

## Minnesota Legal Compliance – Student Activity Funds

No findings relating to Minnesota Legal Compliance over Student Activity Funds were noted.



# Audit Summary

## Change in Accounting Standard

During fiscal year ended June 30, 2018, the District adopted Governmental Accounting Standards Board (GASB) Statement No. 75 *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. As a result of the implementation of this standard, the District reported a restatement for the change in accounting principle (see Note 14). Our auditors' opinion was not modified with respect to the restatement.





**INDEPENDENT SCHOOL DISTRICT #659**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES**  
**GENERAL FUND**  
**YEAR ENDED JUNE 30, 2018**

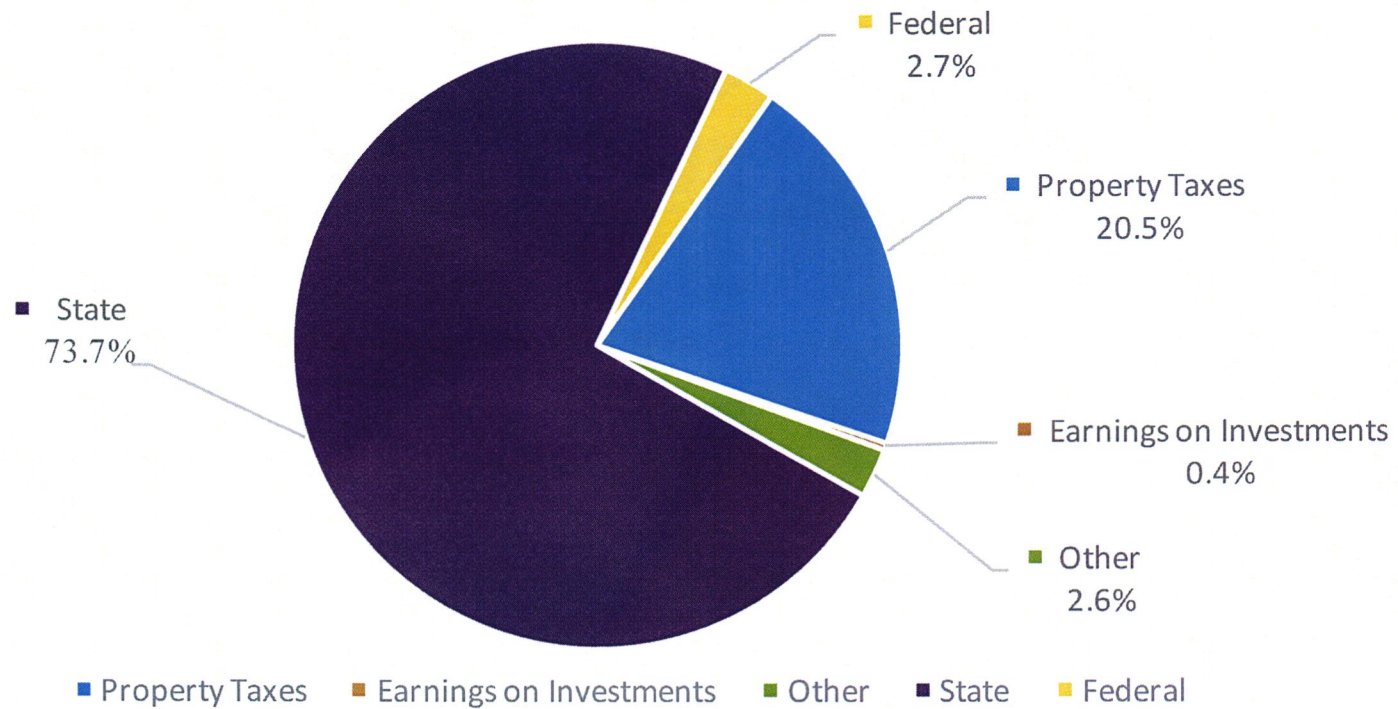
|  | Nonspendable<br>Assigned &<br>Unassigned | Non-Capital<br>Restrictions | Operating<br>Capital | Capital Related Restriction |                          | Total        | General<br>Fund Total |
|--|--|-----------------------------|----------------------|-----------------------------|--------------------------|--------------|-----------------------|
|  |  |                             |                      | Health &<br>Safety          | Long Term<br>Fac. Maint. |              |                       |
| Revenues                                       | \$ 43,515,935                            | \$ 4,601,323                | \$ 1,126,272         | \$ (107,885)                | \$ 1,298,962             | \$ 2,317,349 | \$ 50,434,607         |
| Expenditures and<br>Operating Transfers        | 45,080,332                               | 4,613,491                   | 1,037,506            | -                           | 1,049,513                | 2,087,019    | \$ 51,780,842         |
| Excess (Deficit) Revenues<br>Over Expenditures | (1,564,397)                              | (12,168)                    | 88,766               | (107,885)                   | 249,449                  | 230,330      | (1,346,235)           |
| Fund Balance June 30, 2017                     | 17,142,818                               | 85,989                      | 467,688              | (80,201)                    | 442,931                  | 830,418      | \$ 18,059,225         |
| Fund Balance June 30, 2018                     | \$ 15,578,421                            | \$ 73,821                   | \$ 556,454           | \$ (188,086)                | \$ 692,380               | \$ 1,060,748 | \$ 16,712,990         |



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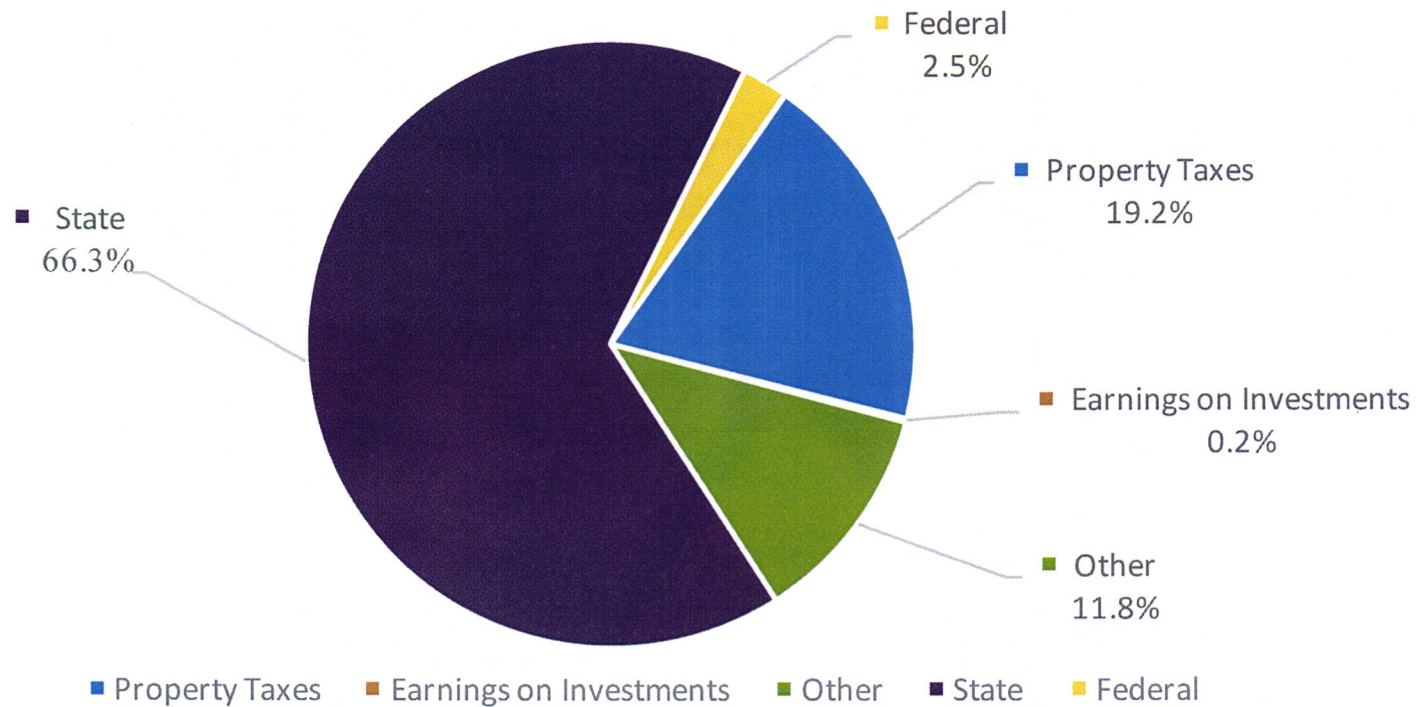
# General Fund Revenue by Source

