

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, February 28, 2022 ~ Regular Board Meeting
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/88463512472?pwd=OW5UcWF3QUUybDhDSzY2L0Y2YVhoUT09>
Passcode: 450682

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Northfield High School Master Plan Presentation
 - b. Arcadia Charter School Contract
 - c. Budget Prioritization Update
 - d. Superintendent Operations and COVID-19 Update
6. Committee Reports
7. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Personnel Items
8. Items for Individual Action
 - a. 2022-2023 Operating Capital and Long-Term Facilities Maintenance Budgets
 - b. Long-Term Facilities Maintenance Ten Year Plan
9. Items for Information
 - a. March 14, 2022 School Board Meeting Packet
10. Future Meetings
 - a. Monday, March 14, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, March 28, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, April 11, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
11. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, February 28, 2022 ~ Regular Board Meeting
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/88463512472?pwd=OW5UcWF3OUUvbDhDSzY2LOY2YVhoUT09>
Passcode: 450682

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, February 28, 2022, Regular School Board Meeting

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
Public comment for this school board meeting may be made in person at the beginning of the meeting and must comply with the district's public comment guidelines.
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Northfield High School Master Plan Presentation. Sal Bagley, Partner at Wold Architects and Engineers, will inform the board regarding the task force and process in place to study the needs at Northfield High School. This task force will be asked to assess and prioritize identified needs and make a recommendation to the school board as to how to best address them. The Northfield High School Master Plan recommendation will be based on building capacity, current and projected enrollment, educational needs of the district, alignment with the district's strategic plan, safety and security, community recreation, and financial stewardship.
 - b. Arcadia Charter School Contract. Laura Stelter, Director of Arcadia Charter School, and Dr. Hillmann will share the timeline for renewing Arcadia Charter School's contract for five years, beginning with the 2022-23 school year.
 - c. Budget Prioritization Process. Dr. Hillmann and Director Mertesdorf will provide an update on the budget prioritization process. Three teams, with around 60 people, will work together over four meetings and make recommendations for a budget plan that includes an expenditure reduction of \$4.5 million over two years.
 - d. Superintendent Operations and COVID-19 Update. Dr. Hillmann will provide an update about district operations, and local and county COVID-19 data.
6. Committee Reports
7. Consent Agenda
Recommendation: Motion to approve the following items listed under the Consent Agenda
 - a. Minutes
 - Minutes of the Regular School Board meeting held on February 14, 2022
 - b. Gift Agreements
 - \$1,000.00 from Lois Stratmoen for Stratmoen Family Scholarship
 - \$2,600.00 from Defeat of Jesse James Days Committee to the special education button program towards the purchase of new button making machines

c. Personnel Items

i. Appointments

1. Isabelle Balvin, Program Assistant with Community Education Recreation, beginning 2/19/2022-5/31/2022; \$10.50/hr.
2. Christian Blanck, 1.0 FTE Art Teacher at the High School, beginning 8/25/2022; MA, Step 10
3. Ryann Eddy, Program Assistant with Community Education Recreation, beginning 2/19/2022-5/31/2022; \$10.75/hr.
4. Nick Fredrickson-Program Assistant with Community Education Recreation, beginning 2/19/2022-5/31/2022; \$10.33/hr.
5. Mary Franz, Assistant 9th Grade Softball Coach for 2 hours/day for 4 days/week with High School Activities, beginning 3/14/2022; \$3,584-.90 FTE
6. Nancy Johnson, RRR Backstage and Pre Production Coordinator with the High School, beginning 2/23/2022; \$1,000 Stipend
7. Melodie Lane, 1.0 FTE Long Term Substitute ECSE Teacher at the NCEC, beginning 4/1/2022-6/9/2022; MA10, Step 10
8. Brenda Lau Toilolo, Child Nutrition Associate I for 3 hours/day at the High School, beginning 2/24/2022; \$19.28/hr.
9. Correction: Gunner Mattson, Special Ed EA PCA for 6.75 hours/day at the High School, beginning 1/13/2022; Step 4-\$17.52/hr.
10. Ryan Redetzke, Event Worker with High School Activities, beginning 12/1/2022.
11. Jebryan Sawyer, Lifeguard with Community Education Recreation, beginning 2/19/2022-5/31/2022; \$10.33/hr.
12. Martavia Thrower, Program Assistant with Community Education Recreation, beginning 2/19/2022-5/31/2022; \$10.75/hr.
13. Heather Tousignant, Special Ed EA PCA for 6.75 hours/day and General Ed EA for .25 hours/day at Spring Creek, beginning 2/28/2022; Spec Ed Step 4-\$17.52/hr. and Gen Ed Step 4-\$16.92/hr.
14. Kristin Wilson, Child Nutrition Associate I for 3.75 hours/day at the High School, beginning 3/14/2022; \$19.28/hr.
15. Community Education-Winter 2022 Brochure Instructors. See attached.

ii. Increase/Decrease/Change in Assignment

1. Samantha Becker, EA Media Center at the Middle School, add 9th Grade Softball Coach at the High School, effective 3/14/2022; Stipend \$3,983
2. Tracy Closson, Grounds Coordinator with the District, add Event Worker at the High School, effective 2/17/2022.
3. Tania Legvold, RRR Production Assistant at the High School, change to RRR Costumer at the High School, effective 2/2/2022; Stipend \$1,700 (balance of the \$3,000 stipend)
4. Correction: Gunner Mattson, Special Ed EA at the High School, add Community School Site Assistant for up to 6 hours/week at Greenvale Park, effective 1/25/2022-6/3/2022; Step 4-\$15.48/hr.
5. Heather Olivier, Teacher at the Middle School, add Rock and Roll Revival-Strings at the High School, effective 2/23/2022. Stipend \$700
6. Correction: Janet Smith, Teacher at the High School, add an overload for semester 2, in lieu of prep at the High School, 1/5 calculation, effective 1/31/2022-6/9/2022.
7. Rebecca Stoufis, 1.0 FTE Special Ed Portage Teacher with the District, add an overload in lieu of prep period- 1/5 calculation for 84 days, effective 10/4/2021-2/15/2022.
8. Christina Suhsen, Spec Ed EA at the NCEC, add Spec Ed EA Bus for 4.42 hrs/Friday's with the District, effective 2/25/2022-6/9/2022.
9. Cydney Ulvestad, Special Ed EA PCA at Greenvale Park, add Community School Site Assistant for up to 5 hours/week Mon.-Thurs. at Greenvale Park, effective 2/22/2022-6/3/2022; Step 4-\$15.48/hr.

iii. Leave of Absence

1. JoAnn Gilbert, CNA at the High School, Leave of Absence, effective 2/16/2022-3/1/2022.
2. Beth McClune, Special Ed EA at the Middle School, Family/Medical Leave of Absence, effective 2/14/2022-2/25/2022.
3. Danielle Olson, School Social Worker at the NCEC, Leave of Absence, effective 4/5/2022-approx. 5/10/2022.

iv. Retirements/Resignations/Terminations

1. Greg Gianopoulos, EA at the High School, resignation effective 2/23/2022.
2. Gail Kohl, Teacher at Bridgewater, retirement effective at the end of the 2021-2022 school year.
3. Ryan Oden, EA at the Middle School, resignation effective 3/4/2022.
4. Karl Stromley, EA at the Middle School, resignation effective 3/4/2022.
5. Earl Weinmann, Teacher at the Middle School, retirement effective 6/20/2022.

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

7. Items for Individual Action

- a. 2022-2023 Operating Capital and Long-Term Facilities Maintenance Budgets, Director of Finance Val Mertesdorf will review the 2022-2023 Operating Capital and Long-Term Facilities Maintenance Budgets presented at the February 14, 2022 board meeting.

Superintendent's Recommendation: Motion to approve the 2022-2023 Operating Capital and Long-Term Facilities Maintenance Budgets as follows:

| | <u>Revenues</u> | <u>Expenditures</u> |
|----------------------------------|-----------------|---------------------|
| Operating Capital | \$1,928,213 | \$2,176,096 |
| Long-Term Facilities Maintenance | \$1,348,320 | \$1,602,175 |

- b. Long-Term Facilities Maintenance Ten Year Plan. The board is requested to approve the Long Term Facilities Maintenance Ten Year Revenue and Expenditure Plan and the Indoor Air Quality Management Plan as presented at the February 14, 2022 board meeting.

Superintendent's Recommendation: Motion to approve the Long-Term Facilities Maintenance Ten Year Revenue and Expenditure Plan and the Indoor Air Quality Management Plan.

8. Items for Information

- a. March 14, 2022 School Board Meeting Packet. Superintendent Hillmann will review the anticipated timeline for the March 14 school board meeting packet.

9. Future Meetings

- a. Monday, March 14, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
b. Monday, March 28, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
c. Monday, April 11, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

February 23, 2022

Independent School District No. 659
Northfield Public Schools
Northfield High School Task Force Purpose Statement

Overview and Purpose:

A task force is being formed to study Northfield High School and make a recommendation for a Facility Master Plan. The district has been studying the needs at Northfield High School and the task force will be asked to assess and prioritize the identified needs and make a recommendation to the school board as to how to best address them.

The Northfield High School Master Plan recommendation will be based on building capacity, current and projected enrollment, educational needs of the school district, alignment with the district's strategic plan, safety and security, community recreation, and financial stewardship.

Task Force Timeline:

- The task force is anticipated to meet approximately four times from mid-March to late April 2022. Meeting dates are scheduled:
 - Thursday, March 17, 6:00 - 8:00 p.m.
 - Thursday, March 31, 6:00 - 8:00 p.m.
 - Tuesday, April 12, 6:00 - 8:00 p.m.
 - Thursday, April 28, 6:00 - 8:00 p.m.
- Meetings will be held in the Northfield High School Media Center unless otherwise stated.
- The task force will present their recommendations to the school board on Monday, May 23, 2022 at the regular board meeting.

