

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, November 27, 2023 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom

[Zoom Link](#)

AGENDA

Board Member Amy Goerwitz will participate remotely from this location:
Chiang Mai Vegan Resort, 9 Thapae Soi 5, Thapae Road, Chang Moi Sub-district, Chiang Mai, Chiang Mai, 50100

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. FY2023 Audit Results and Presentation
 - b. Policy Committee Recommendation
 - c. Superintendent Focus Areas Quarterly Report
 - d. Potential 2024 Northfield High School Bond Referendum Update
6. Committee Reports
7. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Overnight Field Trip
 - d. Personnel Items
8. Items for Individual Action
 - a. FY2023 Audit
 - b. Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours During Which the Polling Places Will Remain Open for Voting for School District Elections Not Held on the Day of a Statewide Election
9. Items for Information
 - a. School Board Training
10. Future Meetings and Work Sessions
 - a. Monday, December 4, 2023, 5:30 p.m., Board Work Session, Northfield High School Media Center
 - b. Monday, December 11, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, January 8, 2024, 6:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting, Northfield DO Boardroom
 - d. Monday, January 22, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
11. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, November 27, 2023 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom
[Zoom Link](#)

Board Member Amy Goerwitz will participate remotely from this location:
Chiang Mai Vegan Resort, 9 Thapae Soi 5, Thapae Road, Chang Moi Sub-district, Chiang Mai, Chiang Mai, 50100

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, November 27, 2023, 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. FY2023 Audit Results and Presentation. Craig Popenhagen with CliftonLarsonAllen, LLP, will present the results of the 2022-23 fiscal year audit. A draft of the full audit report is available upon request.
 - b. Policy Committee Recommendation. Dr. Hillmann will present the policy committee's recommendation to adopt policy 207. This will be an item for individual action at the next board meeting.
 - c. Superintendent Focus Areas Quarterly Report. Superintendent Hillmann will present a quarterly progress report on the superintendent's 2023-24 focus areas.
 - d. Potential 2024 Northfield High School Bond Referendum Update. Superintendent Hillmann will review the Nov. 16 work session, the timeline, and the next steps in the decision-making process.
6. Committee Reports
 - Board member Goerwitz will provide an update on Cannon Valley Special Education Cooperative (CVSEC) and the Northfield Branding Committee.
 - Board member Miller will provide an update on the District Youth Council (DYC).
 - Superintendent Hillmann will provide an update on the Communications and Equity Advocacy Committees.
 - Board chair Gonzalez-George will provide an update on the Policy Committee.
7. Consent Agenda

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

 - a. Minutes.
Minutes of the Public Hearing held on November 13, 2023.
Minutes of the Regular School Board meeting held on November 13, 2023.
 - b. Gift Agreements. Gift agreements to be approved are attached.
 - c. Overnight Field Trip. Activities Director John Mahal and Coach Craig Cardinal are requesting board approval to take the high school nordic ski team on an extended overnight field trip Dec. 27-29, 2023.
 - d. Personnel Items
 - i. Appointments
 1. Blake Christensen, Building Supervisor with Community Education, beginning 11/22/2023. \$18.39/hr.
 2. Ben Kromschroeder, 1.0 FTE Delivery Driver/Assistant Grounds Keeper at the District Shop, beginning 12/11/2023. \$21.45/hr.

3. Shannon Schulz, Building Supervisor with Community Education, beginning 11/22/2023. \$18.39/hr.
- ii. Increase/Decrease/Change in Assignment
 1. Correction: Robert Coleman, Gen Ed EA for 2.25 hours/day at Spring Creek, add Gen Ed EA Supervisory for 1.75 hours/day at Spring Creek, effective 10/30/2023-6/6/2024.
 2. Chris Riazi, Teacher at the ALC, add MSYC Teacher for up to 2 hours/day Mon.-Thurs. at the Middle School, effective 11/27/2023-5/16/2024. \$40.00/hr.
- iii. Leave of Absence
 1. Heather Olivier, Orchestra Teacher at the Middle School. FMLA Leave of absence beginning on 11/7/2023 - approximately 11/15/2023.
- iv. Retirements/Resignations/Terminations
 - 1.

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

8. Items for Individual Action

- a. FY2023 Audit. The board is asked to approve the 2022-2023 audit report as presented.

Superintendent's Recommendation: Motion to approve the 2022-2023 audit report as presented.