Fiscal Year Ended June 30, 2018



# General Fund Revenue by Source

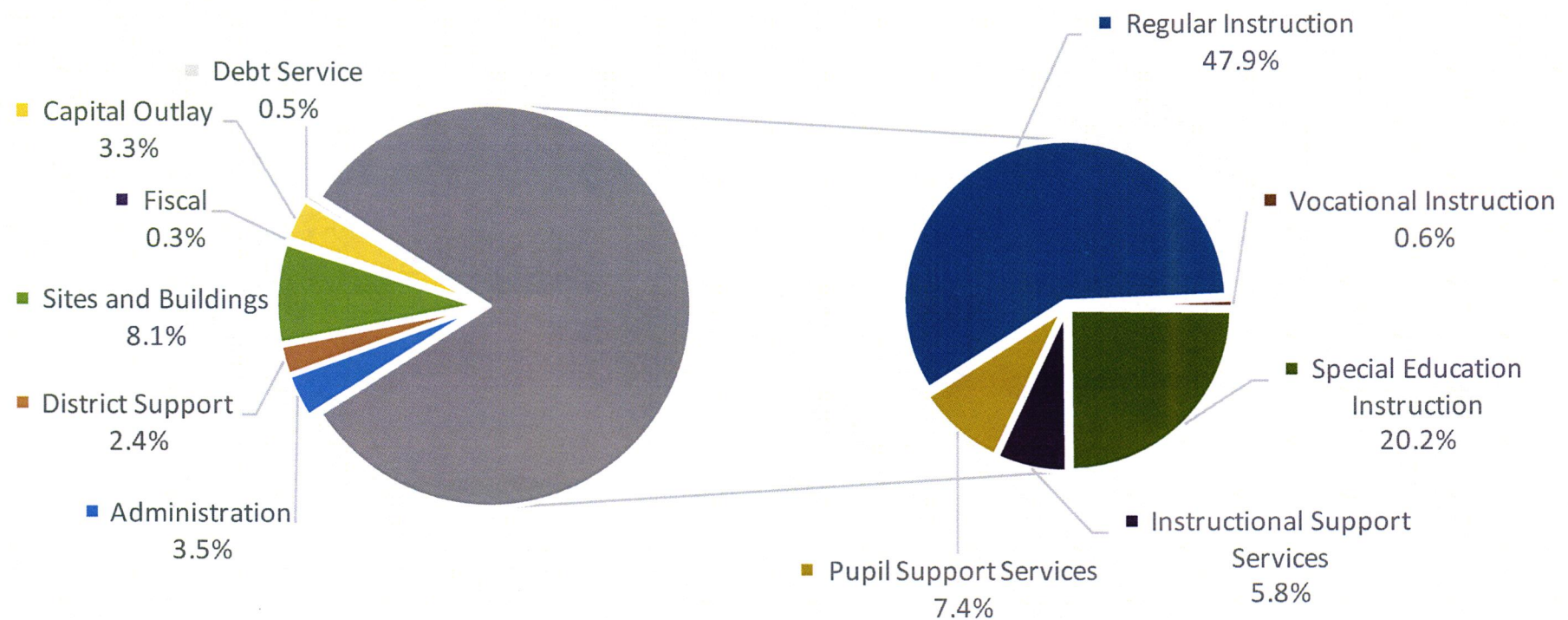
Fiscal Year Ended June 30, 2017





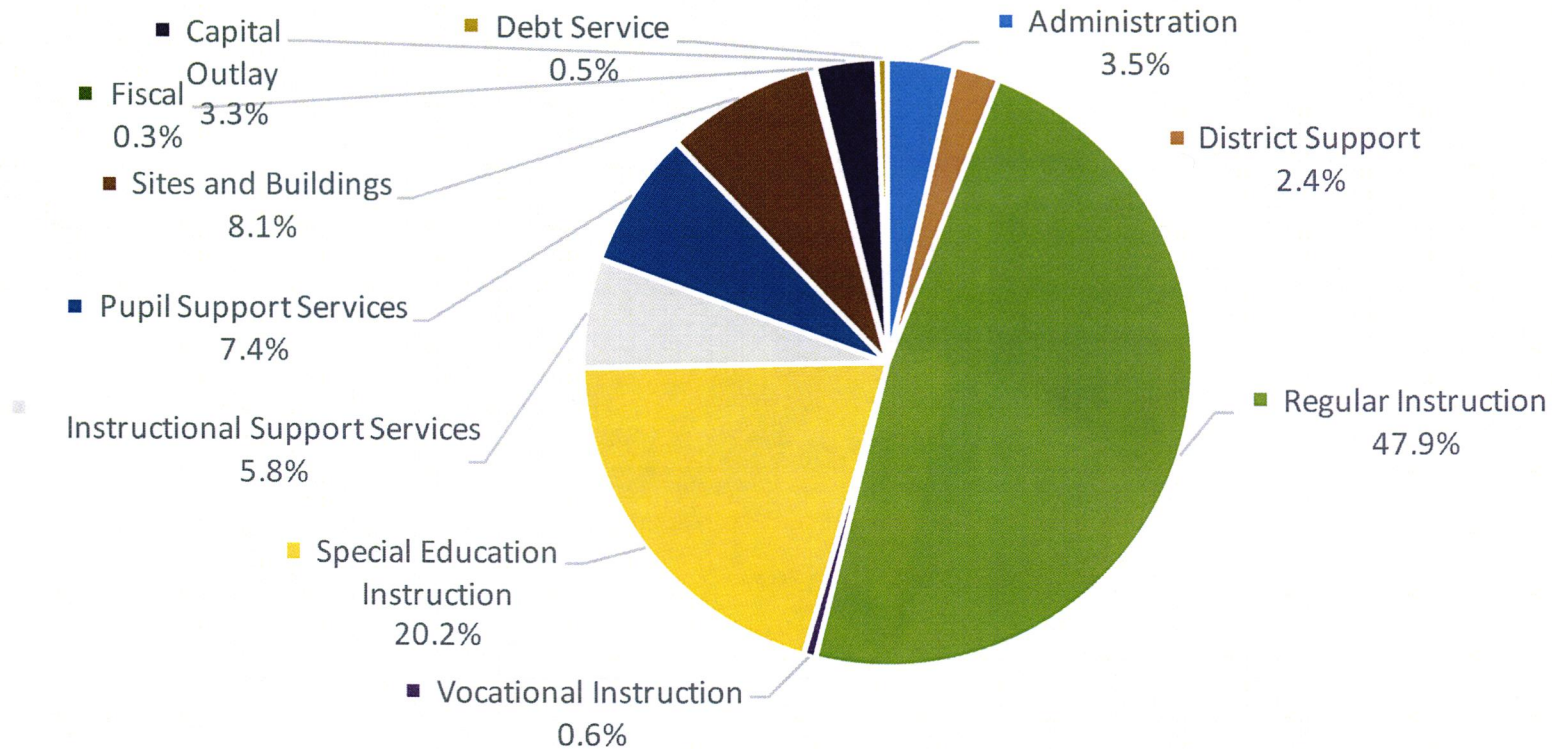
# General Fund Expenditures by Program

Fiscal Year Ended June 30, 2018



# General Fund Expenditures by Program

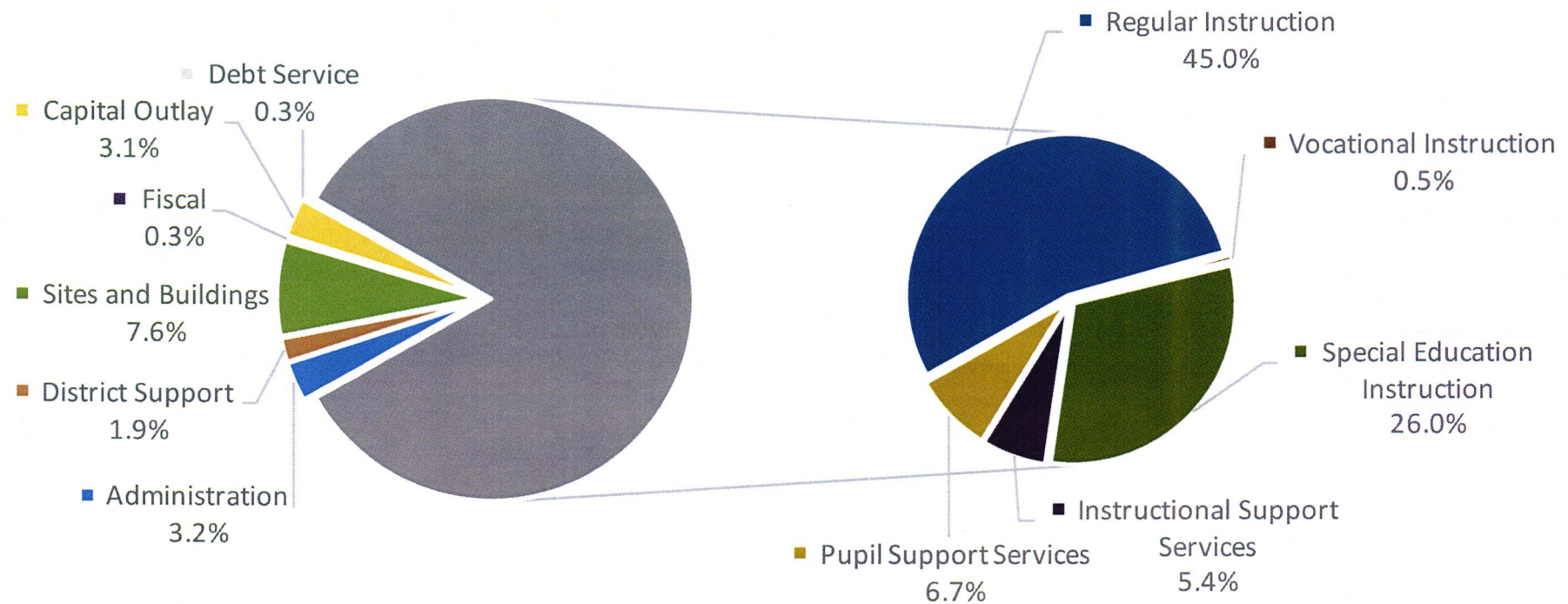
Fiscal Year Ended June 30, 2018





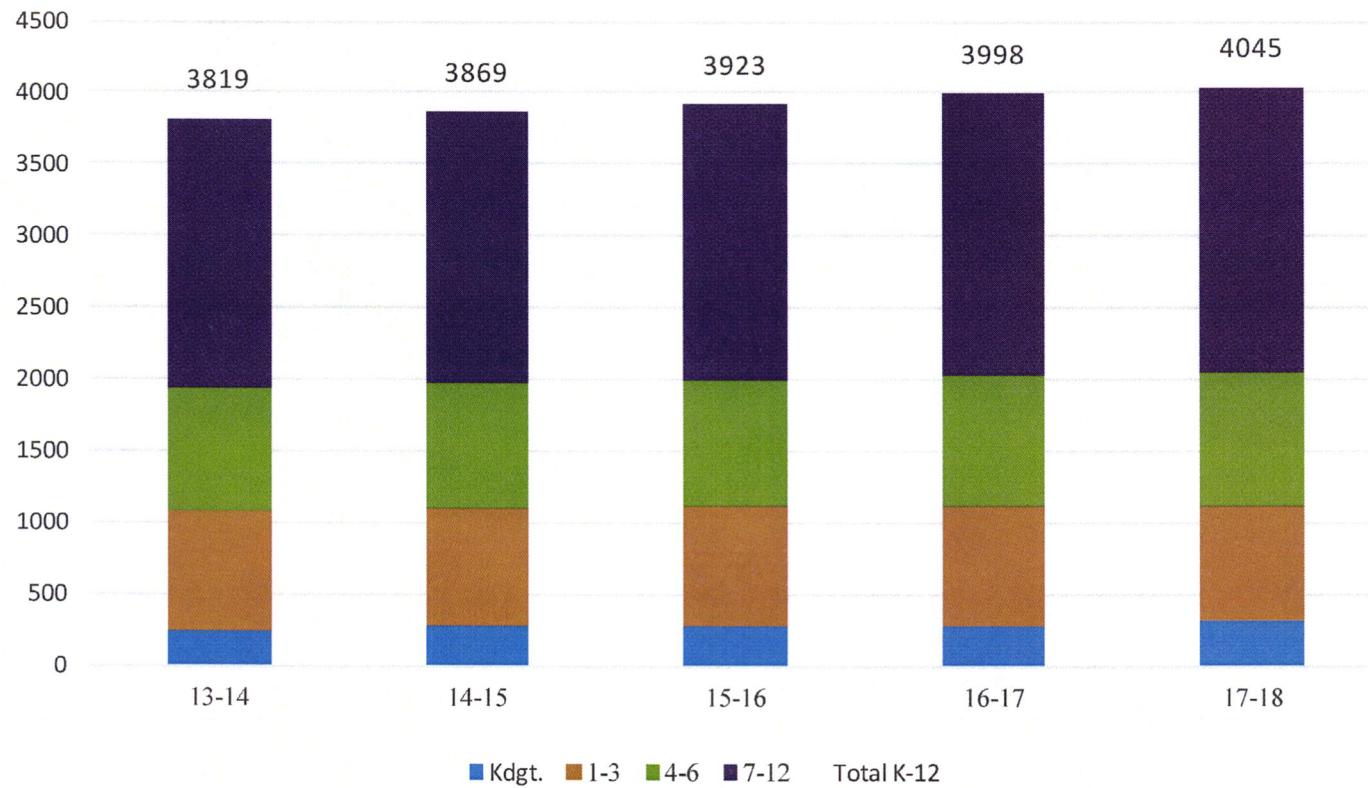
# General Fund Expenditures by Program

Fiscal Year Ended June 30, 2017





## ISD NO. 659 NORTHFIELD Five-Year Enrollment Trend



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Board of Education  
Independent School District No. 659  
Northfield, Minnesota

This Executive Audit Summary and Management Report presents information which we believe is important to you as members of the school board. We encourage you to review the sections of this report, the audited financial statements, and the auditors' reports.

We would be pleased to furnish additional information with respect to these suggestions and discuss this memorandum with you at your convenience. We wish to express our appreciation to the District for the courtesies, cooperation, and assistance extended to us during the course of our work.

**CliftonLarsonAllen LLP**

Craig Popenhagen, CPA  
Principal

**NORTHFIELD PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT NO. 659**

**EXECUTIVE AUDIT SUMMARY (EAS)**

**JUNE 30, 2018**



**NORTHFIELD PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT NO. 659  
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JUNE 30, 2018**

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| <b>FINANCIAL TRENDS OF YOUR DISTRICT</b>                       | <b>11</b> |

**EXECUTIVE AUDIT SUMMARY (EAS) FOR  
INDEPENDENT SCHOOL DISTRICT NO. 659  
YEAR ENDED JUNE 30, 2018**

We prepared this Executive Audit Summary and Management Report in conjunction with our audit of the District's financial records for the year ended June 30, 2018.

**Audit Opinion**

The financial statements are fairly stated. We issued what is known as a "clean" audit report.

**Internal Control Over Financial Reporting**

No findings in internal controls were noted.

**Yellow Book Compliance Findings**

No compliance issues were noted in our review of laws, regulations, contracts, and grants that could have significant financial implications to the District.

**Single Audit**

There was one finding noted relating to compliance and internal control over compliance, based on our audit of compliance of the Child Nutrition Cluster and Title I programs. It related to time and effort reporting in the Title I program.

**Minnesota Legal Compliance**

No findings related to Minnesota Legal Compliance were noted.

**Student Activity Funds**

The student activity financial statements are prepared on the regulatory basis prescribed or permitted by the Minnesota Department of Education, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The financial statements are fairly stated, except for such adjustments, if any, as might have been determined necessary had the cash collections been susceptible to satisfactory audit tests. This is what is known as a qualified opinion and is expected for audits of student activity funds.

**Minnesota Legal Compliance – Student Activity Funds**

No compliance issues were noted for student activity funds.

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## FORMAL REQUIRED COMMUNICATIONS

Board of Education  
Independent School District No. 659  
Northfield, Minnesota

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Independent School District No. 659 (the District) as of and for the year ended June 30, 2018, and have issued our report thereon dated REPORT DATE. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### ***Qualitative Aspects of Accounting Practices***

##### *Accounting Policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements.

As described in Note 14, the District changed accounting policies related to other postemployment benefits by adopting Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, at July 1, 2017. As a result, the District restated the July 1, 2017 district-wide net position by \$5,471,730 to record the liability for other postemployment benefits.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

##### *Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Due from Minnesota Department of Education



- Due from Federal through the Minnesota Department of Education
- Estimated useful lives of depreciable capital assets
- Estimated severance benefits payable
- Other postemployment benefits payable
- Net Pension Liability
- Incurred but not reported claims (IBNR) related to self-insurance

Management's estimate of the due from Minnesota Department of Education is based on amounts anticipated to be received from the state for various aid entitlements for fiscal 2017-2018. The most significant of these is the aid portion of general education revenue. General education revenue and certain other revenues are computed by applying an allowance per student to the number of students served by the District. Student attendance is accumulated in a statewide database – MARSS. Because of the complexity of student accounting and because of certain enrollment options, student information is input by other school districts and the MARSS data for fiscal year 2017-2018 is not finalized until well into the next fiscal year. Management expects any differences between estimated and actual data will be insignificant.

Management's estimate of due from Federal through the Minnesota Department of Education is based on amounts anticipated to be received through the state for various federal aid entitlements for fiscal 2017-2018. Many federal entitlements require that supporting financial reporting information be provided both in the UFARS accounting system and also the SERVVS reporting system. To the extent that these two separate systems are not in agreement and reported in a timely manner, the estimated aid entitlement may be adversely affected. Management expects any differences between estimated and actual data will be insignificant.

Management's estimate of useful lives for depreciable assets is based on guidance recommended by the Minnesota Department of Education and other sources. The useful life of a depreciable asset determines the amount of depreciation that will be recorded in any given reporting period as well as the amount of accumulated depreciation that is reported at the end of a reporting period.

Management's estimate of severance payable is based on assumptions made by the District as required by GASB 16 and the results of an actuarial study. A liability has been recorded in long-term debt for accumulated sick leave convertible to early retirement pay for which it is probable the employees will be compensated. The "vesting method" used by the District to calculate this liability is based on assumptions involving the probability of employees becoming eligible to receive the benefits (vesting), and the potential use of accumulated sick leave prior to termination.

Management's estimate of other postemployment benefits payable is based on an actuarially determined calculation, less actual payments incurred on behalf of retirees and an actuarially determined estimate of implicit rate subsidy, which is the estimated increased cost of premiums due to inclusion of retirees in the same plan as the District's active employees.

Management's estimate of the net pension liability is based on an actuarially determined calculation of the District's proportionate share of the net pension liability of cost-sharing multiple-employer pension plans sponsored by the Teachers Retirement Association and the Public Employees Retirement Association of Minnesota, in which the District participates.

Management's estimate of IBNR is based on claims history and guidance provided by the District's health insurance consultants.



We reviewed and tested management's procedures and underlying supporting documentation in the areas discussed above and evaluated the key factors and assumptions used to develop the estimates noted above in determining that they are reasonable in relation to the financial statements taken as a whole. We concluded that the accounting estimates and management judgments appeared to consider all significant factors and resulted in appropriate accounting recognition.

**Financial Statement Disclosures**

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

***Uncorrected Misstatements***

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

***Corrected Misstatements***

Management did not identify and we did not notify them of any financial statement misstatements detected as a result of audit procedures.

***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated REPORT DATE.

***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Significant Issues Discussed with Management Prior to Engagement***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

**Other Information in Documents Containing Audited Financial Statements**

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

With respect to the Schedule of Expenditures of Federal Awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated REPORT DATE.

With respect to the Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – Debt Service Fund, the Schedule of Changes in Fund Equities, and the Uniform Financial Reporting and Accounting Standards Compliance Table (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated REPORT DATE.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

\* \* \*



Board of Education  
Independent School District No. 659

This communication is intended solely for the information and use of the Board of Education and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

**CliftonLarsonAllen LLP**

Rochester, Minnesota  
REPORT DATE

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Board of Education  
Independent School District No. 659  
Northfield, Minnesota

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Independent School District No. 659 as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered Independent School District No. 659's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this communication is solely to describe the scope of our testing of internal control over financial reporting and the results of that testing. This communication is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting. Accordingly, this communication is not suitable for any other purpose.

**CliftonLarsonAllen LLP**

Rochester, Minnesota  
REPORT DATE



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Board of Education  
Independent School District No. 659  
Northfield, Minnesota

In planning and performing our audit of the financial statement of the student activity funds of Independent School District No. 659 as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the student activity funds' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the student activity funds' internal control. Accordingly, we do not express an opinion on the effectiveness of the student activity funds' internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to fraud or error may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the student activity funds' financial statements will not be prevented, or detected and corrected, on a timely basis.