Background:

- As good stewards of the community's resources, the district is committed to periodically analyzing its buildings to assess how well facilities are meeting student, staff and community needs, and recommending needed changes.
- Upgrades have been made at nearly all of the district's facilities as a result of the successful November 2018 bond referendum. These projects included the following, which were completed in several stages between summer 2019 and summer 2021:
 - New Greenvale Park Elementary School
 - Renovations to convert the former Greenvale Park Elementary into the Northfield Community Education Center (NCEC) facility
 - Renovation to move the district office and create a boardroom at the Longfellow facility
 - Safety and security upgrades at Bridgewater Elementary, Spring Creek Elementary, NCEC, and the District Office/ALC
- Northfield High School was originally built in 1964 and has been added onto several times. Many of its major systems are original to the building's construction and are due for replacement.

- With this information in mind, the school district is asking the task force to help formulate and update the Facilities Master Plan in the most effective and efficient way to address facilities needs at Northfield High School.

Task Force Charge and Guiding Principles:

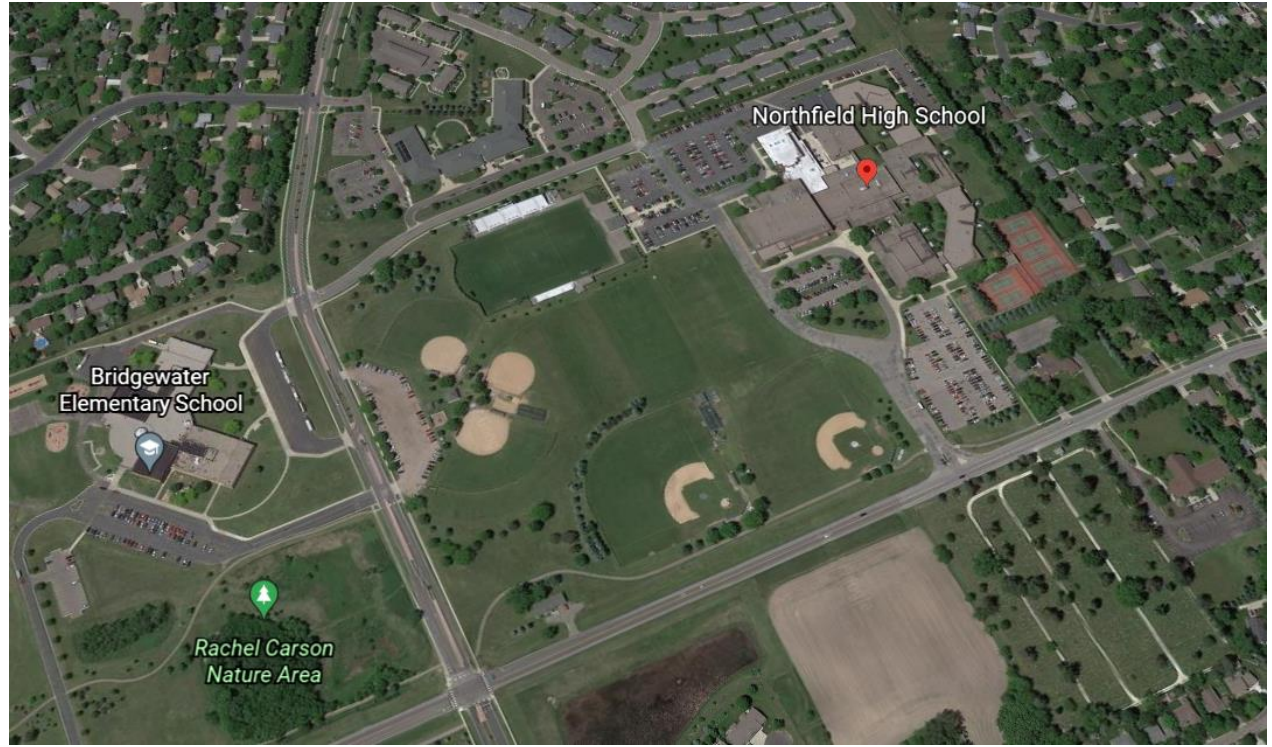
- Develop a Facilities Master Plan for Northfield High School for recommendation to the school board that will:
 - Best serve the school district's educational goals
 - Be financially attainable and sustainable
 - Reflect the values and priorities of the communities of Northfield Public Schools
 - Accommodate the district's 9-12 enrollment and programs hosted
 - Cover anticipated needs for the next 20 years, as well as recognize major issues beyond that time frame
 - Be consistent with the school district's strategic plan
 - Recommend optimal use of facilities, accommodate projected enrollment and support educational delivery along with the rationale for the recommendations
- To do this, the task force will analyze data in order to:
 - Understand and quantify building capacity for Northfield High School, including relevant community education or community programming
 - Understand facility maintenance needs and recommend priorities to the district
 - Address both capital costs and operational costs
- The task force recommendation should reflect optimal use of the district's facilities and cover anticipated future needs, as well as any topics requiring further study

Task Force Composition and Operation:

- It is the intent of the district to assemble a task force of approximately 20-25 members with a wide variety of backgrounds, skills, and perspectives to best represent a broad cross-section of the community to inform the recommendation
- The building administration, school board and district administration will be available to the task force as resources, but will not be voting members
- All task force meeting dates and materials will be published on the school district's website
- All task force meetings will be facilitated by Wold Architects and Engineers

Outcome:

- Northfield Public Schools will have a recommendation from the task force for Northfield High School to accommodate educational needs, enrollment, and programs over the next 20 years which are financially sustainable.



NORTHFIELD HIGH SCHOOL MASTER PLANNING PROCESS

SCHOOL BOARD MEETING | FEBRUARY 28, 2022

NORTHFIELD HIGH SCHOOL MASTER PLANNING PROCESS

- Introductions
- Northfield High School Proposed Master Plan Process
- Review Northfield HS Task Force Purpose Statement
- Discussion

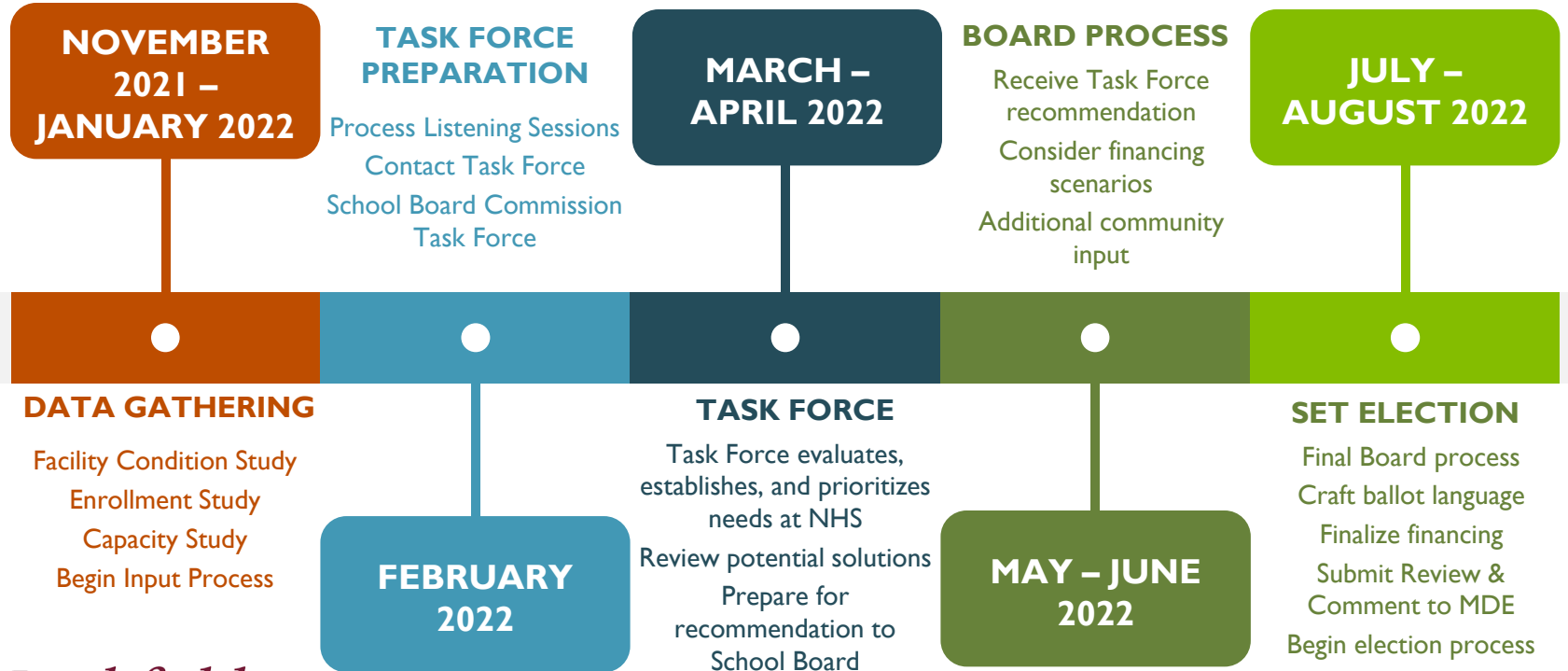


Bridgewater
Elementary School

A photograph of the exterior of Bridgewater Elementary School. The building features a mix of red and tan panels and brickwork. A banner in the foreground reads "BE YOUNG & BOLD SO OUR SCHOOLS CAN STAY OPEN".