- b. Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours During Which the Polling Places Will Remain Open for Voting for School District Elections Not Held on the Day of a Statewide Election. School districts are required to approve a resolution to combine polling places in the event the school district were to hold a special election. This resolution must be approved by December 31 of each year, whether the school district intends to hold a special election or not. The board must designate the combined polling places they would use in the future calendar year and notify county auditors by sending them a copy of the resolution. Combined polling places must be a location currently designated for use by a county or municipality.

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

9. Items for Information

- a. School Board Training. Katie Klanderud, MSBA's Director of Board Development, will facilitate Phase III training for the school board on Wednesday, Dec. 20 and Thursday, Dec. 21, 5:30 p.m. - 8:30 p.m. in the District Office Boardroom.

10. Future Meetings and Work Sessions

- a. Monday, December 4, 2023, 5:30 p.m., Board Work Session, Northfield High School Media Center
- b. Monday, December 11, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, January 8, 2024, 6:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting, Northfield DO Boardroom
- d. Monday, January 22, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

11. Adjournment



We'll get you there.

CPAs | CONSULTANTS | WEALTH ADVISORS

ISD NO. 659 NORTHFIELD

June 30, 2023

Craig Popenhagen
Principal

Luke Greden
Manager

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)

No findings were noted relating to compliance and internal control over compliance.

Minnesota Legal Compliance

No Minnesota legal compliance findings were noted.



Audit Summary

- **UGG Single Audit**
- Over \$750,000 of Total Federal Expenditures
- Tested the ESSER/GEER Program
- No compliance issues were noted in our review of the federal programs

- **Current-Year Changes**
- Subscription-Based Information Technology Arrangements – Effective for FY2023

- **Future Changes**
- Reporting Changes in Accounting Principles, Changes in Estimates and Corrections of Errors – FY2024
- Compensated Absences – Effective FY2025



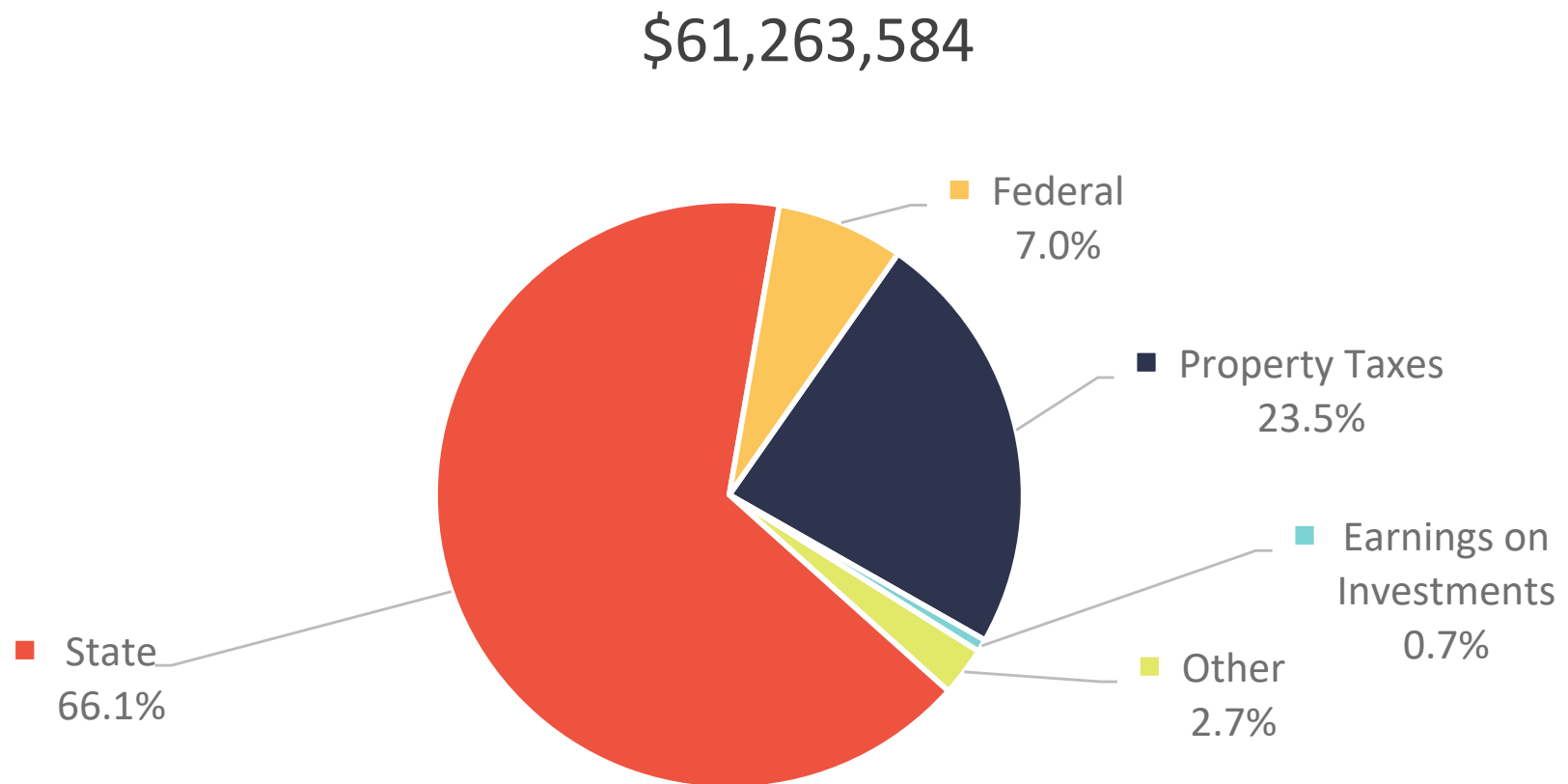
INDEPENDENT SCHOOL DISTRICT #659
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
YEAR ENDED JUNE 30, 2023