#### **Material Weaknesses**

The material weakness related to student activity receipts that is included in the attached Schedule of Findings and Responses was identified and communicated in a prior period; remedial action has not yet been taken.

#### **Management's Response**

Independent School District No. 659's written response to the material weakness identified in our audit was not subjected to the audit procedures applied in the audit of the financial statement and, accordingly, we express no opinion on it.

\* \* \*

This communication is intended solely for the information and use of management, the Board of Education, others within the student activity funds, and the Minnesota Department of Education, and is not intended to be, and should not be, used by anyone other than these specified parties.

**CliftonLarsonAllen LLP**

Rochester, Minnesota  
REPORT DATE



**Schedule of Findings and Responses:**

**Condition:** The District has not established accounting procedures to provide assurance that all cash collections are recorded in the accounting records. The District records student activity revenues on the cash basis and does not have an accounting system and internal controls in place to ensure student activity revenues and receipts have been properly recorded. The potential exists that a material misstatement could occur in the financial statements and not be prevented or detected by the District's internal controls. The accounting system and internal controls could be improved by (a) use of pre-numbered receipts with reconciliation of the numerical sequence, (b) reconciliation of merchandise purchased to items sold and items remaining at the end of the fundraiser, and (c) calculation of expected sales compared to cash receipts or various other procedures determined by management.

**CORRECTIVE ACTION PLAN (CAP):**

**Explanation of Disagreement with Audit Findings**

There is no disagreement with the audit finding.

**Actions Planned in Response to Finding**

The District is conscious of the lack of accounting procedures involved with student activity receipts. In consideration of the guiding principles under which the student activity fund was established, the District provides opportunities for substantial student involvement in the selection, direction, and management of fundraisers. This student involvement, although of immeasurable value to those students, is an inherent internal control weakness. Implementation of further internal controls may provide limited improvement in internal controls, but may also reduce the relative value of the student experience. At this time, the District does not intend to implement further internal controls in this area.

**Official Responsible for Ensuring CAP**

Val Mertesdorf, Director of Finance, is the official responsible for ensuring corrective action of the deficiency.

**Planned Completion Date for CAP**

December 31, 2018

**Plan to Monitor Completion of CAP**

Superintendent and the board of education will be monitoring this corrective action plan.

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# **APPENDIX A**

## **FINANCIAL TRENDS OF YOUR DISTRICT**

The following graphs reflect financial trends of Independent School District No. 659. Information related to fund balances were obtained from current and prior year audit reports.



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INDEPENDENT SCHOOL DISTRICT #659  
COMBINING STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
YEAR ENDED JUNE 30, 2018

© 2018 CliftonLarsonAllen LLP

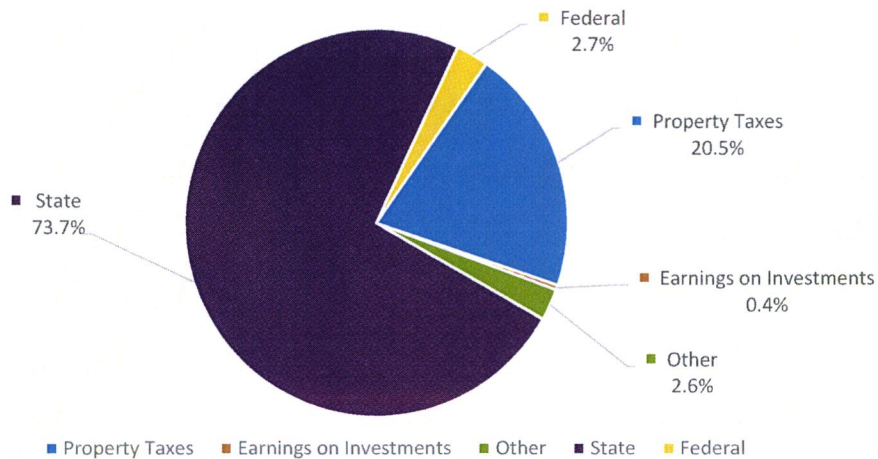
|  | Nonspendable<br>Assigned &<br>Unassigned | Non-Capital<br>Restrictions | Operating<br>Capital | Capital Related Restriction<br>Health &<br>Safety | Long Term<br>Fac. Maint. | Total        | General<br>Fund Total |
|--|--|-----------------------------|----------------------|---|--------------------------|--------------|-----------------------|
| Revenues                                       | \$ 43,515,935                            | \$ 4,601,323                | \$ 1,126,272         | \$ (107,885)                                      | \$ 1,298,962             | \$ 2,317,349 | \$ 50,434,607         |
| Expenditures and<br>Operating Transfers        | 45,080,332                               | 4,613,491                   | 1,037,506            | -   | 1,049,513                | 2,087,019    | \$ 51,780,842         |
| Excess (Deficit) Revenues<br>Over Expenditures | (1,564,397)                              | (12,168)                    | 88,766               | (107,885)   | 249,449                  | 230,330      | (1,346,235)           |
| Fund Balance June 30, 2017                     | 17,142,818                               | 85,989                      | 467,688              | (80,201)  | 442,931                  | 830,418      | \$ 18,059,225         |
| Fund Balance June 30, 2018                     | \$ 15,578,421                            | \$ 73,821                   | \$ 556,454           | \$ (188,086)                                      | \$ 692,380               | \$ 1,060,748 | \$ 16,712,990         |



Create Opportunities

## General Fund Revenue by Source

Fiscal Year Ended June 30, 2018



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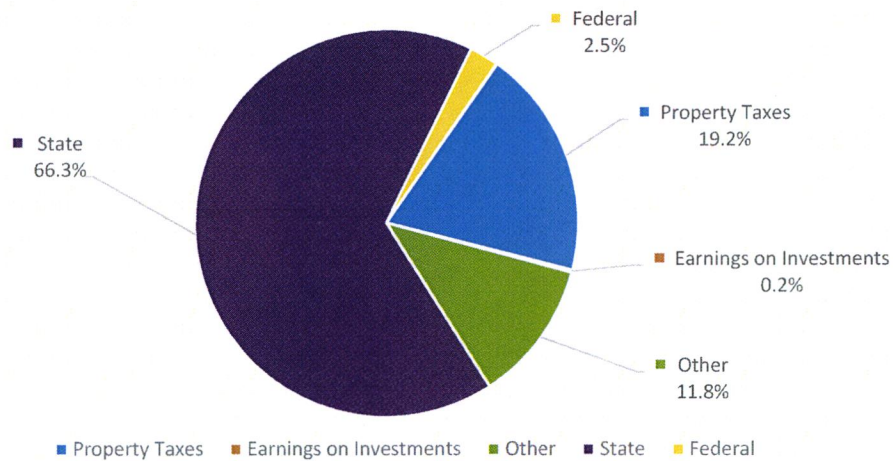


Create Opportunities

6

## General Fund Revenue by Source

Fiscal Year Ended June 30, 2017

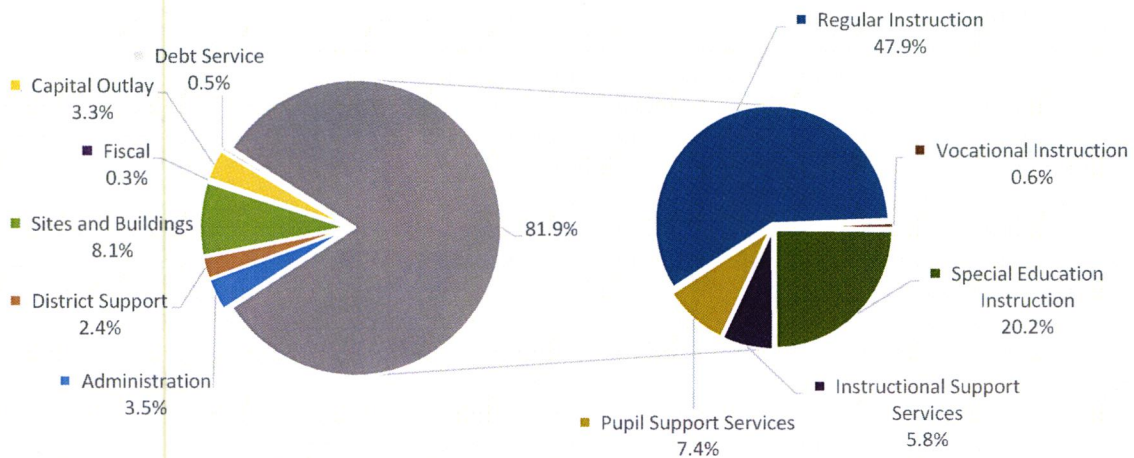


Create Opportunities

7

## General Fund Expenditures by Program

Fiscal Year Ended June 30, 2018



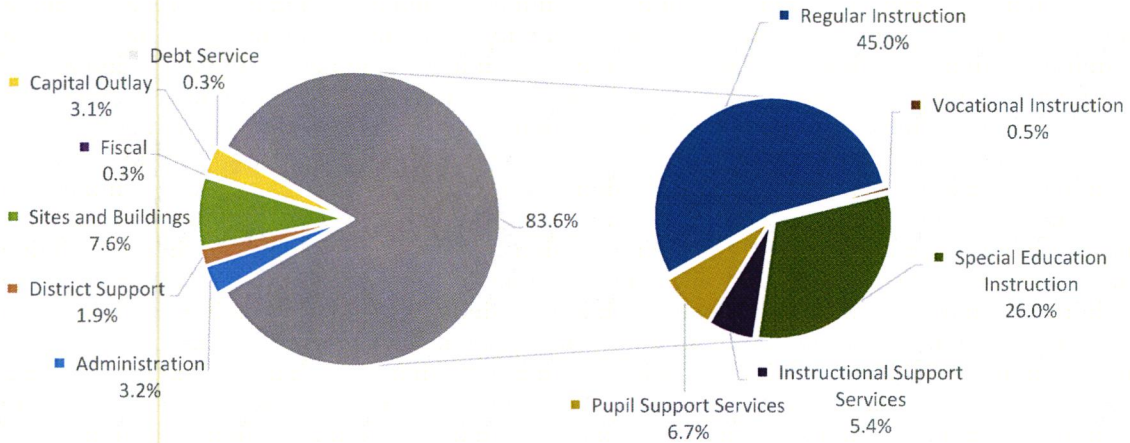
Create Opportunities

8



# General Fund Expenditures by Program

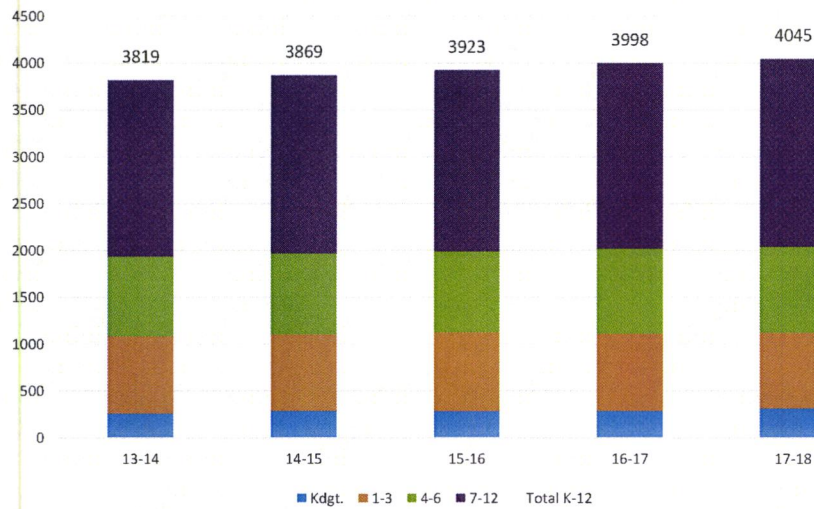
Fiscal Year Ended June 30, 2017



Create Opportunities

9

## ISD NO. 659 NORTHFIELD Five-Year Enrollment Trend



Create Opportunities

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# 2017-18 Audit Results

11/26/2018



# Enrollment Projection

| Average Daily Membership  |              |               |               |               |                 |                 |                 |
|---------------------------|--------------|---------------|---------------|---------------|-----------------|-----------------|-----------------|
|                           | Pre-K        | KG            | 1-3           | 4-6           | 7-12            | Total           | Weighted        |
| 2016-17<br>Revised        | 31.48        | 246.21        | 826.42        | 907.78        | 1,967.87        | 3,979.77        | 4,373.34        |
| 2016-17<br>Actual         | 41.16        | 246.90        | 825.58        | 906.71        | 1,976.60        | 3,996.95        | 4,392.27        |
|                           |              |               |               |               |                 |                 |                 |
| 2017-18<br>Adopted        | 38.20        | 237.85        | 823.77        | 938.15        | 1,988.25        | 4,026.22        | 4,423.87        |
| 2017-18<br>Revised        | 41.11        | 267.89        | 810.69        | 918.42        | 1,997.07        | 4,035.18        | 4,434.59        |
| <b>2017-18<br/>Actual</b> | <b>39.25</b> | <b>273.02</b> | <b>807.11</b> | <b>922.90</b> | <b>2,001.75</b> | <b>4,044.03</b> | <b>4,444.39</b> |
| Variance                  | (1.86)       | 5.13          | (3.58)        | 4.48          | 4.68            | 8.85            | 9.80<br>0.22%   |



# Revenue Revision

|                    | 16-17<br>Audited<br>Results | 17-18<br>Revised<br>Budget | 17-18<br>Audited<br>Results | 17-18<br>Budget vs<br>Actual | Percent<br>Variance |
|--------------------|-----------------------------|----------------------------|-----------------------------|------------------------------|---------------------|
| Property<br>Tax    | \$10,445,511                | \$10,314,685               | \$10,333,878                | \$19,193                     | 0.19%               |
| State<br>Sources   | 36,052,015                  | 37,143,015                 | 37,193,504                  | 50,489                       | 0.14%               |
| Federal<br>Sources | 1,338,398                   | 1,310,200                  | 1,384,171                   | 73,971                       | 5.65%               |
| Local<br>Sources   | 1,743,264                   | 1,620,193                  | 1,523,054                   | (97,139)                     | (6.00%)             |
| Total              | \$49,579,188                | \$50,388,093               | \$50,434,607                | \$46,514                     | 0.09%               |

Note: 16-17 figures exclude CVSEC for comparative purposes.