Northfield High School Proposed Master Plan Process

NHS MASTER PLANNING PLANNING PROCESS



NHS MASTER PLANNING PLANNING PROCESS

| Key Milestone | Bond Election November 8, 2022 |
|---|---|
| Leadership / Oversight Team Meetings Frequency: Every two weeks? | Ongoing |
| Wold & Knutson Team Examines Building/Potential Scope Topics: Capacity, Educational Adequacy, Facility Condition, Site Analysis, Activities | December 2021 – February 2022 |
| School Board: Commission Task Force Approve purpose statement & guiding principles | February 28, 2022 |
| Community Process (Task Force) Meetings every two weeks, ~4 meetings Meeting 1: Share information with Task Force Meetings 2-3: Brainstorm & evaluate options Meetings 3-4: Refine options & prepare recommendation | March 2022 – April 2022 |
| Task Force Recommendation to the Board | May 23, 2022 |
| Community Process/Feedback on Draft Proposal with Task Force | Late May 2022 – June 2022 |
| Board Work Session #1: Discuss Recommendation | June X, 2022 |
| Board Work Session #2: Finalize Recommendation | June 13, 2022 |
| Board Finalize Proposal (Regular Board Meeting) | July 11, 2022 |
| Authorize Review and Comment Submittal to MDE | July 11 or August 8, 2022 (Action) |
| Submit Review and Comment documents to MDE (Allow 60 days – min 80 days prior to election) | August 20, 2022 (on or before) |
| Adopt a Formal Resolution, Furnish Ballot to County Auditor, Notify Commissioner of Education (74 days before election) | August 26, 2022 (on or before) |
| District Information/Campaign Publish Review and Comment (20 days before election) | September 2022 – November 8, 2022 No later than October 18, 2022 |
| Early Voting Begins (typically 46 days before election) | September 23, 2022 |
| Referendum Vote: Bond | November 8, 2022 |

- **Listening Sessions Held**

- *Instructional Services: February 2*
- *Child Nutrition: February 2*
- *Special Education: February 2*
- *Technology/IT: February 2*
- *Activities: February 2*
- *All-Staff: February 7*
- *Finance Advisory Committee: February 7*
- *Department Heads: February 8*
- *Facilities Team: February 14*
- *All-Staff Options: February 18 or 24*
- *Community Education: February 21*
- *Drama/Music: February 21*
- *District Youth Council: February 23*



Review Northfield HS Task Force Purpose Statement

NHS MASTER PLAN TASK FORCE CHARGE AND GUIDING PRINCIPLES

Develop a Facilities Master Plan for Northfield High School for recommendation to the School Board that will:

- *Best serve the School District's educational goals*
- *Be financially attainable and sustainable*
- *Reflect the values and priorities of the communities of Northfield Public Schools*
- *Accommodate the District's 9-12 enrollment and programs hosted*
- *Cover anticipated needs for the next 20 years, as well as recognize major issues beyond that time frame*
- *Be consistent with the School District's Strategic Plan*
- *Recommend optimal use of facilities, accommodate projected enrollment and support educational delivery along with the rationale for the recommendations*

NHS MASTER PLAN TASK FORCE OVERVIEW AND PURPOSE

A Task Force is being formed to study Northfield High School and make a recommendation for a Facility Master Plan. The District has been studying the needs at Northfield High School and the Task Force will be asked to assess and prioritize the identified needs and make a recommendation to the School Board as to how to best address them.

The Northfield High School Master Plan recommendation will be based on building capacity, current and projected enrollment, educational needs of the School District, alignment with the District's Strategic Plan, safety and security, community recreation, and financial stewardship.

NHS MASTER PLAN TASK FORCE CHARGE AND GUIDING PRINCIPLES

To do this, the Task Force will analyze data in order to:

- *Understand and quantify building capacity for Northfield High School, including relevant Community Education or community programming*
- *Understand facility maintenance needs and recommend priorities to the District*
- *Address both capital costs and operational costs*

The Task Force recommendation should reflect optimal use of the District's facilities and cover anticipated future needs, as well as any topics requiring further study.

Northfield Public Schools will have a recommendation from the Task Force for Northfield High School to accommodate educational needs, enrollment and programs over the next 20 years that is financially sustainable.

The Task Force is anticipated to meet approximately 4 times from mid-March to late April 2022. Meeting dates are anticipated to be as such:

- *Thursday, March 17 from 6:00 - 8:00 PM*
- *Thursday, March 31 from 6:00 - 8:00 PM*
- *Tuesday, April 12 from 6:00 - 8:00 PM*
- *Thursday, April 28 from 6:00 - 8:00 PM*

Meetings will be held at Northfield High School in the Media Center unless otherwise stated.

The Task Force will present their recommendations to the School Board on Monday, May 23, 2022 at the regular Board meeting, which starts at 6:00 PM.

Discussions & Questions?

Budget Planning and Prioritization Process Overview | February 14, 2022

Matt Hillmann, Ed.D.

Purpose: To adjust Northfield Public Schools expenditures to align with reduced revenue resulting from declining enrollment.

Reasons: The district's recent demographic study indicates a declining enrollment trend totaling approximately 400 students over the next decade. Declining enrollment, coupled with continued state underfunding, will adversely impact the district's revenue. The district begins this process from a position of financial strength, with a fund balance exceeding 16% of expenditures, and validation of our financial oversight through our latest audit and a recent AA+ bond rating from Standard & Poor's. The strong budget reserve and quality financial oversight put in a position to thoughtfully adjust expenditures to meet the new reality of lower enrollment.

Budget Teams: There will be three budget teams: one that will review elementary expenditures, one that will review middle school/high school/ALC expenditures, and one that will review district services expenditures. Parents and staff have been invited to volunteer to serve on a budget team through multiple email messages. Each team will consist of administrators, teachers, staff, parents, students, and community members. Each team will be provided a budget target for their area and will identify expenditure areas to prioritize. The process will identify areas that will need to be reduced to align with the overall budget targets. There will be four meetings for the budget teams as outlined below:

Meeting No. 1: Feb. 24, 2022

- All committees: district strategic plan, demographic study, and budget trajectory.
- All committees: process introduction (budget code description overview).
- Breakout into individual committees for an initial discussion.

Meeting No. 2: Mar. 1, 2022

- All committees: brief review of the strategic plan and budget trajectory.
- Committee breakouts: discuss areas of prioritization.

Meeting No. 3: Mar. 15, 2022

- Committee breakouts: Brief review of the second meeting.
- Committee breakouts: discuss areas of prioritization and identify budget package recommendations.

Meeting No. 4: Mar. 24, 2022 (date subject to change)

- Committee breakouts: finalize budget package recommendations.

The board will receive updates throughout the process with a budget report being made at the March 28, 2022 board meeting.

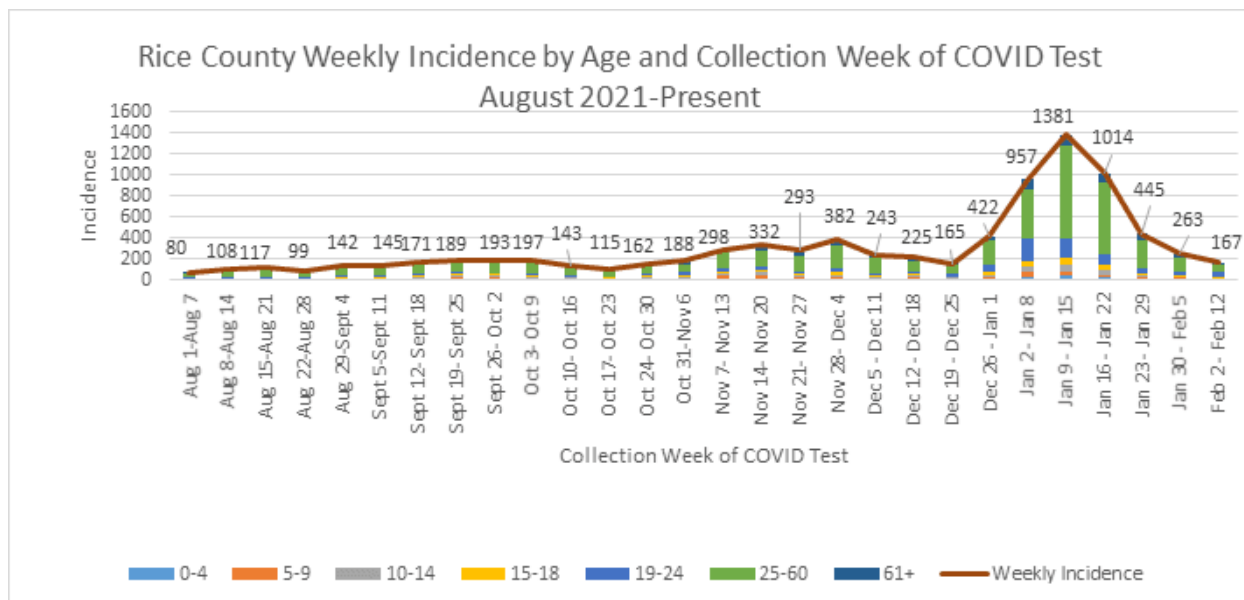
Meetings: Feb. 24, Mar. 1, Mar. 15, and Mar. 24. 6 pm-8 pm.