	Nonspendable Assigned & Unassigned	Non-Capital Restrictions	Capital Related Restriction			General Fund Total
			Operating Capital	Long Term Fac. Maint.	Total	
Revenues and Other Financing Sources	\$ 54,558,339	\$ 5,662,769	\$ 1,189,731	\$ 1,401,654	\$ 2,591,385	\$ 62,812,493
Expenditures	56,378,404	5,167,812	1,282,196	1,910,750	3,192,946	\$ 64,739,162
Excess (Deficit) Revenues Over Expenditures	(1,820,065)	494,957	(92,465)	(509,096)	(601,561)	(1,926,669)
Fund Balance June 30, 2022	13,357,143	503,957	256,739	1,075,377	1,332,116	\$ 15,193,216
Fund Balance June 30, 2023	<u>\$ 11,537,078</u>	<u>\$ 998,914</u>	<u>\$ 164,274</u>	<u>\$ 566,281</u>	<u>\$ 730,555</u>	<u>\$ 13,266,547</u>



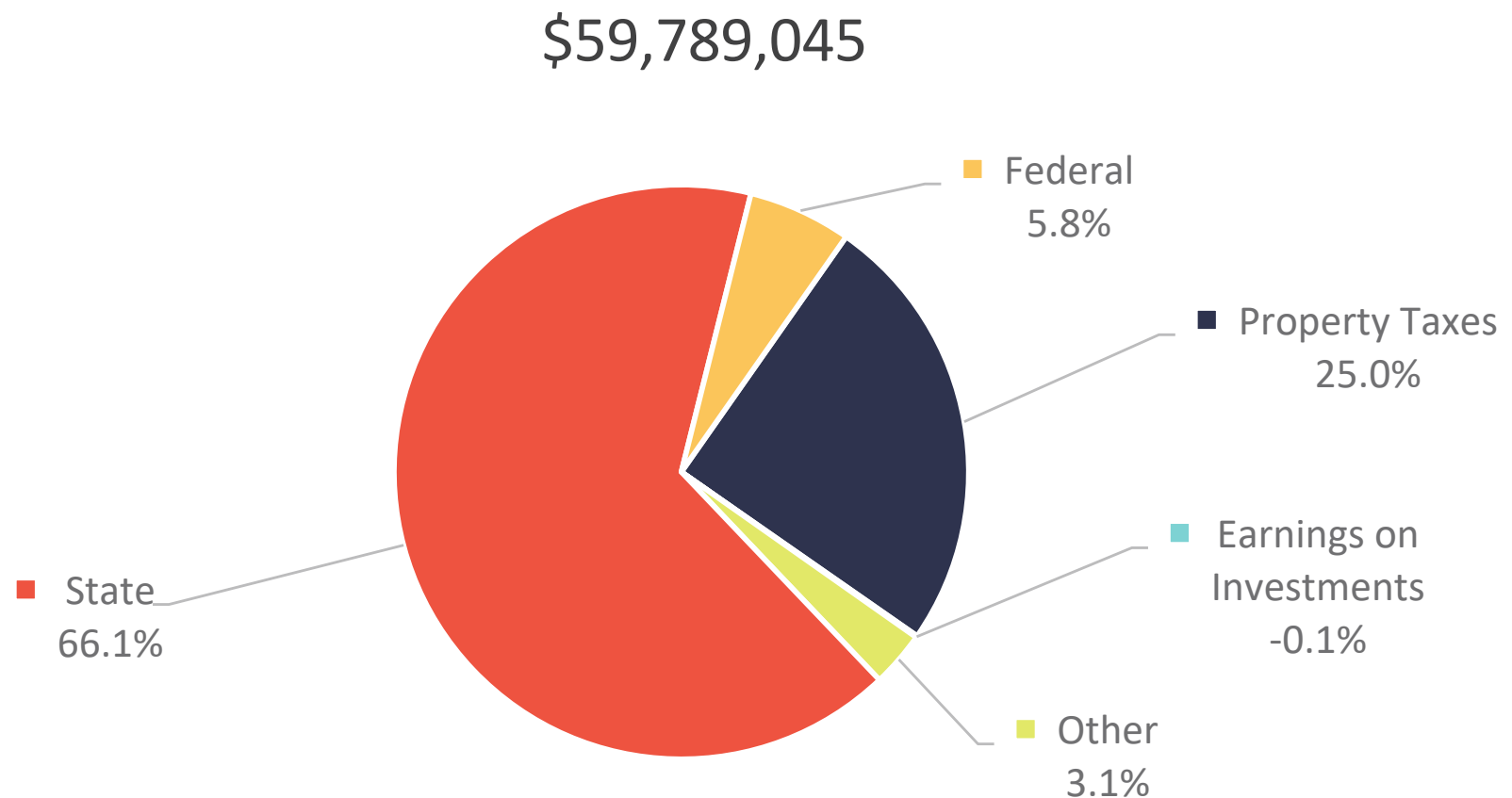
General Fund Revenue by Source

Fiscal Year Ended June 30, 2023



General Fund Revenue by Source

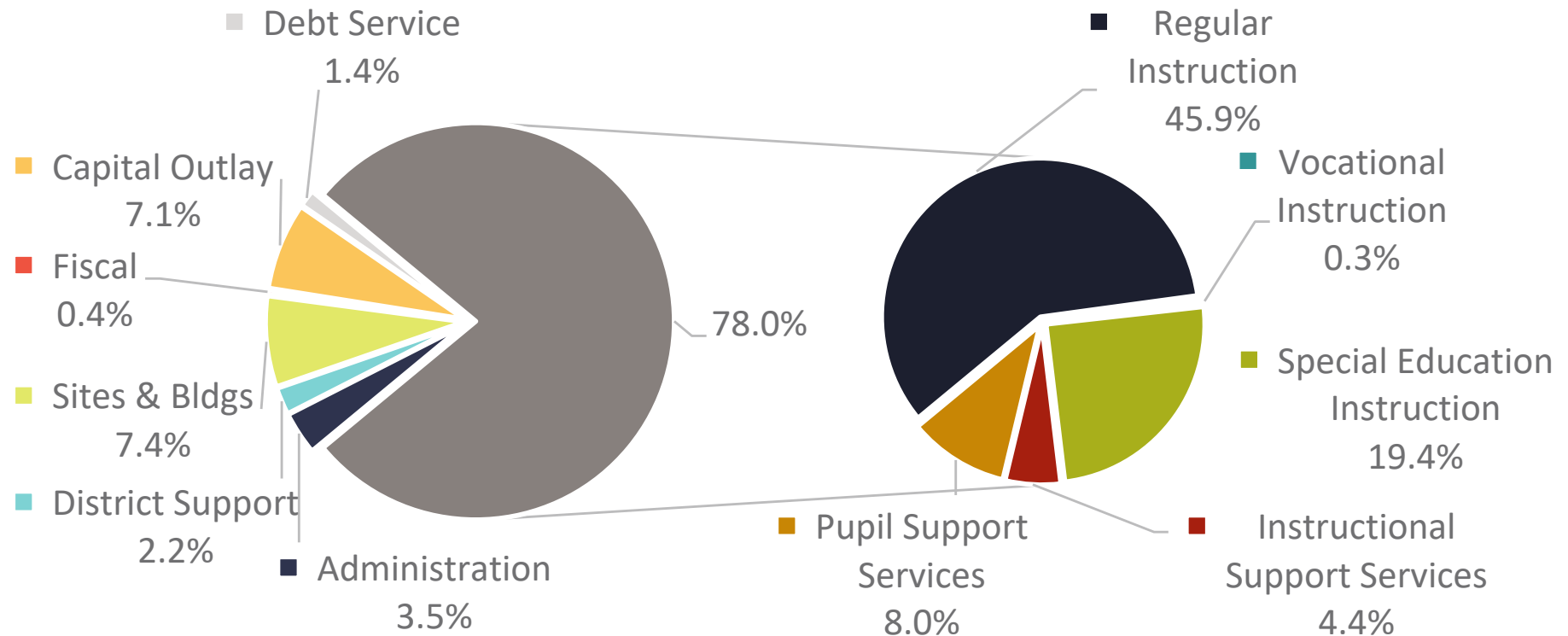