# Expenditure Revision

|                     | 16-17<br>Audit<br>Results | 17-18<br>Revised<br>Budget | 17-18<br>Audit<br>Results | 17-18<br>Budget vs<br>Actual | Percent<br>Variance |
|---------------------|---------------------------|----------------------------|---------------------------|------------------------------|---------------------|
| Salaries & Benefits | \$39,493,510              | \$41,349,128               | \$41,580,422              | \$231,294                    | 0.56%               |
| Purchased Services  | 6,108,468                 | 6,361,520                  | 6,295,752                 | (65,768)                     | (1.03%)             |
| Supplies/Other      | 1,946,211                 | 2,350,248                  | 2,224,883                 | (125,365)                    | (5.33%)             |
| Capital/Equip       | 1,541,385                 | 1,357,156                  | 1,679,785                 | 322,629                      | 23.77%              |
| Total               | \$49,089,574              | \$51,418,052               | \$51,780,842              | \$362,790                    | 0.71%               |

Note: 16-17 figures exclude CVSEC for comparative purposes.



# General Fund Budget

## FUND SUMMARY

|                         | 2016-17<br>Revised<br>Budget | 2016-17<br>Audit<br>Results | 2017-18<br>Revised<br>Budget | 2017-18<br>Audit<br>Results |
|-------------------------|------------------------------|-----------------------------|------------------------------|-----------------------------|
| Beginning Fund Balance* | \$17,569,611                 | \$17,569,611                | \$18,059,225                 | \$18,059,225                |
| Annual Revenue          | <u>48,220,392</u>            | <u>49,579,188</u>           | <u>50,388,093</u>            | <u>50,434,607</u>           |
| Total Sources           | 65,790,003                   | 67,148,799                  | 68,447,318                   | 68,493,832                  |
| Annual Expenditures     | <u>48,084,219</u>            | <u>49,089,574</u>           | <u>51,418,052</u>            | <u>51,780,842</u>           |
| Ending Fund Balance*    | \$17,705,784                 | \$18,059,225                | \$17,029,266                 | \$16,712,990                |
| Unassigned Fund Balance | \$12,036,962                 | \$ 12,696,685               | \$11,599,005                 | \$10,861,686                |
| Unassigned Percentage   | 25.0%                        | 25.9%                       | 22.6%                        | 21.0%                       |

\*Beginning and ending fund balances include unrestricted and restricted dollars

Note: 2016-17 figures exclude CVSEC



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*Questions?*



## Committee Report

*Board of Education*

**Name:** Julie Pritchard

**Committee:** Schools for Equity in Education (SEE)

**Date Submitted:** 11/19/2018 11:27:17

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### 2018 Election Results:

#### Results of Bond Referenda:

-19 of 25 districts passed at least one question for a 79% approval rating. -Factoring in bond requests as part of a special elections earlier this year, the overall passage rate for 2018 is 69% with 31 of 45 districts passing at least one question.

-In comparison, the passage rate for 2017 was 56% and 45% in 2016.

#### Results of Operating Levies:

-24 of 35 districts passed at least one question for a 69% passage rate. Those districts-8 total-that were simply renewing an existing operating levy passed by wide margins.

### MN House and Senate Results:

-Minnesota became the only divided legislature in the nation.

-The House, 44% are Republican, (59) 56% (75) are Democrats.

-In the State Senate, there is only one more Republican Senator (34) than Democrat (33).

### Overview of 2019 Legislative Session:

Presentation by journalists Chris Magan from the Pioneer Press and Brianna Bierschbach with Minnesota Public Radio shared their perspectives on the political landscape for the 2019 legislative session.

-In this budget year, 2019 will be a key year for getting things done as legislators will be back campaigning in 2020.

-Individual legislators will be key-only need one vote to swing the senate

-Key issues are likely to include: Tax conformity, gas tax, school safety, opioid addiction and elder abuse.

-K12 public education, including some movement on the special education cross subsidy, will be key issues for Governor Walz

-Governor's budget will be released in February and will reveal his priorities.

See's 2019 Legislative Platform is attached.

-2019 platform was approved by the membership.

### PELSB Presentation: Professional Educator and Licensing Standards Board

-Replaced the Board of Teaching and the Board of Licensing in January 2018.

-No longer a part of MDE

-Presented information on the implementation of the new four-tiered licensing system.

## 2019 Legislative Platform

### **A ZIP CODE SHOULD NOT DICTATE EDUCATIONAL OPPORTUNITY**

All public school children must have equal access to a high quality education regardless of where they live in Minnesota.

### **Equity Legislative Priorities**

- **Increase state aid in low-property wealth school districts for local school operating levies and building bonds.** By increasing the equalizing factors for the referendum, debt service and lease levy equalization programs, the taxpayer cost will be reduced in low-property wealth districts.
- **Index all tiers of equalization to inflation** to prevent the erosion of the program.
- **Funding for school levy equalization must come from the tax committee's budget target** rather than the education target. School levy equalization provides property tax relief and must be part of the overall state tax policy.

### **Adequacy Legislative Priorities**

- **Increase the basic formula by a minimum of \$250 per pupil in each of the next two years.** Recent increases in the basic formula have done little to make up for the significant loss of purchasing power due to inflation over the past two decades.
- **Increase the state's share of special education funding and reexamine the new special education funding formula to address unintended inequities among districts.** The amount of revenue school districts must divert from their general fund to pay for mandated but unreimbursed special education services is not sustainable and jeopardizes the quality of public education in Minnesota.
- **Create a constitutionally-dedicated revenue stream** by increasing the sales tax by one cent and reserving the resulting revenue for E-12 public education. As each district is unique, each school board must have the local control to direct the new resources where most needed.

#### **SEE School Districts**

- Albany
- Albert Lea
- Annandale
- Anoka-Hennepin
- Austin
- Belle Plaine
- Big Lake
- Braham
- Buffalo-Hanover-Montrose
- Byron
- Cambridge-Isanti
- Cannon Falls
- Centennial
- Chisago Lakes
- Dassel-Cokato
- Delano
- East Central
- Faribault
- Forest Lake
- Fridley
- Hastings
- Hinckley-Finlayson
- Howard Lake-Waverly-Winsted
- Hutchinson
- Jordan
- Kasson-Mantorville
- Kimball
- Lake City
- Litchfield
- Maple Lake
- Medford
- Melrose
- Milaca
- Monticello
- Mora
- New London-Spicer
- New Prague
- North Branch
- Northfield
- Owatonna
- Paynesville
- Princeton
- Prior Lake-Savage
- Rockford
- Rocori
- Roseau
- Rosemount-Apple Valley-Eagan
- Royalton
- Rush City
- Sartell-St. Stephen
- South St. Paul
- St. Francis
- St. Michael-Albertville
- Stewartville
- Stillwater
- Tri-City United
- Waconia

#### **Associate Members**

- Board of School Administrators
- Resource Training and Solutions
- St. Croix River Education District
- SW Metro Intermediate District



# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

November 13, 2018

Northfield High School Media Center

- I. Call to Order  
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:05 p.m. Present: Goerwitz, Hardy, Stratmoen, Quinnell, and Pritchard. Absent: Colangelo and Iverson.
- II. Agenda Changes / Table File  
Table File items were added.
- III. Public Comment  
No public comment.
- IV. Announcements and Recognitions
  - The annual public hearing for World's Best Workforce will be Monday, December 10 at 6:30 pm in the High School Media Center.
  - Bridgewater Elementary commemorated Veteran's Day with an assembly and program on November 12th.
  - The Humphrey School of Public Affairs at the University of Minnesota named Northfield Public Schools' insurance program conversion one of nineteen recipients of the 12th annual Local Government Innovation Awards.
  - Northfield High School's production of "Our Town" was highlighted as being an excellent production and enjoyed by many over its two-week run.
- V. Items for Discussion and Reports
  - A. Bond Referendum Review  
Superintendent Hillmann provided an overview of the successful November 6, 2018 bond referendum. Northfield School District voters approved the \$40.975 million bond referendum on November 6, 2018 with 8,869 votes (62%) in favor and 5,367 votes (38%) against. He shared gratitude for the community's ongoing support and trust. He assured the Board that the District will honor that confidence by ensuring vision, due diligence, and relentless oversight of the projects associated with the bond referendum. He explained RFPs (request for proposals) for architectural, construction management, and financial investment services were being prepared and that members of the community, district staff, and students are invited to become involved and participate in design teams.
  - B. Strategic Plan Staff Survey  
Superintendent Hillmann reviewed the results of the annual strategic plan check-in survey. A total of 55 individuals participated in the survey. The reports shows that there is a slight decrease in awareness of the strategic plan. This could be due to a lower number of respondents over the previous year. However, there was improvement in understanding of the strategic plan and explicitly communicated alignment of decision-making with the strategic plan.
  - C. District Youth Council (DYC) Presentation  
Elias Lawler, Aydn Math, and Ethan Schaffer informed the Board about the work DYC is doing and how they have organized into three subcommittees focused on 1) diversity, 2) sleep/stress management, and 3) connecting with Administration. They are focused on composing a composting video, a proposed school board forum, and flex period feedback.
- VI. Consent Agenda  
On a motion by Quinnell, seconded by Goerwitz, the Board approved the following Consent Agenda items:

A. Minutes. Minutes of the October 22, 2018 Regular School Board meeting.

B. Gift Agreement.

- \$1,000 from Greenvale Park PTO for BrainPop subscription in Media Center

C. Personnel Items

a) Appointments

1. CORRECTION: Lauren Weber, Tennis Coach for 1.5 hours/day with Community Services, beginning 01/01/2019-05/31/2019; \$9.65/hr.
2. Gloria Alvarado, Spec Ed EA-PCA for 4 hours/day at the Middle School, beginning 11/09/2018-06/07/2019; Spec Ed, Step 1-\$15.62/hr.
3. Paul Beck, Band Lessons Teacher for 8 hours/day 1 day/wk at the Middle School, beginning 11/06/2018-06/07/2019; MA+60, Step 15
4. Craig Cardinal, Assistant Nordic Ski Coach for 2 hours/day for 4 days/wk at the High School, beginning 11/12/2018; Level G, Step 1
5. Melissa Gregory, Targeted Services PLUS Site Assistant for up to 1.5 hours/day Mon.-Thurs. at Sibley, beginning 11/6/2018-05/02/2019; Step 1-\$12.88/hr.
6. Shannon Kuball, 1.0 FTE Enrichment Coordinator with Community Services, beginning 11/26/2018. \$57,146 prorated for 2018-19, + Step 4-\$3,500 prorated for 2018-19.
7. Leigh Langehough, Assistant Nordic Ski Coach-hourly for 2 hours/day for 5 days/wk at the High School, beginning 11/12/2018; \$14.00/hr.
8. Mitchel May, Assistant Weightlifting Team Coach for 2 hours/day for 5 days/wk at the High School, beginning 11/12/2018; Level I, Step 1
9. Nathan Porath, Assistant Nordic Ski Coach for 2 hours/day for 2 days/wk at the High School, beginning 11/12/2018; Level G, Step 1 30% Stipend
10. Paul Putt, 1.0 FTE Long Term Substitute Special Education Teacher LD/EBD at the High School, beginning on or about 12/05/2018-02/13/2019. MA, Step 8.
11. Hannah Ringlien, Community Recreation Position for 2.5 hours/day for up to 25 days with Community Services, beginning 11/3/2018-05/31/2019; Lifeguard \$10.00/hr., Swim Aide \$9.65/hr., Class Lead \$10.50/hr.
12. \*Sebastian Burset, EL Educational Assistant for 1 hour/day at the High School, beginning 11/15/2018-06/07/2019; Gen Ed-Step 4-\$16.19/hr.
13. Jared Docken, Event Worker-Hockey Game Scoreboard for 2 hours/day for 2 days/wk at the High School, beginning 11/19/2018.
14. Calli Fleming, Winter & Spring Recreation Position for 2.5 hours/day on Sundays with Community Services, beginning 11/11/2018-05/31/2019; \$9.65/hr.
15. \*Emily Mitchell, Long Term Substitute Educational Assistant-Media for 5.5 hours/day at Greenvale Park, beginning 01/02/2019-04/26/2019; Gen Ed Step 2-\$15.38/hr.
16. \*Karen Murphy, 1.0 FTE Custodian at the High School, beginning 11/19/2018; Step 3-\$17.63/hr.
17. \*Bradley Prestemon, Assistant Boys' Basketball Coach for 2 hours/day at the High School, beginning 11/19/2018; Hourly \$14.00/hr.
18. Fall/Winter Spring Recreation Positions #2822, Effective September 1, 2018  
Larry Saftner, \$15.90 Building Supervisor, \$15.25 Recreation Employee  
Mel Miller \$15.90 Building Supervisor, \$15.25 Recreation Employee

b) Increase/Decrease/Change in Assignment

1. Nives Bakic, Spec Ed EA at the Middle School, add Bus EA for approximately 2 hours/day with the District, effective 09/04/2018-06/07/2019.
2. Whitney Docken, Speech and Language Pathologist at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.25 hours/day Mon.-Thurs. at Greenvale Park, effective 10/23/2018-05/02/2019; Yr. 2-\$27.11/hr.
3. Paul Eddy, Teacher at the High School, add Assistant Girls Basketball Coach-hourly at the High School, effective 11/12/2018; \$18.00/hr.



4. Ken Engen, Custodian at the High School Tuesday-Saturday, change to Custodian at the High School, Monday-Friday, effective 10/29/2018.
5. Stephanie Ennis, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 10/29/2018-05/02/2019; Yr.3-\$27.11/hr.
6. Tammy McDonough, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 1.5 hours/day Mon.-Thurs. at the Middle School, effective 10/25/2018-05/02/2019; Yr. 4-\$27.73/hr.
7. Lynsi Sherry, Psychologist at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.25 hours/day Mon.-Thurs. at Greenvale Park, effective 10/24/2018-05/02/2019; Yr. 2-\$27.11/hr.
8. Ashley Baker, Teacher at Sibley, add Assistant Softball Coach at the High School, effective 11/12/2018; Level F, Step 2
9. Whitney Docken, Speech Pathologist at Greenvale Park, add Event Worker-Hockey Game Scoreboard at the High School, effective 11/12/2018.
10. Heather Ryden, MTSS Instructional Coach at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 11/8/2018-5/2/2019; Yr. 4-\$27.73/hr.

c) Leave of Absence

1. CORRECTION: Roanne Johnson, Special Ed Teacher at Bridgewater, Family/Medical Leave of Absence, effective 11/26/2018-12/19/2018.
2. Brent Rauk, Teacher at Bridgewater, Family/Medical Leave of Absence, effective 11/19/2018-01/02/2019 (1/3/2019-1/4/2019 work half days return to full-time 1/7/2019).
3. Jessica Rushton, Special Ed EA at Sibley, Family/Medical Leave of Absence, effective 11/2/2018-11/23/2018.

d) Retirements/Resignations/Terminations

1. Bill Blaisdell, Custodian at the High School, termination effective 10/11/2018.
2. Gabby Lien, Targeted Services PLUS Student Site Assistant at Bridgewater, declined position effective 11/1/2018.
3. Budda Rose-Buchta, EA at Greenvale Park, termination effective 10/24/2018.
4. Regina Young, Head Girls Soccer Coach, resignation effective 11/13/2018.