| Elementary | Middle/High School/ALC | District Services |
|---|--|---|
| <p>Nancy Antoine, Administrator Erin Bailey, Administrator Paula Baragary, Teacher Jennyffer Barrientos, Parent/Community Ashley Benhart, Teacher Talli Berkvam-Peter, Teacher Lindsey Briskie, Parent/Community Robert Coleman, Parent/Community Christine Hamp, Parent/Community Jessica Leibrock, Parent/Community Brian McGonegal, Parent/Community Hassel Morrison, Parent/Community Andrea Nelson-Walker, DO Staff Sara Pratt, Administrator Kristi Pursell, Parent/Community Sam Richardson, Administrator Scott Sannes, Administrator Stephany Stromme, Administrator Kate Woodstrup, Teacher</p> | <p>Natalie Amy, MS Counselor Greg Gelineau, Administrator Cheryl Hall, Administrator Inger Hanson, Teacher Daryl Kehler, Administrator Joel Leer, Administrator Carolyn Livingston, Parent/Community Tammy McDonough, Teacher Katherine Norrie, Teacher Nikki Oakland, Parent/Community Jacob O'Dell, Teacher Joel Olson, Administrator Pasha Quaas, Parent/Community Alejandra Santos, Parent/Community Brian Stevens, Teacher Amy Stowe, MS Staff Eric Swan McDonald, Teacher Steve Taggart, Teacher John Tracy, Parent/Community Mar Valdecantos, Parent/Community Nancy Veverka, Administrator Karl Viesselman, Teacher Serena Zabin, Parent/Community</p> | <p>Lisa Bethke/DO Staff Rico Bohren, Administrator Paige Bowen, Parent/Community Kim Briske, Administrator Bill Bruihler, Parent/Community Meleah Follen, Parent/Community Hope Langston, Administrator Laura Listenberger, Parent/Community Cole Nelson, Administrator Karen Nelson, Teacher Michael O'Keefe, Administrator Zach Pruitt, Parent/Community Andy Richardson, Teacher Amy Sieve, Media Specialist Allison Sweeney, Teacher Maimouna Toure-Keita, District Nurse Amanda Tracy, Parent/Community Molly Viesselman, Administrator</p> |
| <ul style="list-style-type: none"> ● Matt Hillmann, Val Mertesdorf, and Anita Aase will serve as resources for each team. | | |

Superintendent Operations and COVID-19 Update | February 28, 2022
Matt Hillmann, Ed.D.

Executive Summary: This report provides an overview of the district’s operations, bright spots, anti-racism work, and response to COVID-19.

The graph below represents the COVID-19 cases in Rice County per week. The chart is from the Rice County Public Health website.



The district implemented its updated COVID-19 protocols on Feb. 21. Newly reported cases have continued to decrease significantly. As of Feb. 24, there were 24 active cases reported in the previous 14 days. When I last updated you on Feb. 10, the district total 2021-22 school year case count was 1,024. On Feb. 24, that total had only grown by 27 new cases to 1,051. People can view the latest district data through the district’s COVID-19 dashboard at:

<https://northfieldschools.org/covid-19/reported-covid-19-cases-dashboard/>

The influenza-like illness (ILI) rates have returned to the expected ranges as the Omicron surge has subsided. During the week of Feb. 14-18, five of seven schools reported an average of less than 1% of their students absent due to ILI symptoms. The other two schools reported less than 2% of their students absent due to ILI symptoms during the same reporting period.

Professional Development Day: Feb. 21

District teaching staff participated in a professional development day on Feb. 21. All teachers participated in a two-and-a-half-hour session led by Equity Alliance-MN about culturally responsive teaching. Other sessions included training for the Star Reading assessment, conscious discipline, communicating student progress district problem-solving team approach.

LETRS Update

The district now has 48 staff members who have been accepted for training in the Language Essentials for Teachers of Reading and Spelling (LETRS) program. The cost of the training is funded through the Minnesota Department of Education via state legislation. The robust program includes over 140 hours of training in the next year. Teachers will be paid a stipend to complete the training outside their regular contracted hours.

This training, along with our adoption of the high-quality Center for Collaborative Classroom literacy curriculum, continues to build our staff's capacity to use the latest "science of reading" strategies. This training aligns with our strategic plan's commitment for learner outcomes and the benchmark for students reading at grade level.

Bright Spot: NHS Winter Activities

It has been quite a winter for Northfield High School's winter activities. So far, four teams have qualified for state tournament play:

- Boys swim and dive placed third at the state True Team meet earlier this month.
- Girls hockey won the section final and will play in the state tournament. Their first game is on Thursday, Feb. 24, at 11 am, vs. Edina.
- Wrestling won the section championship and advanced to the state tournament. The Raiders will wrestle at 9 am on March 3. One additional wrestling note: Lainey Houts and Ella Pagel have qualified for the first-ever girls state wrestling tournament. Congratulations!
- Mock trial advanced to state after winning the regional final.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

February 14, 2022

District Office Boardroom

1. Call to Order

Board Chair Claudia Gonzalez-George called the Regular meeting of the Northfield Board of Education of Independent School District No. 659 to order at 6:00 p.m. Present: Baraniak, Butler, Gonzalez-George, Goerwitz, Pritchard, and Quinnell. Stratmoen arrived at 6:01 p.m. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

There was public comment.

Board Chair Gonzalez-George requested all members of the public to properly wear their face mask. At 6:13 p.m. Gonzalez-George called a 20 minute recess due to masking non-compliance. The board reconvened at 6:35 p.m.

Board Chair Gonzalez-George requested all members of the public properly wear their face mask. At 6:35 p.m. Gonzalez-George called a 10 minute recess due to masking non-compliance. The board reconvened at 6:45 p.m.

4. Announcements and Recognitions

- Congratulations to the following student athletes earning a trip to state: Gymnasts Jolie Harris on floor, Sidney Petersen on floor, Paige Mier on bars; and Nordic Skier Sam Folland.
- Congratulations to the Wrestling team, Big 9 Conference champions and to the Boys Swim/Dive, True Team State 3rd place.
- The Northfield Area All School Art Show titled "Better Together" runs February 9 - March 12, 2022.
- The Minnesota Association of School Administrators has selected Dr. Hillmann for the 2022 Region 1 Administrator of Excellence Award. He will be formally recognized by the association on March 10th.
- Middle School Teacher Ms. Olivier has been nominated for Minnesota Teacher of the Year.

5. Items for Discussion and Reports

- a. Proposed 2022-2023 Operating Capital and Long-Term Facilities Maintenance Budget. Val Mertesdorf, Director of Finance, presented the 2022-2023 Operating Capital Budget and Long-Term Facilities Maintenance Plan. Cole Nelson, Director of Buildings & Grounds, was available for questions. The board will be asked to adopt the budget at the February 28, 2022 board meeting.
- b. Long-Term Facilities Maintenance Ten Year Plan. Director Nelson and Director Mertesdorf reviewed the Long-Term Facilities Maintenance ten year revenue and expenditure plan. In addition, the Indoor Air Quality Management Plan is part of the ten year plan and must be reviewed annually. The board will be asked to approve the plan at the February 28, 2022 board meeting. The approved plan must be submitted to the Department of Education.
- c. Budget Prioritization Process. Dr. Hillmann and Director Mertesdorf previewed the upcoming budget prioritization process. The purpose of the budget prioritization process is to adjust Northfield Public Schools expenditures to align with reduced revenue resulting from declining enrollment. The district's recent demographic study indicates a declining enrollment of 400 students over the next decade.

There will be three budget teams: one that reviews elementary expenditures, one that reviews middle school/high school/ALC expenditures, and one that reviews district services expenditures. Parents, staff and

students have been invited to volunteer to serve on a budget team. Four meetings are scheduled for each team. The board will receive updates throughout the process with a budget report being made at the March 28, 2022 board meeting.

- d. Superintendent Operations and COVID-19 Update. Dr. Hillmann provided an update about district operations and COVID-19 data. The public health situation is improving rapidly. The influenza-like illness rates have returned to the expected ranges as the Omicron surge has subsided. We have expanded Cue clinic testing to include asymptomatic staff and students, and household members of staff and students. KYMN radio continues to partner with the district to broadcast and/or livestream Raider athletics.

6. Consent Agenda

On a motion by Butler, seconded by Baraniak, the board approved the consent agenda.

- a. Minutes

- Minutes of the Regular School Board meeting held on January 24, 2022

- b. Gift Agreements

- \$16,000.00 from Spring Creek PTO for classroom books from the Spring Creek PTO Read-A-Thon

- c. Financial Reports

Financial Report - October 2021. Director of Finance Val Mertesdorf requested the board approve paid bills totaling \$2,472,150.61, payroll checks totaling \$3,565,131.54, a wire transfer totaling \$300,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$350,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for October 2021. At the end of October 2021 total cash and investments amounted to \$28,900,980.64.

Financial Report - November 2021. Director of Finance Val Mertesdorf requested the board approve paid bills totaling \$2,984,399.41, payroll checks totaling \$3,476,266.94, a wire transfer totaling \$500,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$500,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for November 2021. At the end of November 2021 total cash and investments amounted to \$27,576,176.68.

- d. Grant Applications

- i. Department of Human Services (DHS) Financial Hardship Grant

Director Mertesdorf, Director of Community Education Erin Bailey, and Ventures Coordinator Breezy Barrett requested school board approval for a \$76,500.00 grant from DHS. The American Rescue Plan Act, signed into law in March 2021, provided Minnesota with additional funds to help stabilize the child care industry as the state continues to recover from the COVID-19 pandemic. At the end of June 2021, the Minnesota Legislature created Minnesota's Child Care Stabilization Grant Program, which is funded by the federal American Rescue Plan Act. It began in June 2021 and will run through June 2023. This includes the creation of an additional grant opportunity to help providers experiencing extreme financial hardship, called the Financial Hardship Grant Program. The Financial Hardship Grant will help stabilize child care costs at Early Ventures Learning Center and KidVentures.