D. Grant Request.

- \$20,000 grant request for Early Childhood Navigators. This grant would help at-risk families with young children overcome obstacles that prevent kindergarten readiness from January 1, 2019 - December 31, 2019.

VII. Superintendent's Report

A. Items for Individual Action

1. Resolution Canvassing the Results of the November 6, 2018 School Board Election.

On a motion by Goerwitz, seconded by Hardy, the Board unanimously approved the Resolution Canvassing Returns of Votes of the November 6, 2018 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 6, 2018, was in all respects duly and legally called and held.

As specified in the attached Abstract and Return of Votes Cast, a total of 18,488 voters of the district voted at said election on the election of three 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:

|                 |               |
|-----------------|---------------|
| Julie Pritchard | 9096 of votes |
| Jeff Quinnell   | 8377 of votes |
| Tom Baraniak    | 6877 of votes |



Julie Pritchard, Jeff Quinnell, and Tom Baraniak having received the highest number of votes, are elected to four-year terms beginning the first Monday in January, 2018.

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' was Goerwitz, Hardy, Stratmoen, Quinnell and Pritchard. No one voted 'no'. Absent was Colangelo and Iverson. Motion carried.

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 Hardy, the Board unanimously authorized 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 6, 2018,

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: Julie Pritchard, Jeff Quinnell, and Tom Baraniak 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' was Goerwitz, Hardy, Stratmoen, Quinnell and Pritchard. No one voted 'no'. Absent was Colangelo and Iverson. Motion carried.

3. Resolution Canvassing the Results of the November 6, 2018 Special Election.

On a motion by Hardy, seconded by Goerwitz, the Board unanimously adopted the Resolution Canvassing the Results of the November 6, 2018 Special Election on the question of shall the board of Independent School District No. 659 (Northfield Public Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed \$40,975,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of a new elementary school facility; the construction of additions to and renovations of the Bridgewater and Sibley Elementary School sites and facilities; the construction of renovations and improvements to the Longfellow School; and the construction of renovations and improvements to the Greenvale Park Elementary School to convert that facility for use as an early childhood center (question 1) of which 8,869 voted in favor, and 5,367 voted against the same. Said proposition, having received the approval of at least a majority of such votes, is hereby declared to have carried.

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

It is hereby found, determined and declared that the special election of the voters of this school district held in conjunction with the state general election on November 6, 2018, was in all respects duly and legally called and held.

As specified in the attached Abstract and Return of Votes Cast, at said election a total of 14,236 voters of the school district voted on the question of authorizing the issuance of school building bonds for a school acquisition and betterment program (SCHOOL DISTRICT QUESTION 1), of which 8,869 voted in favor, 5,367 voted against the same, and there were no completely blank or defective ballots related to this question. Said proposition, having received the approval of at least a majority of such votes, is hereby declared to have carried.

The clerk is hereby directed to certify the results of the election to the county auditors of each county in which the school district is located in whole or in part and to the Commissioner of Education.

The motion for the adoption of the foregoing resolution was duly seconded by Member Goerwitz and upon vote being taken thereon, the following voted in favor thereof: Goerwitz, Hardy, Stratmoen, Quinnell, Pritchard  
and the following voted against the same: None  
whereupon said resolution was declared duly passed and adopted.

4. Co-Curricular Additions or Reductions.

On a motion by Goerwitz, seconded by Quinnell, the Board unanimously approved the co-curricular additions, reductions, or modifications to positions and the associated stipend amount recommended by the District's co-curricular committee as presented. Motion carried.

5. Gymnastics Equipment Purchase.

On a motion by Quinnell, seconded by Hardy, the Board unanimously approved the purchase of official competition gymnastics equipment using funds from the operating capital fund balance. Motion carried.

6. American Education Week Proclamation.

On a motion by Hardy, seconded by Stratmoen, the Board unanimously approved the American Education Week Proclamation as follows:

WHEREAS, public schools are the backbone of our democracy, providing young people with the

tools they need to maintain our nation's precious values of freedom, civility and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

WHEREAS, education employees—be they custodians or teachers, bus drivers or educational assistants, office employees or administrators —work tirelessly to serve our children and communities with care and professionalism; and

WHEREAS, schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders, and elected officials in a common enterprise;

NOW THEREFORE, the Northfield Public Schools Board of Education does hereby proclaim November 12-16, 2018, as the 97th annual observance of American Education Week.

Motion carried.

VIII. Items for Information

- A. Enrollment Options Report and Enrollment Report. Superintendent Hillmann reviewed the 2018-2019 Enrollment Options Report and the November 2018 Enrollment Report provided by Student Information Systems Specialist Christine Neset.
- B. Dundas Dome Lease Agreement for 2019. The lease agreement between Northfield Public Schools and Dundas Dome for the time period January 1, 2019 through December 31 2019 was reviewed. There are no

changes to the 2019 lease from the 2018 lease. Rent for the full facility is \$450 per hour, not to exceed 90 hours within the lease term. This will be an item for action at the November 26, 2018 meeting.

- C. Management Plan for Lead-in-Water. Superintendent Hillmann presented the proposed District Management Plan for Lead-in Water. The Board will be asked to approve the plan at the November 26, 2018 meeting.
- D. ALC Designation Under Every Student Succeeds Act. Dr. Hillmann updated the Board on the ALC Designation under ESSA.

IX. Future Meetings

- A. Monday, November 26, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, December 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- A. Monday, January 14, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 8:42 p.m.

Noel Stratmoen  
School Board Clerk



## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between Lightspeed Technologies, 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

A classroom audio system, Redcat Access with a Flexmike and a Sharemike, valued at \$1,756.00 to Greenvale Park Elementary.

A classroom audio system, Redcat Access with a Flexmike and a Sharemike, valued at \$1,756.00 for Early Childhood at Longfellow.

Lightspeed Technologies  
Donor

By: Ken Engstrom

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk

**CERTIFICATION OF MINUTES  
RELATING TO  
GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2019A**

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 659  
(NORTHFIELD PUBLIC SCHOOLS)  
NORTHFIELD, MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held November 26, 2018, at 7:00 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT: Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION AUTHORIZING THE APPROVAL OF THE SALE OF  
GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2019A;  
COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY  
AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION  
126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND  
INTEREST ON THE BONDS**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this \_\_\_\_ day of November, 2018.

---

School District Clerk

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

HELD: NOVEMBER 26, 2018

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 659 (Northfield Public Schools), State of Minnesota, was held on November 26, 2018, at 7:00 o'clock p.m.

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

**RESOLUTION AUTHORIZING THE APPROVAL OF THE SALE OF  
GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2019A;  
COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY  
AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION  
126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND  
INTEREST ON THE BONDS**

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

1. The Board hereby finds that it is necessary and expedient to sell and issue not to exceed \$40,975,000 principal amount of general obligation school building bonds of Independent School District No. 659 (Northfield Public Schools) (the "District") approved by the voters of the District at a special election held on November 6, 2018. Said bonds (the "Bonds") shall provide funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of a new elementary school facility; the construction of additions to and renovations of the Bridgewater and Sibley Elementary School sites and facilities; the construction of renovations and improvements to the Longfellow School; and the construction of renovations and improvements to the Greenvale Park Elementary School to convert that facility for use as an early childhood center.

2. The Board, having been advised by Ehlers & Associates, Inc., the District's municipal advisor, hereby determines that this issue shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2.

3. On approximately January 10, 2019, the Superintendent or Director of Finance and a Board Officer are authorized and directed to receive all proposals presented in conformity with the Terms of Proposal contained in the Official Statement, the terms of which are ratified and confirmed in all respects, and to approve on behalf of the District the sale of the Bonds to the



party submitting the most favorable proposal (the "Purchaser"). If the true interest rate of the most favorable of said proposals does not exceed 4.00% and a favorable recommendation to accept the proposal is received from Ehlers & Associates, Inc., the Superintendent or Director of Finance and a Board Officer are authorized and directed to accept the same as though the price and interest rate had been included herein. In the Terms of Proposal, the District will reserve the right, after proposals are opened and prior to award, to increase or decrease the principal amount of the Bonds offered for sale or the amount of any individual maturity, with the increase or decrease to occur in multiples of \$5,000 in any of the maturities. The Superintendent or Director of Finance and a Board Officer are authorized and directed to endorse an acceptance on both copies of the most favorable proposal and to send one copy to the Purchaser.

4. Upon approval of the sale of the Bonds by the Superintendent or Director of Finance and a Board Officer, the Board will meet at a subsequent meeting to adopt the necessary approving resolution as drafted by the District's Bond Counsel.

5. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

SCHOOL DISTRICT CREDIT ENHANCEMENT  
APPLICATION FOR PROGRAM  
PARTICIPATION

ED-02110-08

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

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

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

## BOND/CERTIFICATION INFORMATION

|                                      |   |  |
|--------------------------------------|---|--|
| Total Estimated Amount to be Issued: | Bond or Certificate Type, Description and Series: | <b>FOR BONDS</b> , send <i>final</i> maturity schedules (Excel format) as soon as available. |
| \$ 40,975,000.00                     | G.O. School Building Bonds, Series 2019A          |  |
| Anticipated Bond Sale Date:          | Dated Date:                                       | Maturity Date for Certificates:  |
| 1/10/2019                            | 1/31/2019   |  |

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

## MUNICIPAL ADVISOR INFORMATION

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



**VERIFICATION OF DISTRICT SCHOOL BOARD RESOLUTION**

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

11/26/2018

Date of School Board Resolution

Signature – School District Responsible Authority

Date

**TO BE COMPLETED BY THE PAYING AGENT**

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

Name of Paying Agent:

Bond Trust Services Corporation

Address:

City:

State:

Zip Code:

3060 Centre Pointe Dr., Suite 110

Roseville

MN

55113

Paying Agent Contact Person:

Title:

Telephone Number:

E-Mail Address:

Paying Agent Administrator (651) 209-1010

payingagent@bondtrustservices.com

Paying Agent's Name of Bank and Bank Association Number:

Paying Agent's Bank Account Number:

Wells Fargo Bank, ABA#121000248

4126695238

**PAYING AGENT CERTIFICATION**

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

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

Signature – Paying Agent Authorized Representative

Date

**FOR STATE USE ONLY****MINNESOTA DEPARTMENT OF EDUCATION CERTIFICATION STATEMENT**

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

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

Signature - Commissioner of the Minnesota Department of Education or Designee

Date



IEA, INC.

## **NORTHFIELD PUBLIC SCHOOLS ISD #659**



### **Contact Us:**

#### **BROOKLYN PARK OFFICE**

9201 W. BROADWAY, #600  
BROOKLYN PARK, MN 55445  
763-315-7900

#### **MANKATO OFFICE**

610 N. RIVERFRONT DRIVE  
MANKATO, MN 56001  
507-345-8818

#### **ROCHESTER OFFICE**

210 WOOD LAKE DRIVE SE  
ROCHESTER, MN 55904  
507-281-6664

#### **BRAINERD OFFICE**

601 NW 5TH ST. SUITE #4  
BRAINERD, MN 56401  
218-454-0703

#### **MARSHALL OFFICE**

1420 EAST COLLEGE DRIVE  
MARSHALL, MN 56258  
507-476-3599

#### **VIRGINIA OFFICE**

5525 EMERALD AVENUE  
MOUNTAIN IRON, MN 55768  
218-410-9521

[www.ieasafety.com](http://www.ieasafety.com)

[info@ieasafety.com](mailto:info@ieasafety.com)

800-233-9513



# **Management Plan for Lead-in-Water**

**MAY 2018**

**IEA Project #201710490**

Northfield Public Schools  
**Management Plan for Lead-in-Water**

Table of Contents

Annual Review Form

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**Appendices**

- A EPA Factsheet: Lead in Drinking Water Coolers
- B Testing Schedule
- C Lead-in-Water Testing Results and Locations
- D Reducing Lead in Drinking Water: Recommended Lead Hazard Reduction Options

**Contact Person:** Jim Kulseth

**Phone Number:** 507-663-0600

**Email Address:** [jkulseth@northfieldschools.org](mailto:jkulseth@northfieldschools.org)

## Certification

**I certify that I have reviewed the information provided and accept this written management plan. With assistance from our EHS consultant, the district will implement the policies and procedures noted within this plan. The written plan is a working document that will be reviewed and revised annually, or as needed.**

Date \_\_\_\_\_

[illegible]



## 1.0 Purpose

Northfield Public Schools is committed to providing a safe working and learning environment for employees and students. This Management Plan for Lead-in-Water was developed to reduce the potential for exposure to lead in water and to comply with Minnesota Statute 121A.335, as well as recommendations from the Environmental Protection Agency's (EPA's) *3Ts for Reducing Lead in Drinking Water in Schools: Revised Technical Guidance* (2006) and the Lead Contamination Control Act (LCCA) of 1988, the Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE).

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten and kindergarten through grade 12 to test for lead in water in potable water sources (water for consumption) every 5 years. The MDH and MDE have published *Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools*, which presents a model plan that school districts can choose to adopt as part of the requirement of Minnesota Statute 121A.335. The *EPA 3Ts* was created by the EPA to identify and reduce lead in drinking water in schools. Lead is a metal that usually enters drinking water through the distribution system, including pipes, solder, faucets, and valves. Lead levels in water may increase when the water is allowed to sit undisturbed in the system. Exposure to lead is a significant health concern.

The *EPA 3Ts* has recommended that schools take remedial action to address lead-in-water exposure whenever lead levels exceed 20 parts per billion (ppb). The MDH and the MDE have jointly provided guidance that there is no safe level of lead and that districts should work to minimize the risk of lead. MDH and MDE recommended actions are described in section 4.0 of this plan.

## 2.0 Water Sampling Program Development

Identified potable water sources in district facilities, including sinks and drinking fountains in kitchens, staff lounges, classrooms, home economics classrooms, and hallways, will be sampled during the school year throughout the district at least once every five years.

Prior to sampling the following takes place:

- An inventory of potable water taps is taken;
- All drinking fountains are checked to ensure the EPA has not identified them as having a lead lined tank under LCCA. This list can be found in Appendix A.
- Water outlets in restrooms, custodial closets, science labs, art rooms, and other general-purpose workrooms are not included in the sampling inventory, and should be clearly marked not for drinking.

Potable water sources are to be resampled at least once every five years, per MN Statute 121A.335, or when a fixture or water supply is repaired or replaced, or after construction activities that may impact the plumbing system. A testing schedule is included in Appendix B which has each school scheduled to complete testing every 5 years.

## 3.0 First Draw Tap Monitoring

Water sampling of the identified cold water taps is conducted as a "first draw" sample prior to usage on the day of sampling. Sampling begins at the taps closest to building entry point of water source to prevent accidental flushing of other sample locations in the building. Normal usage of building should occur the day before sampling; sampling should not take place on Mondays or after non-school days.