- ii. MnMTSS Grant

Superintendent Hillmann, Director Mertesdorf, and Director of Instructional Services Hope Langston requested school board approval for a \$250,000.00 Minnesota Multi-tiered Systems of Support grant from the Minnesota Department of Education. This grant funding will be used to grow and accelerate the growth for students who are below reading and math benchmarks, and increase the number of students who meet the college readiness benchmark on the ACT. We intend to reduce the referrals to special education services because this will reflect a new opportunity to better meet the needs of all students in our core instruction.

e. Personnel Items

i. Appointments

1. Scott Broughton, 1.0 FTE Long Term Substitute English/Language Arts Teacher at the High School, beginning 2/7/2022-6/9/2022; BA, Step 10
2. Kathryn Carlson, 1.0 FTE Fifth Grade Teacher at Greenvale Park, beginning 2/10/2022-6/9/2022; MA, Step 6
3. Laurie Chappuis, Child Nutrition Associate I for 3.25 hours/day at Spring Creek, beginning 2/14/2022; \$19.28/hr.
4. Kyle Fearing, Assistant Softball Coach for 2 hours/day at the High School, beginning 3/14/2022; Level 1, Step 9
5. Daniel Foley, 1.0 FTE Long Term Substitute Second Grade Companeros Teacher at Spring Creek, beginning 3/21/2022-6/9/2022; MA20, Step 10
6. Samiratou Gado, Community School Evening Site Assistant for up to 3 hours/day for 2 days/week at Greenvale Park, beginning 2/15/2022-6/3/2022; Step 1-\$14.11/hr.
7. Mariah Grisim, General Ed EA Grade 1 for 4 hours/day at Bridgewater, beginning 1/31/2022-6/9/2022; Step 4-\$16.92/hr.
8. Graciela Guerrero, Special Ed EA PCA for 3.5 hours/day on M, T, TH, F and 4 hours/day on W, at the NCEC, beginning 2/10/2022; Step 2-\$16.53/hr.
9. Brent Kivell, RRR-Set Builder with High School Activities, beginning 1/31/2022; \$3,000 Stipend
10. Jennifer Klaers, Ski & Snowboard Club Chaperone with Community Education Recreation, beginning 2/7/2022-5/31/2022; \$56.25/night.
11. Anne Larson, 1.0 FTE Long Term Substitute Third Grade Teacher at Greenvale Park, beginning 2/14/2022-2/25/2022; MA30, Step 10
12. Cora McBroom, Program Assistant with Community Education Recreation, beginning 2/19/2022-5/31/2022; \$10.50/hr.
13. Jason Mosley, Assistant Softball Coach for 2 hours/day at the High School, beginning 3/14/2022; Level 1, Step 9
14. Kari Selchow, 1.0 FTE Long Term Substitute Third Grade Teacher at Greenvale Park, beginning 1/31/2022-2/11/2022; BA, Step 5
15. Abigail Thompson, Program Assistant with Community Education Recreation, beginning 2/19/2022-5/31/2022; \$10.50/hr.
16. Cydney Ulvestad, Special Ed EA PCA for 6.75 hours/day and Gen Ed EA for .50 hours/day at Greenvale Park, beginning 2/21/2022; Spec Ed Step 4-\$17.52/hr. and Gen Ed Step 4-\$16.92/hr.
17. Gerald Wood, Event Worker at the High School, beginning 2/12/2022; \$45/per game.
18. Gina Woodyard, General Ed EA Grade 1 for 1.25 hours/day for 4 days/week at Greenvale Park, beginning 2/7/2022-6/9/2022; Step 1-\$15.57/hr.
19. Kally Dahle, Production Coordinator for Rock and Roll Revival at the High School Activities, beginning 2/14/2022; \$3,900 stipend
20. Gustaf Welbaum, KidVentures Student Site Assistant for up to 15 hours/week at Greenvale Park, beginning 2/17/2022; \$10.33/hr.

ii. Increase/Decrease/Change in Assignment

1. Ana Bravo Gatton, EA at the Middle School/Bridgewater, add Community School Site Assistant for up to 6 hours/week at Greenvale Park, effective 1/27/2022-6/3/2022; Step 2-\$14.48/hr.
2. Valerie Carter, Gen Ed EA at Bridgewater, add Special Ed EA PCA Bus for 1.50 hrs/day on Friday afternoons with the District, effective 2/11/2022-6/9/2022.
3. Sean Finger, 9th Grade Basketball Coach at the High School, add Event Worker at the High School, effective 2/9/2022. \$45/per game
4. Leah Grisim, Special Ed Teacher Setting 3 NB at Spring Creek, change to Special Ed Teacher ASD Resource at Spring Creek, effective 8/29/2022.
5. Graciela Guerrero, EA at the NCEC, add KidVentures Site Assistant for 16.25 hours/week at Greenvale Park, effective 2/10/2022. Gen Ed Step 2-\$14.48/hr.
6. Katie Hanson, Special Ed Teacher at the High School, add Sped Building Mentor-Creatively Focused Axis3 Implementation Team at the High School, effective 11/16/2021-6/9/2022; Additional \$250 Stipend
7. Julene Johnson, EA at Bridgewater, add Targeted Services PLUS Site Assistant for 1.25 hours/day Tuesdays and Thursdays at Bridgewater, effective 2/8/2022-4/29/2022; Step 4-\$15.48/hr.
8. Roanne Johnson, Special Education Teacher at Bridgewater, add Special Education Building Mentor-Creatively Focused Axis3 Implementation Team at Bridgewater/Portage, effective 11/16/2021-6/9/2022; Additional \$250 Stipend

9. Steve Knutson, Building Supervisor with Community Education, add Site Supervisor/Scheduler with Community Education Recreation, effective 1/26/2022-5/31/2022; \$12.39/hr.
10. Annie Kruse, Special Ed Teacher at the NCEC, add Sped Building Mentor-Creatively Focused Axis3 Implementation Team at the NCEC, effective 11/16/2021-6/9/2022; Additional \$250 Stipend
11. Jennifer Link, Special Ed Teacher at the Middle School, add Sped Building Mentor-Creatively Focused Axis3 Implementation Team at the Middle School, effective 11/16/2021-6/9/2022; Additional \$250 Stipend
12. Gunner Mattson, EA at the High School, add Community School Site Assistant for up to 6 hours/week at Greenvale Park, effective 1/25/2022-6/3/2022; Step 1-\$14.11/hr.
13. Adeline Nelson, EA at the NCEC, add Community School Site Assistant for up to 6 hours/week at Greenvale Park, effective 1/25/2022-6/3/2022; Step 2-\$14.48/hr.
14. Lacey Neuman Bissonnette, KV Site Lead at Greenvale Park, add General Ed EA Grade 1 for 1.25 hours/day for 4 days/week at Greenvale Park, effective 2/14/2022-6/9/2022; Step 4-\$16.92/hr.
15. Kelli Otting, Special Ed Teacher at Spring Creek, add Sped Building Mentor-Creatively Focused Axis3 Implementation Team at Spring Creek, effective 11/16/2021-6/9/2022; Additional \$250 Stipend
16. Deb Seitz, Teacher at the Middle School, add Program Assistant with Community Education Recreation, effective 1/31/2022-5/31/2022; \$14.50/hr.
17. Kari Selchow, LTS Third Grade Teacher at Greenvale Park 1/31/2022-2/11/2022, add LTS Third Grade Teacher at Greenvale Park 2/28/2022-3/4/2022.
18. Michael Sherman, 1.0 FTE EBD Teacher at the Middle School, add an overload during case management- $\frac{1}{5}$ calculation at the Middle School, effective 2/14/2022-6/9/2022.
19. Janet Smith, Teacher at the High School, add an overload for semester 2, in lieu of her supervision at the High School, $\frac{1}{5}$ calculation, effective 1/31/2022-6/9/2022.
20. Brynne Stellner, 1.0 Assistant Track Coach at the High School, change to .5 Assistant Boys/Girls Track Coach at the High School, effective 3/14/2022.
21. Alicia Veltri, Special Ed Teacher at Greenvale Park, add Sped Building Mentor-Creatively Focused Axis3 Implementation Team at Greenvale Park, effective 11/16/2021-6/9/2022; Additional \$250 Stipend
22. Karl Viesselman, Teacher at the High School, add 1.0 Assistant Boys/Girls Track Coach at the High School, effective 3/14/2022.
23. Andrea Waldock, EA at Bridgewater, add Targeted Services PLUS Site Assistant for up to 6 hours/week Mon.-Thurs. at Bridgewater, effective 1/27/2022-4/29/2022; Step 4-\$15.48/hr.
24. Megan Zwolenski, EA at Greenvale Park, add Community School Site Assistant for up to 7 hours/week at Greenvale Park, effective 1/27/2022-6/3/2022; Step 1-\$14.11/hr.
25. Megan Zwolenski, Special Ed EA at Greenvale Park, add Special Ed EA PCA Extracurricular/Nonacademic for 1.25 hours/day Mon.-Thurs. at Greenvale Park, effective 2/14/2022-4/28/2022.
26. Julene Johnson, Community School Site Assistant for 6 hours/week at Greenvale Park, change to Community School Site Assistant for 0 hours/week at Greenvale Park, effective 2/9/2022.
27. Natalie Ponciano Bartolo, Special Ed EA PCA at Bridgewater, add Special Ed EA Extracurricular/Nonacademic Support for an additional 100 minutes/week, effective 2/14/2022-4/27/2022.
28. John Watkins, Site Supervisor with Community Education, add Program Assistant with Community Education Recreation, effective 2/12/2022-5/31/2022. \$13.00/hr.

iii. Leave of Absence

1. Lydia Gross, ECSE Teacher at the NCEC, Family/Medical Leave of Absence, beginning on or about 4/1/2022 through the end of the 2021-2022 school year.
2. Nick Mertesdorf, EA at the High School, Leave of absence, effective 2/21/2022-5/27/2022.
3. Michelle Sonnega, Teacher at the High School, Leave of absence extended from 5/22/2022 to the end of the 2021-2022 school year.
4. Molly Viesselman, Human Resource Director with the District, Family/Medical Leave of Absence, beginning 2/7/2022-2/16/2022.

iv. Retirements/Resignations/Terminations

1. Rich Bissonnette, CNA at Spring Creek, resignation effective 2/10/2022.
2. Cassidy Greeney, EA at the High School, termination effective 1/14/2022.
3. Isabela Hernandez Perez, EA at Greenvale Park, termination effective 1/14/2022.
4. Dee Tomczik, EA at Bridgewater, retirement effective at the end of the 2021-2022 school year.
5. Krista Betcher, Teacher at the Middle School, retirement effective 3/23/2022.
6. Bonnie Eliason, Child Nutrition Associate at the High School, resignation effective 2/10/2022. Will continue as a substitute with the district.

7. Items for Individual Action

- a. Revised 2022-23 School Year Calendar. On a motion by Pritchard, seconded by Baraniak, the board approved the revised 2022-23 school year calendar as presented at the January 24, 2022 board meeting. The updates to the calendar are the result of recently completed negotiations with the Northfield Education Association.
- b. Policies 503, 515, 524.2 and 534. On a motion by Butler, seconded by Baraniak, the board approved policies 503, 515, 524.2 and 534 as presented.
- c. Resolution Approving Purchase Agreement and Authorizing Sale of Property. On a motion by Quinnell, seconded by Pritchard, the board adopted the Resolution Approving Purchase Agreement and Authorizing Sale of Property. The board had previously approved an option agreement with Rebound Real Estate by which a small parcel of school district property would be sold to Rebound if it exercised the option to acquire the property and Rebound has exercised the option to purchase the property on the terms and conditions set forth in the purchase agreement. The property that is the subject of the purchase agreement is hereby declared to be surplus property, and the board authorizes its sale on the terms of the purchase agreement, which is hereby approved by the board. The school board chair and clerk are hereby authorized and directed to execute the requisite deed conveying the property to Rebound Real Estate. The superintendent, or their designee are authorized to execute all other documents necessary for closing of the transaction contemplated by the purchase agreement. Voting 'yes' were Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. Voting 'no' was Butler. Abstaining was Baraniak.
- d. Northfield School District 2021-22 COVID-19 Safety Protocols. On a motion by Quinnell, seconded by Pritchard, the board approved proposed changes to the district's COVID-19 safety protocols.

On a motion by Goerwitz, seconded by Pritchard, the board approved to continue the meeting beyond 9:00 p.m.

8. Items for Information

- a. Enrollment Report. Dr. Hillmann reviewed the February 2022 enrollment report.

9. Future Meetings

- a. Monday, February 28, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, March 14, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, March 28, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the board adjourned at 9:06 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 15th day of February 2022, by and between Lois Stratmoen, 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

\$1,000.00 for Stratmoen Family Scholarship, check # 4887.

Lois Stratmoen
Donor

By: Received in District office

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____
Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 17th day of February, 2022, by and between Defeat of Jesse James Days Inc., 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

Defeat of Jesse James Days Committee gifted \$ 2,600.⁰⁰ (check #9181) to the special ed button program towards the purchase of new button making machines.

Defeat of Jesse James Day Committee
Donor

By:

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

RESOLUTION ACCEPTING DONATIONS

The following resolution was moved by _____ and seconded by _____:

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

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

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

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

| Donor | Item | Designated Purpose (if any) |
|--------------------------------------|------------|---|
| Lois Stratmoen | \$1,000.00 | Stratmoen Family Scholarship |
| Defeat of Jesse James Days Committee | \$2,600.00 | Special education button program towards the purchase of new button making machines |

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Claudia Gonzalez-George, Chair

By: Noel Stratmoen, Clerk

COMMUNITY EDUCATION**Winter 2022 Brochure Instructors**

| | | |
|--|---------------------------------------|---------------------------------|
| | | |
| | Amanda Sieger | North Star Haidong Gumdo |
| | Raiders Fitness Northfield | Northfield Arts Guild |
| | American Red Cross | Northfield Skating School Staff |
| | Doug Bengtson | Northfield USBC Association |
| | Carly & John Born | Winston Vermilyea |
| | Chris Kauffeld | Michael Detjen |
| | Craig Johnson | Michelle Michaud |
| | Community Education Staff | Youth Enrichment League Staff |
| | Cornerstone on the Vermillion | Project ABLE Staff |
| | Dan McHugh | Liz Richert |
| | Daniel Hollerung | Peter Gittins |
| | Dave Gilmore | Bob Schmaltz |
| | Debra Ehret-Miller | Prairie Fire Children's Theatre |
| | Doug Bengston | Rita Gomez |
| | Friends for a Non-Violent World, Inc. | Susan Shirk |
| | Girls On The Run Minnesota | Shahar Fearing |
| | Go Solar! Kidz | Shane Morsching |
| | Gordan Marino | Steve Hatle |
| | Heidi Streiff | Sylvia Marccarelli |
| | Jacqui Dorsey | Spark & Stitch Institute |
| | Kate Langlais | Thomas Neuger |
| | Kevin Dahle | Vickie Tyler |
| | Kevin Strauss | Carey Tinkelenberg |
| | KidCreate Studio | Victor Albrecht |
| | Kurt Halverson | |
| | LaVergne Dickerson | |
| | Learning Company ZAPS | |
| | Linda O'Connor | |
| | Liz Rickert | |
| | Lori Hameister | |

2022-23 Capital and Long Term Facilities Maintenance | Proposed Budget | 2.14.22

Val Mertesdorf | Director of Finance

What is Capital?

Our capital budget is a segment of our general fund budget that we present separately as required by the Minnesota Department of Education. Our capital budget has four revenue components.

- 1) Operating Capital – must be used for equipment and facility needs. The calculation is \$79 per adjust pupil unit plus \$109 multiplied by our average building age. We receive approximately \$224 per pupil unit. This formula is a mix of levy and state aid.
- 2) Lease Levy – this is a levy source of revenue to pay for rent of leased facilities. The calculation is \$212 per pupil unit. Northfield has a cap of approximately \$917,000; we have typically 30-40% of this allocation. It is slightly higher due to our membership in the Cannon Valley Special Education Cooperative.
- 3) Capital Levy – this is our voter approved levy of \$750,000. This is used to support technology and facilities. This levy will expire in 2023 which is revenue for the 23-24 school year.
- 4) Long Term Facilities Maintenance – this was a new revenue source beginning 7/1/2016. The legislature combined the deferred maintenance and health and safety revenue formulas into a new formula. The formula is a combination of aid and levy. This funding is for capital expenditures and maintenance projects necessary to prevent further erosion of facilities. The calculation is \$380 per pupil unit, pro-rated based on average building age.

The Capital and Long Term Facilities Maintenance programs have restricted expenditure categories. These funding streams are intended to support technology, facilities and infrastructure needs. Each category also has a restricted fund balance category. This means if we don't spend all of our revenue in a given year the remainder is set aside for only these types of expenditures in the future. Each year in December, we project our capital revenue and if there is a projected surplus, the Capital Committee prioritizes needs and comes to consensus on how to allocate the remaining funds.

Projected Revenue

For 2022-23, LTFM revenue will be our largest source at 41%. This funding source is annually about \$1,000,000 more than the district was receiving from Deferred Maintenance and Health and Safety combined. Operating Capital and our Capital Levy are the next largest with 24% and 23%, respectively. Our total capital revenue is projected to be \$3,276,533 which is a slight decline from prior years due to our projected enrollment decline as well as our new long term facilities maintenance bond.

We will need to begin a conversation regarding the capital projects levy. This levy has been an integral part of the District's technology initiatives. The resources this levy has provided for our students allowed

the district to shift to distance learning this spring with limited device needs. This ten-year levy will expire in 2023. We would be required to ask the voters to reauthorize the levy and/or increase it.

Projected Expenditures

We are projecting capital expenditures of approximately \$2,176,096. The capital committee approved expenditures such as a science room addition at Bridgewater (within the Media Center), replacing a large plow truck and some updated equipment for the Technology and Engineering spaces at the High School. We did not allocate \$300,000 of technology salaries in the capital budget to ensure they were included with the priority based budget process.

The LTFM funding has a ten-year plan that the Board approves each year. Based on the funding and projects listed, Director of Buildings and Grounds, Cole Nelson prioritizes projects and sets the expenditures for the year. We utilized the LTFM funding to supplement our building construction projects from the 2018 referendum. For fiscal year 2022-23 we will be remodeling the main office at the High School and resurfacing the track as the major projects.

Financial Summary

At the end of 2022-23 we are projecting that the operating capital fund balance will be \$478,633. The long term facilities maintenance fund balance is projected to be \$704,026. Our fund balance goal is to maintain a minimum of \$200,000 in operating capital and \$600,000 in LTFM. The current projections are more than our goal.

Overall, the funding and flexibility we have because of the long term facilities maintenance program has been incredibly beneficial for the district. We will continue to strive to allocate our resources as effectively and efficiently as possible to ensure our facilities are adequately maintained and our students and staff have access to the necessary technology and tools to continue providing a world class education.