Taps included in the first draw sampling should not be used for 6-18 hours prior to sampling. If the district cannot ensure identified taps were used the day prior to sampling, flushing will occur according to EPA protocol (2-3 minutes, 8-18 hours prior to sampling). Water samples of 250 milliliters (ml) are analyzed by an accredited testing laboratory, using EPA approved analytical methods and quality control procedures (i.e. such as the ICP/MS EPA Method 200.8).



#### **4.0 Maintenance Procedures**

When lead content exceeds 20 ppb, fixtures should be taken out of service until the lead content can be reduced to 20 ppb or lower. While fixtures can still be used for drinking and cooking, MDH and MDE recommend actions be taken to determine the source of lead and reduce lead levels in fixtures when sampling reveals lead content between 2 and 20 ppb. A lead-in-water concentration of or less than 20 ppb (maximum) is considered acceptable by the EPA. Potable water outlets found to have greater than this concentration are repaired, replaced, or flushed.

In addition, the MDH and MDE model plan recommends routine maintenance take place to prevent and help reduce elevated lead levels in drinking water. This includes cleaning faucet aerators where lead-containing materials may accumulate on a quarterly basis and following manufacturer's recommendations for water softener settings to ensure an appropriate level of hardness. The following maintenance procedures are based on MDH/MDE recommended Lead Hazard Reduction Options, located in Appendix D:

##### **Flushing**

Flushing may be used as an alternative to repair or replacement. For any location with an elevated lead level, conduct flush sampling to determine if a longer flush will reduce lead levels to an acceptable level. If results indicate that flushing will reduce lead to acceptable levels, implement a flushing program which includes documentation of daily flushing and periodic program review.

##### *Individual Tap Flushing*

MDE and MDH suggest running each tap for 2 to 3 minutes in the morning before children arrive, and 2 to 3 minutes midday if the tap has been unused for the morning period. Periodic testing may be done prior to and after the midday flushing to ensure the lead concentrations have remained low throughout the morning hours. If they have not, the flushing time should be increased, or another option implemented.

##### *Main Pipe Flushing*

The MDH and MDE model plan explains that Main Pipe Flushing can be used if lead levels are found to be high throughout the entire school or are confined to a certain area of the school. Flushing should be completed each day school is in session. Begin by flushing the tap furthest away from the water source for at least ten minutes; then flush the tap the second furthest away and continue until all taps have been flushed. Periodic testing may be done to ensure the lead concentrations have remained low and that the flushing protocol is effective.

In addition, it is recommended to flush potable water outlets following any two-week vacancy or prior to the beginning of school in the fall, regardless of the lead levels found in the most recent sampling. As long as the fixtures are used regularly, lead levels should remain acceptable. The fixtures should be flushed when the building has been at low occupancy, for example, following school breaks.

##### **Repair and Replace Options**

Recommendations of one of the following treatment options for fixtures with lead levels approaching or exceeding the EPA action level may be considered for implementation:

- Install a National Sanitation Foundation (NSF) certified filter for lead reduction.
  - The filter selected should work by size exclusion of lead particles as opposed to lead adsorption. Filters should have tight pores (1-micron or less). NSF lists many such filters on its website.
  - Following replacement, retest the first-draw lead level after flushing the line 8-18 hours prior to testing to confirm that filter is successful in reducing lead levels.
  - Note: Point-of-Use (POU) Treatment Device systems may be subject to Department of Labor and Industry (DLI) or local administrative authority plan review and approval prior to installation. Contact DLI at 651-284-5063 for more information.



- Investigate further to determine the source of the lead responsible for an elevated lead level. Collecting multiple samples in a row can assist in determining the location of the lead-containing component (e.g. fittings for cold water supply lines). Samples should be collected upstream of the cold supply lines. Once the source is identified, remove, replace with lead-free component, and retest.
- If sampling indicates that fixture is the source of the elevated lead level, replace fixture with a "lead-free" fixture certified to NSF/ANSI 372 or NSF/ANSI 61-G. The *Reduction of Lead in Drinking Water Act* redefines "lead-free" as "not more than a weighted average of 0.25% lead when used with respect to wetted surfaces of pipes, pipe fittings, plumbing fittings, and fixtures." Effective January 4, 2014, drinking water system components sold or installed must adhere to this new requirement. A list of EPA Lead Free Certification Marks can be found here: <http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt>
- Remove fixture from service by disconnecting it from the water supply and/or clearly mark water fixtures that are not for drinking or cooking.

The MDH recommends taking the following actions at 2 ppb to 20 ppb:

- Retest the sampled tap and attempt to more accurately determine the source of the lead; consider monitoring tap more frequently until the source of lead is found and removed;
- Consider the feasibility of flushing or other steps to minimize lead exposure, taking into account other actions that the school may already have in place;
- Make all test results and lead education materials accessible to community, such as on a website, or annual report, and available upon request.

## **5.0 Communication of Results and Follow-up Actions**

Per Minnesota Statute 121A.335, a school district that has tested its buildings for the presence of lead shall make the results of the testing available to the public for review and must notify parents of the availability of the information. It is recommended that a copy of the district's Lead-in-Drinking Water Testing reports be made available to staff and the public through the district's administrative offices and district website.

Notification is accomplished by publishing a statement in the district's annual notifications and on the district website that is available to staff, student, parents and the public. For example notifications, see the MDE and MDH *Education and Communication Toolkit: Reducing Lead in Drinking Water, A Technical Guidance and Model Plan for Minnesota's Public Schools*, located on the MDH website.

The MDE and MDH guidance document states in their Model Plan that School Management should:

- Assign a designated person to be the contact;
- Notify affected individuals about the availability of the testing results within a reasonable time. School employees, students and parents should be informed and involved in the communication process. Results of initial and any follow-up testing should be easily accessible along with documentation of lead hazard reduction options. Posting the information on a website is preferred, but the information should also be available to those without easily accessible internet access. Examples of other information venues are: meetings, open houses, and public notices; and
- Identify and share specific activities pursued to correct any lead problems. Local health officials can assist in understanding potential health risks, technical assistance and communication strategies.

## **6.0 Recordkeeping**

Lead-in-water testing reports are located and available for review in the District Office health and safety files. See Appendix C for the most recent sampling locations and results. This includes a floor plan with test locations and recommendations for further action if necessary.

Northfield Public Schools retains lead-in-water records for a minimum of five years.



# **Appendix A**

*EPA Factsheet: Lead in Drinking Water Coolers*

## **FACT SHEET: LEAD IN DRINKING WATER COOLERS**

Protecting the nation's children from exposure to lead from school drinking water coolers is the primary goal of the Lead Contamination Control Act (LCCA), which was signed into law on October 31, 1988. EPA recommends that drinking water outlets--especially water coolers--in schools be tested to ensure that lead levels in the water are below 20 parts per billion.

This fact sheet will help school administrators address the problem of school water coolers that contain lead. It reflects current information as of February 1990. The information on the accompanying list will be updated periodically.

### **How To Identify Problems**

First, identify which water coolers contain lead components; follow these steps as a minimum protocol.

- Inventory each cooler and note its brand, model, serial number, and year.
- Check the accompanying list to identify any coolers that are not lead free.
- Sample water from all outlets where lead contamination is most likely, especially coolers that are not lead free and those with lead-lined tanks. However, even coolers that are "lead free" may have high lead levels in their water due to other sources in the plumbing system and should be tested. Follow the sampling and testing protocols in the EPA booklet *Lead in Schools Drinking Water*. (See the box below, right.)
- Contact your State agency responsible for the LCCA program (see box below, right) for information and assistance on testing your water samples. Water samples should be sent only to certified laboratories that use the EPA-approved Graphite Furnace Atomic Absorption (AA) method. In some cases, the local water supplier, local or State department of health or environment, or the lab will collect and analyze the samples. In most cases, the lab will provide containers and instructions for collection. The charge for lab tests ranges from \$7 to \$30 per sample. In some States or localities, there may be funding available for testing.

### **What To Do If Problems Are Found**

If the lead level of any fountain or outlet exceeds 20 parts per billion (ppb), take immediate action to reduce the level of contamination. Flushing outlets on a daily basis before school begins may sufficiently reduce exposures, especially if the problem is localized to a few outlets in a building. However, daily flushing may not be practical for water coolers.

Take follow-up samples from any outlet with lead levels above 20 ppb to pinpoint the source of the problem. Make sure to follow the instructions in the EPA booklet *Lead In School Drinking Water*. If you find a cooler to be the source of the lead, contact the distributor or manufacturer to determine how the problem may be corrected. If a cooler that is not lead free is responsible for high lead levels, removal may be necessary. The Consumer Product Safety Commission (CPSC) has the responsibility to issue an order to require manufacturers and importers to repair, replace or recall water coolers identified by EPA as having lead-lined tanks. Contact the CPSC Hotline (800/638-2772) to determine the status of their actions.

### **For More Information**

Contact the State office listed below for information on identifying and correcting lead in drinking water problems. Contact the EPA Safe Drinking Water Hotline at 800/426-4791 for other information and for the booklet *Lead In Schools Drinking Water*.

## Water Coolers With Lead-Lined Tanks

The following list of model numbers represents all of the drinking water coolers with lead-lined tanks that have been identified to date. The models listed here were selected because one or more of the units in that model series have been tested and found to have lead-lined tanks. These six models are made by the Halsey Taylor Company.

|       |          |         |
|-------|----------|---------|
| WM 8A | GC 10ACR | GC 5A   |
| WT 8A | GC 10A   | RWM 13A |

## Other Water Coolers Containing Lead

### EBCO Manufacturing Company

EBCO has identified all pressure bubbler water coolers with shipping dates from 1962 through 1977 as having a bubbler valve containing lead, as defined by the LCCA. The units contain a single 50-50 tin-lead solder joint on the bubbler valve. Model numbers for those coolers in this category were not available.

The following EBCO models of pressure bubbler coolers produced from 1978 through 1981 contain one 50-50 tin-lead solder joint each:

|          |             |        |
|----------|-------------|--------|
| CP3      | DP7SM       | DPM8H  |
| CP10-50  | DP10F       | DP16M  |
| DP20-50  | CP3H        | DP7S   |
| DP13A    | 13P         | DP7WM  |
| DP7M     | DP3RH       | EP10F  |
| DP13M-60 | DP14A-50/60 | CP10   |
| CP5M     | DP12N       | DP20   |
| DP14S    | DPM8        | DP8AH  |
| DP5F     | DP15M       | C10E   |
| CP3-50   | DP5S        | DP5M   |
| 7P       | DP13SM      | DP13M  |
| DP3R     | EP5F        | CP3M   |
| DP13A-50 | CP5         | DP13S  |
| PX-10    | 13PL        | DP7WMD |
| DP7MH    | DP8A        | WTC10  |
| DP14M    | DP10X       |        |
| DP15MW   | DP15W       |        |

Pressure bubbler water coolers manufactured by EBCO and marketed under the "Oasis" and "Kelvinator" brand names with the identified model numbers have been distributed in the U.S. In addition, EBCO indicated that "Aquarius" pressure bubbler water coolers are manufactured for distribution in foreign countries, including Canada. Although unlikely, it is conceivable that an "Aquarius" cooler with one of the model numbers listed above could have been transported into the U.S.

### Halsey Taylor Company

Halsey Taylor reports using lead solder in these models of water cooler manufactured between 1978 and the last week of 1987.

|                |                   |
|----------------|-------------------|
| WMA-I          | SCWT/SCWT-A       |
| SWA-I          | DC/DHC-1          |
| S3/5/10 D      | BFC-4F/7F/4FS/7FS |
| S300/500/1000D |                   |

In addition to these Halsey Taylor models, Halsey Taylor indicates that the following Haws brand coolers manufactured for Haws by Halsey Taylor from November 1984 through December 18, 1987, are not lead free because they contain two tin-lead solder joints. The model designations for these coolers are:

|         |        |         |
|---------|--------|---------|
| HC8WT   | HC14W  | HCBF7D  |
| HC8WTH  | HC4F   | HCBF7HO |
| HC14WT  | HC4FH  | HWC7    |
| HC14WTH | HC8F   | HWC7D   |
| HC14WL  | HC8FH  | HC2F    |
| HC16WT  | HC14F  | HC2FH   |
| HC4W    | HC14FH | HC5F    |
| HC6W    | HC14FL | HC10F   |
| HC8W    | HCBF7  |         |

**Note:** A number of water coolers have been deleted from the proposed list identifying them as not lead free. For information about these water coolers and others, refer to the January 18, 1990 Federal Register notice.



# **Appendix B**

## *Testing Schedule*

*Lead in Water Sampling Schedule  
Northfield Public Schools*

| School Year | Schools to be Sampled      |
|-------------|----------------------------|
| 2021-2022   | Districtwide (6 buildings) |
| 2026-2027   | Districtwide (6 buildings) |
| 2031-2032   | Districtwide (6 buildings) |

# **Appendix C**

## *Lead-in-Water Testing Results and Locations*



# MEMO



**To:** To Whom It May Concern

**From:** Cassie Bowser, IEA Health & Safety Consultant

**Date:** May 2018

**Re:** Lead in Water test results

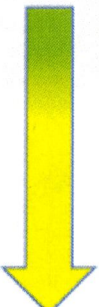

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Northfield Public Schools lead in water results can be found in the district health and safety files in the Building and Grounds office.

# **Appendix D**

## *Recommended Lead Hazard Reduction Options*

## Recommended Lead Hazard Reduction Options

| Lead Level At The Tap   | Lead Hazard Reduction Options  |
|---|--|
| <p>&lt; 2 ppb or Non-Detected</p>  <p>2 ppb to 20 ppb*</p> | <ul style="list-style-type: none"> <li>• Lead was not detected. Tap may be used as normal;</li> <li>• Record result and test again in 5 years; and</li> <li>• Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request.</li> </ul> <p>The tap may be used for cooking and drinking water while steps are taken to reduce overall exposure. A higher number of taps with elevated results increases the urgency to implement hazard reduction.</p> <p>Options include:</p> <ul style="list-style-type: none"> <li>• Retest the sample tap and attempt to more accurately determine the source of the lead; consider monitoring tap more frequently until the source of lead is found and removed;</li> <li>• Consider the feasibility of flushing or other steps to minimize lead exposure, including limiting softened water supplies to hot water taps only, taking into account other actions that the school may already have in place;</li> <li>• Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request.</li> </ul> |
|  <p>&gt; 20 ppb*</p>                                      | <p>Action should be taken to reduce exposure. The specific action(s) taken will be dependent on individual school conditions.</p> <p>Options include:</p> <ul style="list-style-type: none"> <li>• Remove tap from service until problem is demonstrably corrected by replacement, a flushing program, filtration, or treatment;</li> <li>• Do <b>not</b> use tap for cooking or drinking water;</li> <li>• Retest the tap and attempt to determine the source of the lead; If the tap is not replaced, consider monitoring tap more frequently, such as annually, until the source of lead is found and removed;</li> <li>• Implement a flushing protocol or other lead hazard reduction option; sampling should be use to evaluate effectiveness;</li> <li>• Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request; and</li> <li>• Provide targeted communication and education to individuals, parents, and staff members that routinely use that tap.</li> </ul>  |

\*established by EPA 3Ts guidance; if EPA amends, Table 3 will be adjusted to be consistent with new value



**Dundas Dome Lease Agreement**  
January 1, 2019 – December 31, 2019

**Lessor:**

Dundas Dome  
901 Cannon Road  
Dundas, MN 55019

**Lessee:**

Northfield Public Schools  
1400 Division Street South  
Northfield, MN 55057

1. **Lease Property:** Lessor agrees to lease to Lessee space at the Dundas Dome, 901 Cannon Road, Dundas, MN 55019.
2. **Lease Term:** Term of this Lease begins January 1, 2019 and ends December 31, 2019.
3. **Rent:** Rent for the use of the facility (for the full facility) is \$450 per hour, not to exceed 90 hours within the Lease Term. Opportunities may exist to rent a portion of the facility, upon need.
4. **Payment Terms:** The Lessor will invoice monthly.
5. **Use of Property:** Lessee may use the property for Lessee co-curricular activities, including practices and competitions and for no other purpose without the consent of the Lessor. The Lessee will have access to all facility amenities.
6. **Scheduling:** Lessor and Lessee shall mutually determine facility use schedules. Staffing of officials and event workers shall be the responsibility of Lessee. All admission and/or entry fees stay with the Lessee.
7. **Insurance:** Lessee agrees to provide evidence prior to the start date of the lease agreement of general liability insurance with a limit of at least \$1,000,000.00 and to provide workers compensation insurance for Lessee's employees. Lessor agrees to provide evidence of property insurance.
8. **Renewal:** This lease will be automatically renewed with the same rental agreement for an additional year after the lease term ends, unless either party provides one month's advance written notice of termination.
9. **Termination:** Termination of this Lease after December 31, 2019 may be made by either party after two month's advance written notice.

**Lessee:**

Northfield Public Schools

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

Title: \_\_\_\_\_

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

**Lessor:**

Dundas Dome

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

Title: \_\_\_\_\_

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

## POLICE-SCHOOL LIAISON OFFICER AGREEMENT

This AGREEMENT, made this 10th day of December, 2018, by and between Independent School District No. 659 ("SCHOOL DISTRICT") and the City of Northfield, a Minnesota municipal corporation ("CITY"), (collectively, the "PARTIES").

WHEREAS, SCHOOL DISTRICT is in need of and desires to receive certain law enforcement services from CITY; and

WHEREAS, CITY, through its police department, is willing and able to provide certain law enforcement services to SCHOOL DISTRICT; and

WHEREAS, SCHOOL DISTRICT and CITY desire to join in a mutual effort to curb delinquency and crime in the community and to develop better community understanding of law and law enforcement.

NOW, THEREFORE, in consideration of the mutual agreements and provisions herein set forth, SCHOOL DISTRICT and CITY agree as follows:

1. POLICE-SCHOOL LIAISON OFFICER. For the purpose of this AGREEMENT, the term Police-School Liaison Officer shall have the meaning and duties described in this Section.
  - 1.1. Police-School Liaison Officer. The Police-School Liaison Officer (also referred to as the Police-School Resource Officer,) will be an Officer of the Northfield Police Department ("NPD") who shall be responsible for performing the duties set forth in Paragraph 1.4 of this Section;
  - 1.2. The Police-School Liaison Officer will be for the purposes of this AGREEMENT a Contracted Agent of the SCHOOL DISTRICT and have access to all such information deemed necessary for the completion of the Police-School Liaison Officer duties as approved by the SCHOOL DISTRICT.
  - 1.3. Police-School Liaison Officer Employed by CITY. The Northfield Police Chief shall assign a law enforcement officer to serve as the Police-School Liaison Officer in SCHOOL DISTRICT. The Chief of Police in conference with SCHOOL DISTRICT officials shall select the officer. The Police-School Liaison Officer shall be a licensed peace officer in the NPD and an employee of CITY, and will operate under the direct administration and supervision of the Chief of Police or his/her designee. Law enforcement services rendered to SCHOOL DISTRICT under this AGREEMENT shall be at the sole discretion of the Chief of Police. CITY shall assume all obligations and payments with regard to Police-School Liaison Officer salaries and benefits including workers compensation, PERA, withholding taxes, etc. SCHOOL DISTRICT will reimburse CITY for such expenses pursuant to Section 4 of this AGREEMENT. Consistent with the relationship between the PARTIES, the Police-School Liaison



Officer shall not be represented to the public as an employee of SCHOOL DISTRICT by either CITY or SCHOOL DISTRICT.

1.4. Duties of the Police-School Liaison Officer. The Police-School Liaison Officer will:

- 1.4.1. Strive to develop a better understanding within SCHOOL DISTRICT's schools of the law enforcement process.
- 1.4.2. Meet regularly with SCHOOL DISTRICT's administrators and special education personnel regarding law enforcement procedures and juvenile court procedures, and impart knowledge of families, neighborhoods, individuals, statistics, and trends when requested and in accordance with applicable law. The Police Chief shall meet with SCHOOL DISTRICT'S administrative team at least twice during the school year, preferably once at the start and once at the end of each school year in order to assess current police involvement in the schools.
- 1.4.3. Confer with SCHOOL DISTRICT parents, students, neighbors, school personnel and other members of the community regarding pre-delinquent behavior.
- 1.4.4. Conduct investigations within SCHOOL DISTRICT, its facilities and the surrounding community, both criminal and otherwise as deemed necessary by NPD or by mutual agreement between NPD and SCHOOL DISTRICT personnel.
- 1.4.5. Identify problems focused on children by inspecting SCHOOL DISTRICT schools' area, grounds and property, being watchful for loiterers and suspicious persons or automobiles, frequently visiting high-delinquency areas for law violators, and observing matters conflicting with the best interests of SCHOOL DISTRICT's pupils.
- 1.4.6. Take part in SCHOOL DISTRICT functions and community projects as deemed necessary by mutual agreement between CITY AND SCHOOL DISTRICT personnel in order to become acquainted with parents, businesspersons and community leaders and to assist in the social and cultural development of pupils, dropouts and recidivists.
- 1.4.7. Organize law enforcement or related educational programs within the framework of existing SCHOOL DISTRICT programs, as subject to approval by SCHOOL DISTRICT personnel.
- 1.4.8. In the instance of law violations, serve in the normal police officer capacity to protect life, limb, and property; to prevent crime, to recover stolen and lost property; and to apprehend and prosecute offenders, but in so doing orient activities toward rehabilitation and correction.
- 1.4.9. Work in cooperation with SCHOOL DISTRICT administrators towards mutually agreed upon goals involving NPD, SCHOOL DISTRICT's schools or its students.



The Police-School Liaison Officer shall not have disciplinary authority within the school.

1.4.10. In the course of performing the duties of this AGREEMENT, respond to emergency calls within the NPD service area when necessary, investigate cases assigned by the Chief of Police, and attend trainings and perform special duties as assigned by the Chief of Police. These responsibilities will require flexibility in the hours that the Police-School Liaison Officer works and require the freedom to leave SCHOOL DISTRICT's facilities at various times.

1.4.11. Generally, subject to the requirements of Paragraph 1.4.10 above, the Police-School Liaison Officer shall spend a minimum of fifty percent (50%) his/her annual hours worked (1040) in or at SCHOOL DISTRICT schools and functions during the school calendar year. If schools in SCHOOL DISTRICT are not in session, the Police-School Liaison Officer will function as and perform the duties of a patrol officer for NPD under the direct supervision of the Chief of Police or his designee within the jurisdiction of the City of Northfield. Prior to the start of the school year a schedule will be developed by the Chief of Police or designee in consultation with SCHOOL DISTRICT personnel as identified by the Superintendent of Schools.

2. RESPONSIBILITY OF SCHOOL DISTRICT. It shall be the responsibility of SCHOOL DISTRICT to:

- 2.1. Provide guidance and assistance to the Police-School Liaison Officer through SCHOOL DISTRICT's principals, teachers, administrative staff, other personnel and student body.
- 2.2. Provide a private office, desk, and telephone with outside line for use by the Police-School Liaison Officer to meet with students and staff on both a public and private meeting basis and to conduct and perform his/her duties as necessary and as otherwise assigned and directed by the Chief of Police.
- 2.3. Require its principals to coordinate the efforts of the Police-School Liaison Officer within the schools.
- 2.4. Provide clerical help and assistance to the Police-School Liaison Officer when needed by the officer within any school at which the officer is working in his/her capacity as Police-School Liaison Officer. This includes providing the supplies and materials needed. Clerical help and assistance and supplies and materials will be limited to those duties of the Police-School Liaison Officer directly related to law enforcement or related educational programs within the framework of existing SCHOOL DISTRICT programs.
- 2.5. Provide an assessment of the services received under this AGREEMENT to CITY, if requested by CITY.

3. RESPONSIBILITY OF CITY. It is the intention of CITY to provide a Police-School Liaison Officer to SCHOOL DISTRICT, and it shall be the responsibility of CITY to:

- 3.1. Assign one licensed peace officer to SCHOOL DISTRICT to act as Police-School Liaison Officer at SCHOOL DISTRICT's schools.
- 3.2. Provide NPD equipment needed by the Police-School Liaison Officer to perform necessary functions and duties.
- 3.3. Provide training and education within the scope of NPD.
- 3.4. Provide temporary replacements for the Police-School Liaison Officer as deemed necessary by NPD.

4. CONSIDERATION.

- 4.1. SCHOOL DISTRICT shall pay CITY the sum of \$24,926 for the period of January 1, 2019, through June 30, 2019. SCHOOL DISTRICT shall pay CITY the sum of \$29,361 for the period of July 1, 2019, through December 31, 2019. SCHOOL DISTRICT shall pay CITY the sum of \$58,722 each year as consideration for CITY's provision of the Police-School Liaison Officer for the calendar years of 2021 and 2022, with two equal payments of \$29,361 annually. The initial payment being made on June 1, 2019 and the final payment on December 1, 2021. CITY shall provide SCHOOL DISTRICT an invoice for the amount owing and payable to CITY at least thirty (30) days in advance of the respective dates upon which payment by SCHOOL DISTRICT is required to be made.

5. TERM. The term of this AGREEMENT is for THREE (3) years and shall be effective as of January 1, 2019 and shall continue to December 31, 2021. This AGREEMENT shall be in effect as determined above unless terminated by either party. Termination of this AGREEMENT by either party shall be effective by delivering to the other party a preliminary written notice of termination not less than ninety (90) days prior to the date of termination of the AGREEMENT. All payments due under this AGREEMENT shall be prorated in the event of such termination.

6. INDEMNIFICATION.

- 6.1. As a condition of CITY's assignment of a Police-School Liaison Officer pursuant to this AGREEMENT, SCHOOL DISTRICT agrees to and shall indemnify, protect, save, hold harmless and insure CITY, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by SCHOOL DISTRICT or its agents, employees, contractors or subcontractors with respect to SCHOOL DISTRICT's performance of its obligations under this AGREEMENT. SCHOOL DISTRICT shall defend CITY against the foregoing, or litigation in connection with the foregoing, at SCHOOL DISTRICT's expense, with counsel reasonably acceptable to



CITY. CITY, at its expense, shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of CITY. All indemnification obligations shall survive termination, expiration or cancellation of this AGREEMENT.

- 6.2. CITY agrees to and shall indemnify, protect, save harmless and insure SCHOOL DISTRICT, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by CITY or its agents, employees, contractors or subcontractors with respect to CITY's performance of its obligations under this AGREEMENT. CITY shall defend SCHOOL DISTRICT against the foregoing, or litigation in connection with the foregoing, at CITY's expense, with counsel reasonably acceptable to SCHOOL DISTRICT. SCHOOL DISTRICT, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of SCHOOL DISTRICT. All indemnification obligations shall survive termination, expiration or cancellation of this AGREEMENT.
7. VOLUNTARY AND KNOWING ACTION. The PARTIES, by executing this AGREEMENT, state that they have carefully read this AGREEMENT and understand fully the contents thereof; that in executing this AGREEMENT they voluntarily accept all terms described in this AGREEMENT without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
8. AUTHORIZED SIGNATORIES. The PARTIES each represent and warrant to the other that (1) the persons signing this AGREEMENT are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this AGREEMENT against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
9. GOVERNING LAW. This AGREEMENT shall be deemed to have been made and accepted in Rice County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of this AGREEMENT without regard to its choice of law or conflict of laws principles.
10. DATA PRACTICES. The PARTIES acknowledge that this AGREEMENT is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*
11. NO WAIVER. Any Party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this AGREEMENT or to exercise any



right herein conferred shall not be construed as a waiver or relinquishment of that right or of that Party's right to assert or rely upon the terms and conditions of this AGREEMENT. Any express waiver of a term of this AGREEMENT shall not be binding and effective unless made in writing and properly executed by the waiving Party.

12. AMENDMENTS. This AGREEMENT may not be amended except in writing properly executed by the PARTIES hereto. Except as specifically amended, this AGREEMENT shall remain in full force and effect.
13. ASSIGNMENT. This AGREEMENT may not be assigned by either Party without the written consent of the other Party.
14. SEVERABILITY. The invalidity or unenforceability of any provision of this AGREEMENT shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this AGREEMENT to the extent of its invalidity or unenforceability, and this AGREEMENT shall be construed and enforced as if the AGREEMENT did not contain that particular provision to the extent of its invalidity or unenforceability.
15. ENTIRE AGREEMENT. These terms and conditions constitute the entire agreement between the PARTIES regarding the subject matter hereof. All discussions and negotiations are deemed merged in this AGREEMENT. The headings to the various sections of this AGREEMENT are solely for the convenience of the PARTIES, are not part of the AGREEMENT and shall not be used for the interpretation of the validity of the AGREEMENT or any provision hereof.
16. SURVIVABILITY. All covenants, indemnities, guarantees, releases, representations and warranties by any Party or PARTIES, and any undischarged obligations of CITY and SCHOOL DISTRICT arising prior to the expiration of this AGREEMENT (whether by completion or earlier termination), shall survive such expiration.
17. EXECUTION. This AGREEMENT may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any Party to the counterpart shall be deemed a signature to the AGREEMENT, and may be appended to, any other counterpart. Facsimile transmission of executed signature pages shall be deemed as originals and sufficient to bind the executing Party.

IN WITNESS WHEREOF, the PARTIES have hereunto executed this document the day and year first above written.