2022-23 PROPOSED BUDGET

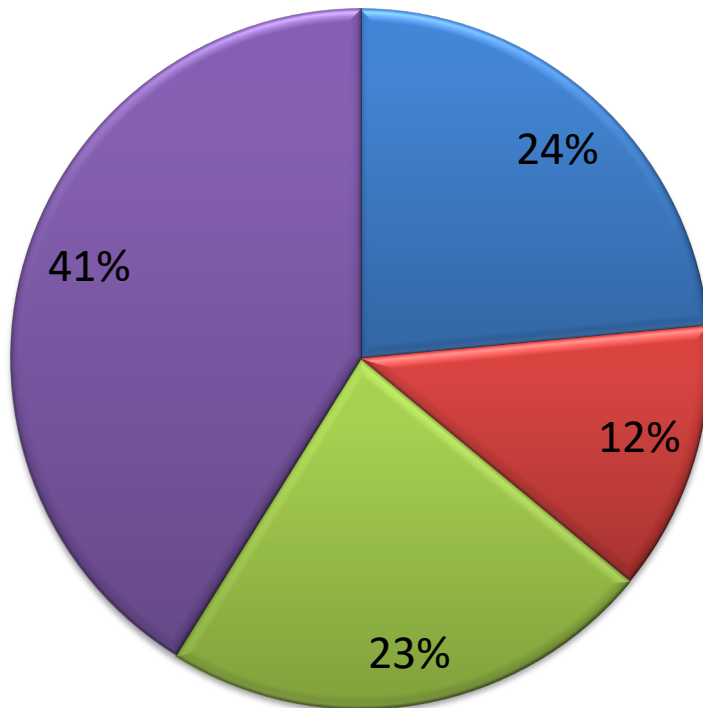
Capital & Long Term Facilities Maintenance

What is Capital?

- The capital budget consists of 4 revenue streams
 - Operating Capital – levy/aid formula
 - Lease Levy – levy for certain lease commitments
 - Capital Levy – voter approved levy
 - Long Term Facility Maintenance – new funding began in FY17 that replaces Health & Safety and Deferred Maintenance
- The capital budget is included in the general fund
- Restricted expenditures
- Fund Balance restriction
- There is a portion of the operating capital money each year that is prioritized by the Capital Committee – this committee meets to discuss building and district priorities and comes to consensus on the proposed spending

Capital and LTFM Sources

\$3,276,533



■ Operating Capital
\$770,227

■ Lease Levy
\$407,986

■ Capital Levy
\$750,000

■ Long Term Facilities
Maintenance
\$1,348,320

Projected Capital Expenditures

| EXPENDITURES | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|
| | Actual | Actual | Revised | Proposed |
| Leased Facility Space/Assessments | \$315,645 | \$283,373 | \$390,305 | \$435,802 |
| Shop) | \$212,352 | \$212,352 | \$212,352 | \$212,352 |
| Technology Leases | \$715,333 | \$544,016 | \$563,000 | \$529,841 |
| Schools/Programs | \$111,901 | \$79,107 | \$132,661 | \$135,078 |
| Textbooks/Digital Curr | \$149,448 | \$106,226 | \$180,000 | \$250,000 |
| Network Administration | \$0 | \$347,469 | \$300,000 | \$0 |
| Gleason Property | \$179,301 | \$0 | \$0 | \$0 |
| Capital Committee | \$537,865 | \$62,551 | \$130,000 | \$613,023 |
| TOTAL | \$2,221,845 | \$1,635,094 | \$1,908,318 | \$2,176,096 |

Projected LTFM Expenditures

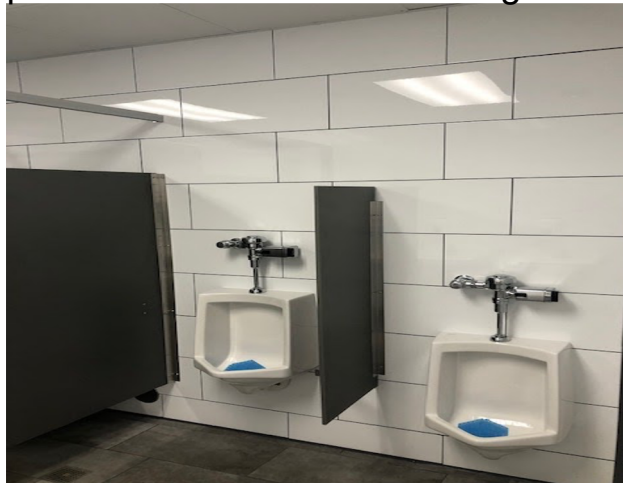
| | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| EXPENDITURES | Actual | Actual | Revised | Proposed |
| 347 - Physical Hazards | \$ 19,614 | \$ 11,346 | \$ 42,400 | \$ 35,300 |
| 349 - Other Haz. Materials | \$ 566 | \$ 2,393 | \$ 55,575 | \$ 9,250 |
| 352 - Environmental H&S | \$ 108,463 | \$ 112,597 | \$ 110,000 | \$ 110,900 |
| 358 - Asbestos Removal | \$ 49,907 | \$ 90,585 | \$ 54,768 | \$ 6,800 |
| 363 - Fire Safety | \$ 66,285 | \$ 89,104 | \$ 37,388 | \$ 44,425 |
| 366 - Indoor Air Quality | \$ - | \$ - | \$ - | \$ - |
| 367 - Accessibility | \$ 36,580 | \$ 27,025 | \$ 506,000 | \$ - |
| 368 - Building Envelope | \$ 15,850 | \$ 479,107 | \$ 96,425 | \$ 25,000 |
| 369 - Bldg Hrdwr & Equip | \$ 130,247 | \$ 1,400 | \$ 47,209 | \$ 50,000 |
| 370 - Electrical | \$ 48,399 | \$ - | \$ 59,275 | \$ - |
| 379 - Interior Surfaces | \$ 185,626 | \$ 178,415 | \$ 245,300 | \$ 1,075,500 |
| 380 - Mechanical Systems | \$ 679,156 | \$ 355,370 | \$ 296,612 | \$ 75,000 |
| 381 - Plumbing | \$ 218,341 | \$ 25,226 | \$ 27,806 | \$ - |
| 382 - Professional Services | \$ - | \$ - | \$ - | \$ 40,000 |
| 383 - Roofing | \$ 10,965 | \$ 1,135 | \$ 45,000 | \$ - |
| 384 - Site Projects | \$ 183,425 | \$ 12,615 | \$ 98,400 | \$ 130,000 |
| TOTAL | \$ 1,753,424 | \$ 1,386,318 | \$ 1,722,158 | \$ 1,602,175 |

What does this money accomplish?

Old district office remodel – New MTSS/Torch and Tech Services space



Update of 8 bathrooms at the high school!





MS Pool window replacement



MS Tennis Court resurfacing



Upcoming Projects

Capital Recommendations

- Science room addition BW
- Replace large plow truck
- Update radios for district
- Replacement riding scrubber
- Panel sander for HS wood shop
- CNC Plasma Table for HS

LTFM

- Remodel HS Main Office
- Annual inspections/testing
- Replace flooring in music/media rooms at BW
- Resurface track
- Patch/Repair pavement

Financial Summary

| Operating Capital | | | | |
|--------------------------------|--------------------|--------------------|------------------|------------------|
| | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
| FUND BALANCE | Actual | Actual | Revised | Proposed |
| Beginning Fund Balance | \$542,842 | \$279,224 | \$554,717 | \$726,516 |
| Revenues | \$1,958,227 | \$1,910,588 | \$2,080,117 | \$1,928,213 |
| Expenditures | \$2,221,845 | \$1,635,095 | \$1,908,318 | \$2,176,096 |
| Ending Fund Balance | \$279,224 | \$554,717 | \$726,516 | \$478,633 |
| | | | | |
| Long Term Facility Maintenance | | | | |
| | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
| FUND BALANCE | Actual | Actual | Revised | Proposed |
| Beginning Fund Balance | \$1,167,773 | \$1,028,645 | \$1,180,630 | \$957,881 |
| Revenues | \$1,614,295 | \$1,538,303 | \$1,499,409 | \$1,348,320 |
| Expenditures | \$1,753,423 | \$1,386,318 | \$1,722,158 | \$1,602,175 |
| Ending Fund Balance | \$1,028,645 | \$1,180,630 | \$957,881 | \$704,026 |

LTFM 10 Year Plan

| | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 |
|-------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Revenue | \$ 1,538,303 | \$ 1,499,409 | \$ 1,348,320 | \$ 1,301,878 | \$ 1,306,288 | \$ 1,305,448 |
| Expenditures | \$ 1,386,318 | \$ 1,722,158 | \$ 1,602,175 | \$ 678,025 | \$ 999,700 | \$ 1,629,000 |
| Difference | \$ 151,985 | \$ (222,749) | \$ (253,855) | \$ 623,853 | \$ 306,588 | \$ (323,552) |
| | | | | | | |
| Beginning Fund Balance | \$ 1,028,645 | \$ 1,180,630 | \$ 957,881 | \$ 704,026 | \$ 1,327,879 | \$ 1,634,467 |
| Ending Fund Balance | \$ 1,180,630 | \$ 957,881 | \$ 704,026 | \$ 1,327,879 | \$ 1,634,467 | \$ 1,310,915 |
| | | | | | | |
| | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 |
| Revenue | \$ 1,304,765 | \$ 1,283,240 | \$ 1,283,503 | \$ 1,283,923 | \$ 1,284,500 | \$ 1,284,500 |
| Expenditures | \$ 1,532,300 | \$ 435,300 | \$ 1,458,900 | \$ 530,800 | \$ 1,349,550 | \$ 297,800 |
| Difference | \$ (227,535) | \$ 847,940 | \$ (175,397) | \$ 753,123 | \$ (65,050) | \$ 986,700 |
| | | | | | | |
| Beginning Fund Balance | \$ 1,310,915 | \$ 1,083,380 | \$ 1,931,320 | \$ 1,755,923 | \$ 2,509,046 | \$ 2,443,996 |
| Ending Fund Balance | \$ 1,083,380 | \$ 1,931,320 | \$ 1,755,923 | \$ 2,509,046 | \$ 2,443,996 | \$ 3,430,696 |

Fiscal Year 2022 – 2032 are estimates

Questions?

Thank you!

IEA, INC.