**INDEPENDENT SCHOOL DISTRICT NO. 659**

By: \_\_\_\_\_  
(Signature)

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF NORTHFIELD**

By: \_\_\_\_\_  
Rhonda Pownell, Its Mayor

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Monte Nelson, Its Chief of Police

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Deb Little, Its City Clerk

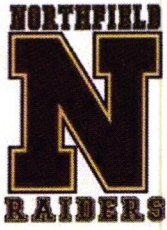
Date: \_\_\_\_\_

A new election law from the 2017 Legislative Session requires school districts 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. To be clear, the District does not plan to administer a special election in 2019 but is required by law to adopt the resolution on an annual basis.

In 2017, the Board of Education adopted an approach to combine polling places into eight locations. After further review, it appears the District would have difficulty managing eight precincts on its own. Shortages in election judges, lean District Office staffing, and increased costs would be substantial challenges in managing such an election. The following approach was successfully managed by the District for the 2011 operating levy election. No action is requested at this meeting, but the Board of Education will be asked to adopt the required resolution at the December 10, 2018 meeting.

| Proposed Polling Locations   | Precincts Included  |
|--|---|
| Bethel Lutheran Church<br>1321 North Avenue<br>Northfield, MN                    | <ul style="list-style-type: none"> <li>• Castle Rock Township</li> <li>• Eureka Township</li> <li>• Greenvale Township</li> <li>• Sciota Township</li> <li>• Waterford Township</li> <li>• City of Northfield - Ward 3, Precinct 2 (Dakota County)<br/><i>Normally votes at Bethel Lutheran Church</i></li> </ul>   |
| St. John's Lutheran Church<br>500 Third Street West<br>Northfield, MN            | <ul style="list-style-type: none"> <li>• Webster Township</li> <li>• City of Northfield Ward 3, Precinct 1<br/><i>Normally votes at Northfield Retirement Community</i></li> <li>• City of Northfield Ward 3 Precinct 2 (Rice County)<br/><i>Normally votes at Bethel Lutheran Church</i></li> <li>• City of Northfield Ward 4, Precinct 1<br/><i>Normally votes at St. John's Lutheran Church</i></li> </ul> |
| Northfield Community Resource Center<br>1651 Jefferson Parkway<br>Northfield, MN | <ul style="list-style-type: none"> <li>• Bridgewater Township</li> <li>• Forest Township</li> <li>• Erin Township</li> <li>• City of Dundas</li> <li>• Cannon City Township</li> <li>• City of Northfield Ward 4, Precinct 2<br/><i>Normally votes at St. Olaf College Buntrock Commons</i></li> </ul>  |
| First United Church of Christ<br>300 Union Street<br>Northfield, MN              | <ul style="list-style-type: none"> <li>• City of Northfield Ward 1, Precinct 1<br/><i>Normally votes at First United Church of Christ</i></li> <li>• City of Northfield Ward 1, Precinct 2<br/><i>Normally votes at St. Peter's Lutheran Church</i></li> <li>• City of Northfield Ward 2, Precinct 1<br/><i>Normally votes at United Methodist Church</i></li> </ul>  |
| United Methodist Church<br>1401 South Maple Street<br>Northfield, MN             | <ul style="list-style-type: none"> <li>• City of Northfield Ward 2, Precinct 2<br/><i>Normally votes at Northfield Community Resource Center</i></li> <li>• Northfield Township</li> <li>• City of Dennison (Rice County)</li> <li>• City of Dennison (Goodhue County)</li> <li>• Warsaw Township</li> </ul>  |





# Northfield High School Fall 2018 School Board Report

9–12 Student Enrollment: 1372

## I. MSHSL

### Fall Athletics 7 – 12 (9)

**Boys:** Cross Country, Football, Soccer

**Girls:** Cross Country, Soccer, Swim/Dive, Tennis, Volleyball, Cheer

**Total Participants:** 491

### Other Competitive Activities 9 – 12 (2)

Speech, Knowledge Bowl, Mock Trial, Math Team, Science Olympiad, Chess,  
Music Listening

## II. NON-MSHSL

### Fine Arts and Clubs

Band, Choir, Orchestra, Fall Play, Rock & Roll Revival

### Clubs and Organizations (44)

|            |           |                        |                 |
|------------|-----------|------------------------|-----------------|
| Link Crew  | R.A.L.I.E | FCA                    | Student Council |
| Fall Dance | Yearbook  | National Honor Society | GSA             |
| Pep Band   | Newspaper | DECA                   | Diversity Club  |

## III. Achievements, Accomplishments, Awards

- **Girls' Soccer** - 2A Quarterfinals
- **Boys' Soccer:** 2A Semifinals.
- **Girls' Swim and Dive:** 1AA True Team Section Champs and MSHSL 1AA Team Champions
- **Volleyball:** 1AAA Semifinals and Big 9 Conference Champions
- **Football:** 1AAAAA Runner-Up

### Fine Arts

- Fall Play: "Our Town" 50 students participated on stage and off.
- Orchestra, Band and Choir Fall Concerts

**State Meet Individual Participants:****Swim/Dive:**

- Alice Zhang 11, Ella Anderson 8, Ella Palmquist 11, Tatum Hauck 11 (200 Medley Relay)
- Tatum Hauck 11 (200 Free Style)
- Alice Zhang 11, Caroline Peterson 11, Paige Steenblock 10 (200 Ind Medley)
- Zibby Hanifil 10 (1 Meter diving)
- Alice Zhang 11 (100 Butterfly)
- Signe Hauck 11 (100 Freestyle)
- Chloe Melgren 11 (500 Freestyle)
- Anna Scheglowski 10, Caroline Peterson 11, Ella Palmquist 11, Signe Hauck 11 (200 Free Relay)
- Tatum Hauck 11 (100 Back Stroke)
- Alice Zhang 11, Ella Palmquist 11, Signe Hauck 11, Tatum Hauck 11 (400 Free Relay)

**NCAA/National Letter of Intent/Scholarship and Post Secondary Athletic Commitments:**

Grace Acheson, Track: University of Mary

Elizabeth Acheson, Track: University of Mary

Molly Stevens, Golf: Augustana

Jillian Noel, Softball: Southwest Mn State

Sydney Noel, Golf: Southwest Mn State

Logan Bornick, Lacrosse: North Greenville University SC

Kate Boland, Hockey: Bemidji State

Trayton Anderson, Wrestling: South Dakota State

Linnea Larson, Volleyball: Hillsdale College MI

**Coach Honors:** *Tim Torstenson - 1AAA Volleyball Coach of the Year*

**IV. ITEMS TO CONSIDER**

Future school board presentation regarding the Inside/Out Coaching Initiative



## LEASE

**THIS LEASE AGREEMENT** (this "**Lease**") is entered into on the 19<sup>th</sup> day of November, 2018, by and between CJB Real Estate II, LLC, a Minnesota limited liability company ("**Lessor**"), and Independent School District No. 659, a Minnesota political subdivision ("**Tenant**").

**The parties mutually agree as follows:**

**1. THE LEASED PREMISES.** Subject to the terms and conditions of this Lease, Lessor hereby leases to Tenant, and Tenant hereby leases from Lessor, Unit (the "Leased Premises"), containing approximately 22,000 total square feet of vacant and unfinished retail floor space in Dundas Shopping Center located at 404 Schilling Drive, in the City of Dundas, Minnesota. Tenant is also granted the right of non-exclusive use, in common with others, of the parking areas, access roads, driveways and sidewalks serving the Dundas Shopping Center and the Leased Premises.

**2. TENANT'S USE.** Tenant shall use the Leased Premises for the sole purposes of practicing gymnastics, tumbling and other activities specifically and directly related to the competition of the girls' gymnastics team at Northfield High School, as sanctioned and governed by the Minnesota State High School League. This use will include presence and instruction by male or female coaches of the girls' gymnastics team, and the presence of male and female trainers and doctors (if deemed necessary by Tenant). No use of the Leased Premises will be allowed unless at least one female coach is present at all times any member of the girls' gymnastics team is present in or using the Leased Premises.

Tenant shall not use, occupy, suffer or permit any use of the Leased Premises which would (a) violate any law, ordinance or regulation; (b) constitute a nuisance; (c) constitute an extra-hazardous use; or (d) violate, suspend or void any policy or policies of insurance of either Lessor or Tenant.

Tenant, at its sole cost and expense and with no right of reimbursement from Lessor, shall do all work and make all installations of temporary equipment and padding necessary for Tenant's use and occupancy of the Leased Premises ("Tenant's Work"). Lessor shall have no obligation to perform any such installation or work and is under no obligation to inspect any of Tenant's work for safety or fitness for any particular purpose. Any such Tenant's Work or installations shall be solely Tenant's responsibility and Tenant, its assigns, students, student athletes, coaches, trainers, parents and any other person or entity associated with use of the Leased Premises, release and hold Lessor harmless for any such work, installation or inspection (or lack of inspection), and for any injury, death, damage or claim resulting from Tenant's use of the Leased Premises under this Lease Agreement.

All of Tenant's Work shall be performed in good and workmanlike manner, Tenant warrants that Tenant's Work shall be performed using good quality materials in a condition satisfying and in conformity with all safety requirements of any and all applicable federal, state, and local laws, ordinances, regulations, building codes and fire regulations, including but not limited to the regulations and ordinances of the Minnesota State High School League and any other regulatory body with authority over the activities of the Northfield High School girl's gymnastics team; shall comply with all insurance requirements of Lessor and Tenant; and shall be free of any liens for labor and materials. Tenant shall indemnify, defend and hold Lessor harmless from any penalty, loss, damage, injury, death, claim or liability of any kind arising out the negligent or intentional misconduct of Tenant and its officers, employees, agents, and invitees.



**3. TERM AND RENEWALS.** The term of this Lease shall commence on November 26, 2018 and expire at 11:59 p.m. on March 31, 2019. Tenant shall not have any opportunity to renew this Lease.

**Lease Termination.** Tenant acknowledges and understands the Leased Premises consist of vacant space in a shopping center and that Lessor is attempting to enter into a long-term lease with other tenants for these Leased Premises. Lessor reserves the right to lease the Leased Premises to another tenant at any time during the lease period. If Lessor wishes to terminate this Lease for any reason, including but not limited to Lessor wishing to lease the Leased Premises to another tenant, Lessor shall provide Tenant with a 10-day notice in which to vacate the property. Upon provision of this 10-day notice, Tenant shall immediately vacate the Leased Premises and remove all equipment and apparatus temporarily installed. Tenant shall leave the Leased Premises in the same condition it was in at the commencement of this Lease.

**4. RENT.** Tenant acknowledges and understands that the market value rent for the Leased Premises is \$7.00 per square foot per month. Lessor is not requiring Tenant to make any rent payment for the Leased Premises during the term of this Lease so long as Tenant is in compliance with the terms of this Lease. If Tenant is reasonably determined by Lessor to be in non-compliance with this Lease for any reason, Tenant shall remit to Lessor the full amount of the market value rent for the Leased Premises within 10 business days of written notice of non-compliance.

**5. UTILITIES.** Tenant shall pay to Lessor the actual utility bills for December 2018, January, February and March 2019 within 10 days of being provided a copy of the utility bill by Lessor.

**6. REAL ESTATE TAXES AND ASSESSMENTS.** Paid by Lessor.

**7. LICENSE FEES.** Tenants shall pay, as they become due and payable and before they become delinquent, all fees, charges and expenses for licenses and/or permits, if any, which are necessary for Tenant's use of the Leased Premises during the term of this Lease or any renewal or extension hereof.

**8. INSURANCE.** Lessor shall maintain at its expense during the term hereof, fire insurance with extended coverage endorsement on the Building and other improvements in an amount equal to the replacement cost thereof, subject to a reasonable deductible.

Tenant shall obtain and keep in force, at Tenant's expense, for the term of this Lease, the insurance set forth below. The insurance required under this Paragraph shall be issued by an insurance company authorized to do business in the State of Minnesota; shall be in a form satisfactory to Lessor; and shall provide for at least thirty (30) days' notice, by certified mail, return receipt requested, to Lessor and any mortgagee before cancellation, termination, nonrenewal or change of such insurance. A copy of each policy as well as any renewal thereof shall be delivered to Lessor upon execution of this Lease by Tenant.

- A. Comprehensive general liability insurance, with combined single limit of Five Million Dollars (\$5,000,000.00) for each occurrence, or such higher limits as determined reasonably by Lessor. This insurance shall name Tenant as a named insured, and Lessor and any mortgagee as additional insured(s);
- B. Fire and extended coverage insurance covering all of Tenant's fixtures, trade fixtures, furniture, equipment, apparatus, and other items of personal property used or stored in the Leased Premises on the basis of one hundred percent (100%) of replacement cost. This insurance shall name Lessor and any mortgagee as additional insured's, and shall provide for the complete waiver of subrogation.

**9. MAINTENANCE AND REPAIRS.** During the term of this Lease, Tenant at its sole cost and expense shall keep, maintain and repair in good order and in a clean, safe and sanitary condition and repair, including replacement as required, the non-structural elements of the Leased Premises and every portion thereof, including equipment, apparatus and fixtures thereon.


Lessor or its agents shall have the right to inspect any part of the Leased Premises at any reasonable time upon 1 hours' notice to Tenant. Tenant shall make any repairs or replacements which in Lessor's reasonable opinion are necessary for the protection, preservation and maintenance of the Leased Premises, and the safety of the students, athletes, coaches and trainers, equipment and apparatus, or any part thereof. If Tenant fails to commence such repairs or replacements promptly and adequately and/or fails to proceed diligently to completion, Lessor at its option may make such repairs, and any reasonable expenditures made in connection with such work shall be immediately payable by Tenant upon demand.

**10. INDEMNIFICATION.** Landlord shall not be liable to Tenant, or Tenant's agents, servants, students, employees, contractors, or invitees for any damage, injury or death to person or property caused by an act, omission or neglect of Tenant, and Tenant agrees to release, indemnify and hold Landlord harmless from all claims for any such damage under any such circumstances or set of facts.

**11. GOVERNING LAW.** This Lease shall be subject to and governed by the laws of the state of Minnesota. Any proceeding or action interpreting or involving this Lease Agreement shall be heard and conducted in the County of Rice, State of Minnesota.

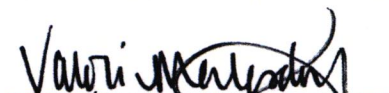
**IN WITNESS WHEREOF,** the parties hereto have duly executed this Lease on the date indicated above, effective as of November 19, 2018.

**LESSOR: CJB Real Estate II, LLC**

 11-19-18

By: Christopher J. Brown  
Its: Vice President

**Independent School Dist. No. 659**

 11.19.2018  
By: Valori Mertesdorf  
Its: Deputy Clerk