NORTHFIELD PUBLIC SCHOOLS



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

info@ieasafety.com

800-233-9513

Management Plan for Indoor Air Quality

Northfield Public Schools

Management Plan for Indoor Air Quality

Table of Contents

Annual Review Form

1.0 Introduction..... 1
2.0 Responsibilities..... 1
3.0 Communication..... 1
4.0 Procedures for Handling IAQ Concerns and Remediation 1
5.0 Building Walkthroughs..... 2
6.0 Indoor Air Quality Teacher Surveys..... 2
7.0 Ventilation Assessments 2
8.0 Facility Cleanliness..... 2
9.0 Related Guidelines 2
 9.1 Animals in the Classroom 2
 9.2 Pest Management 3
 9.3 Food Services..... 3
 9.4 Latex..... 3
 9.5 Fragrances 4
10.0 Annual Review..... 4

Appendices:

- A Indoor Air Quality Walkthrough Reports
- B Annual Notification Documentation
- C Indoor Air Quality Assessment Reports

Contact Person: Cole Nelson

Phone Number: 507-645-3435

Email Address: cnelson@northfieldschools.org

1.0 Introduction

Good quality indoor air contributes to a favorable learning environment for students, productivity for teachers and staff, and a sense of comfort, health, and well-being for all school occupants. This management plan describes procedures and guidelines relating to indoor air quality (IAQ) for Northfield Public Schools and references the Tools for Schools Action Kit from the Environmental Protection Agency (EPA).

2.0 Responsibilities

The program coordinator, or designee, is responsible for the following:

- Oversee the implementation of the management plan
- Provide resources needed to implement the plan
- Determine when outside professional assistance is needed
- Ensure the annual notification to staff, students and parents is completed
- Register IAQ questions from staff, students, and parents

3.0 Communication

The management plan for IAQ and other related reports are located at the District Office with the District's health and safety programs.

A statement is distributed annually via the school website, informing the staff, students, and parents about the location of the management plan for Indoor Air Quality and how to contact the IAQ coordinator. This information is documented with this program.

4.0 Procedures for Handling IAQ Concerns and Remediation

The following describes the process to be implemented if a building occupant is concerned about IAQ:

- A person who has concerns about IAQ contacts the building principal or head custodian in their building for reporting and assistance with concerns.
- After reviewing the situation, the building custodian will investigate to try to resolve the problem internally. If the concern cannot be alleviated, the building custodian will notify the IAQ coordinator and a questionnaire may be provided to the affected person. The completed questionnaire would be returned to the IAQ coordinator.
- The IAQ coordinator will review the questionnaire and contact the appropriate outside firm to help investigate and/or remediate the problem, if deemed necessary.
- Remediation will be conducted and may require an outside contractor.
- The IAQ coordinator, or designated consultant, will communicate with the initiating party during the process of investigating and remediating the issue.

Northfield Public Schools may have an IAQ assessment and sampling performed in an area in response to symptoms experienced by a staff member or student. If the assessment and sampling does not identify a condition or concern that might account for the symptoms experienced by an individual, involvement of a physician is often warranted as the next step. It is recommended that an allergist or other specialist (not a general physician) conduct the examination and help to determine if there are specific triggers or allergens that might be affecting the individual. The specialist may show that the individual is sensitive to or affected by low levels of a specific contaminant that does not usually affect the general population. If a specific trigger or contaminant is identified, further sampling might then be warranted.

5.0 Building Walkthroughs

Building walkthrough inspections are completed annually to identify potential IAQ issues. The walkthrough is modeled after the EPA Tools for Schools checklists and reports of walkthroughs are located in Appendix A. The walkthrough uses sight, sound, and smell to assess if there are obvious water intrusion problems (interior and exterior), obvious ventilation failures and/or problems, obvious building/structural failures and/or problems, overall cleanliness of buildings and classrooms, and operations and maintenance programs. It is intended to be a quick overall assessment of each room for obvious problems that may impact indoor air quality. The reports are reviewed by the IAQ coordinator or designee, who will then take appropriate action to address problems that were identified.

6.0 Indoor Air Quality Teacher Surveys

An IAQ survey may be distributed annually to provide an avenue for reporting any IAQ concerns and to inform employees on what they can do to improve IAQ in their own areas. The survey may cover the following topics: animals, thermal comfort, ventilation, building maintenance, moisture concerns and general cleanliness.

The IAQ coordinator reviews the surveys and any concerns discovered are addressed. The surveys may be completed online, and a final report is maintained with the management plan.

7.0 Ventilation Assessments

A ventilation assessment is completed each year by the head engineers or designated consultant. The ventilation assessment is maintained with this program and covers the following topics:

- Outdoor Air Intakes
- System Cleanliness
- Control for Outdoor Air Supply
- Air Distribution
- Exhaust Systems

8.0 Facility Cleanliness

The current maintenance program involves vacuuming of carpeted rooms and dusting regularly. Dusting of personal items is the responsibility of the classroom teacher. A deep cleaning of furniture and flooring is conducted in each room over the summer break.

The District maintains a routine heating, ventilation, and air conditioning (HVAC) inspection and maintenance program that includes coil and drain pan cleaning and inspection, adjustment of motor operators and dampers, regular filter changes, unit cleaning, and checking of damper controls and settings.

9.0 Related Guidelines

9.1 Animals in the Classroom

The goal of the IAQ program is to decrease student and staff exposure to potentially harmful animal allergens. Bringing animals into the buildings should be discouraged. If animals are to be allowed in the classroom, the protocol will be as follows:

- Before bringing an animal into the building, the teacher will ask the principal for permission. The principal will consult with facilities staff.
- All animals are required to be properly vaccinated.
- The location of the habitat for the animal will include consideration of HVAC components. Animal habitats will not be placed near air supply or return air vents and will not be kept near unit ventilators. The habitat will be placed on a hard floor surface. The animal will not be allowed to wander around the room (especially on carpet).
- A cleaning schedule will be implemented for the habitat and surrounding area. The classroom teacher is responsible for regularly cleaning the cage, as well as the table or floor the cage rests upon. Students will not be allowed to clean cages or equipment.
- The teacher will always be present when animals are handled by a student.

- All staff and students will wash their hands before and after handling animals, cage debris, or animal supplies.
- Concerns regarding the health issues or care of the animal should be brought to the building principal for immediate consideration.

9.2 Pest Management

Integrated Pest Management (IPM) is a coordinated approach to pest control using the most cost-effective means to prevent unacceptable levels of pests, while causing the least possible hazard to people, property, and the environment. IPM uses a combination of methods that include:

- Reducing or not allowing food or snacks in the classroom, especially when the room is carpeted
- Inspection and monitoring of pest population sites
- Managing waste by keeping refuse in tight containers and locating waste containers away from buildings, if possible
- Maintaining structures (fixing leaking pipes promptly, sealing cracks)
- Adding physical barriers to pest entry and movement (screens for chimneys, doors, and windows)
- Modifying habitats (removing clutter, relocating outside light fixtures away from doors)
- Using traps (light traps, snap traps, and glue boards)
- Using pesticides judiciously

9.3 Food Services

Cooking activities generate odors, moisture, food waste, and other trash, which, if not managed carefully, can lead to IAQ problems. The District ensures the following precautions are taken:

Cooking Area

- The exhaust fans are inspected to make sure they are working properly. If problems are noted, the building custodian is contacted.
- Exhaust fans are operational whenever cooking, washing dishes, or cleaning.
- Any leaks or odors of combustion gas are reported immediately to the building custodian.
- The kitchen is cleaned after use as required by the district and Department of Health policy.
- Signs of mold, mildew, or algae are reported to the building custodian.
- Pest problems are reported to the building custodian.

Food Handling and Storage

- Food service areas are regularly checked for signs of insects or vermin.
- Food handling and storage practices followed are as recommended by the District and the Department of Health.
- General cleanliness is maintained.

Waste Management

- The District's policy of recycling waste is followed.
- Waste is stored in appropriate sealed containers.
- Dumpsters are located away from air intake vents and operable windows.

9.4 Latex

Latex allergy is a reaction to certain proteins in latex rubber. The amount of latex exposure needed to produce sensitization or an allergic reaction is unknown. Increasing the exposure to latex proteins increases the risk of developing allergic symptoms. In sensitized persons, symptoms usually begin within minutes of exposure; but they can occur hours later and can be quite varied. Mild reactions to latex involve skin redness, rash, hives, or itching. More severe reactions may involve respiratory symptoms such as runny nose, sneezing, itchy eyes, scratchy throat, and asthma (difficult breathing, coughing spells, and wheezing).*

Because gloves and balloons are the most common and accessible sources of latex, the District has chosen to prohibit their use in District buildings. If an employee or student has a severe latex allergy, other forms of latex will be assessed in that particular building.

** Information from NIOSH Publication #98-113: Latex Allergy, A Prevention Guide.*

9.5 Fragrances

Exposure to fragrances and scents can cause some staff and/or students to experience asthma or allergic reactions, including upper respiratory irritation, headaches, and other symptoms. All District employees are encouraged to use personal products (such as perfume, cologne, after-shave, hairspray, and body lotion) that are low odor or fragrance free. In addition, the district selects maintenance and cleaning products that are low in odor.

As a district policy essential oils may not be used as follows:

- In diffusers
- Applied to any student, even if the parent requests staff to administer, without a Health Care Provider order
- In professional development sessions
- Any circumstance that is disruptive or puts another's health at risk

If essential oils are found:

- In diffusers:
 - Diffuser is removed and disposed of properly
- On students/staff which are disruptive or putting another's health at risk
 - Do not use water to wash off as it may increase irritation by spreading the oils.
 - Offer clean clothing, as needed and as available

10.0 Annual Review

The Northfield Public Schools IAQ coordinator, along with a designated safety consultant, reviews the IAQ plan on an annual basis. Changes to the plan are identified on the annual review form found at the beginning of this plan.