Fiscal Year Ended June 30, 2022



General Fund Expenditures by Program

Fiscal Year Ended June 30, 2023

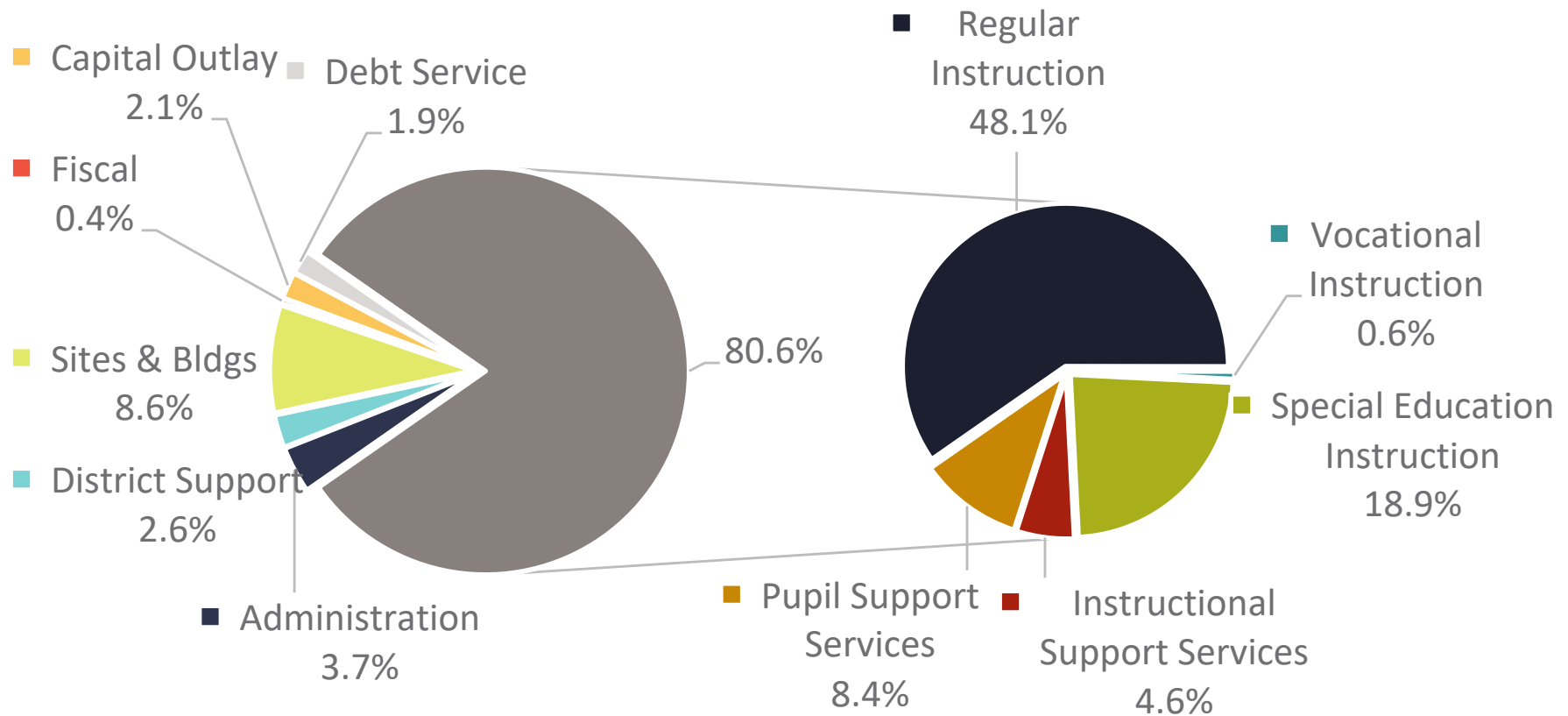
\$64,739,162



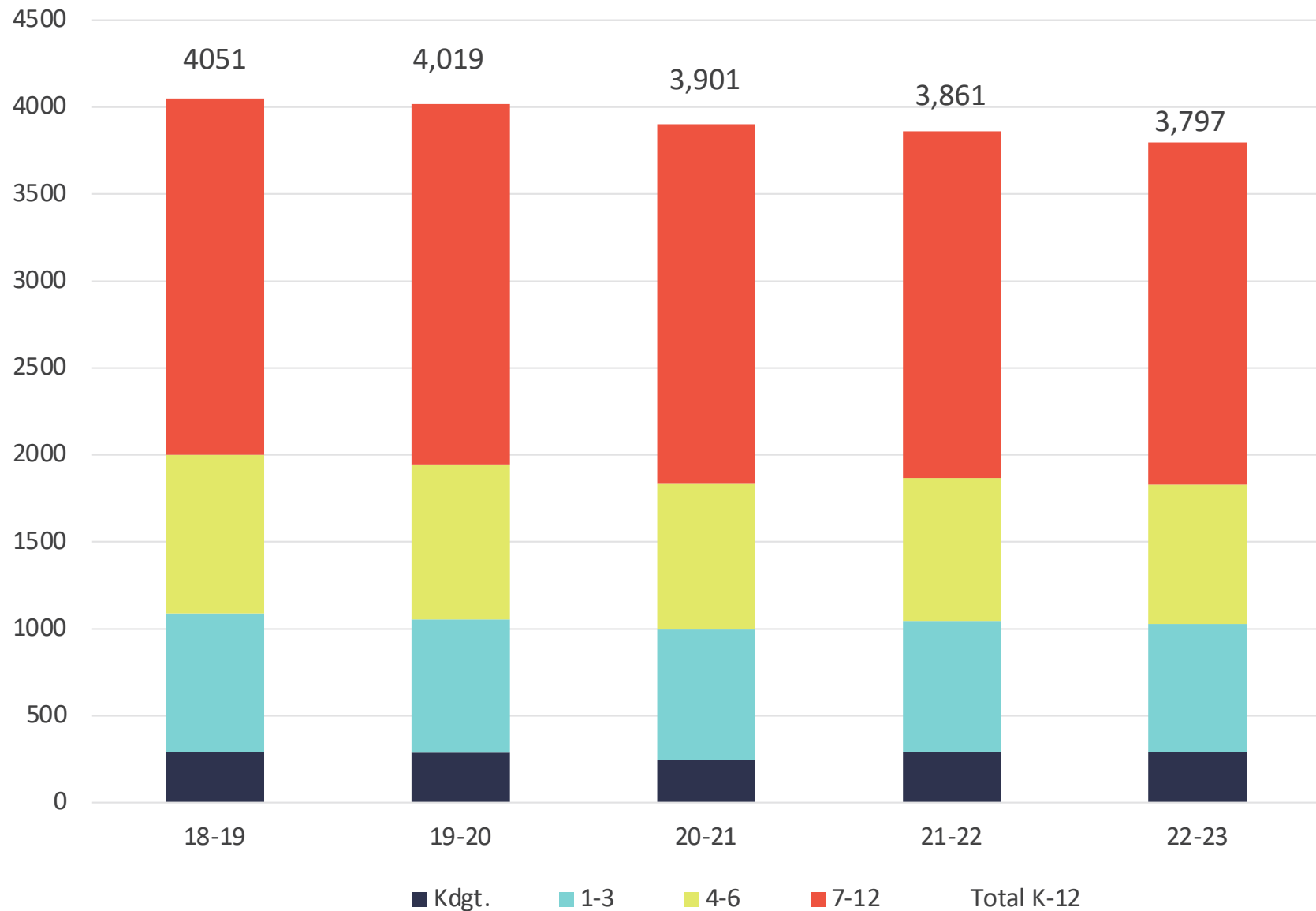
General Fund Expenditures by Program

Fiscal Year Ended June 30, 2022

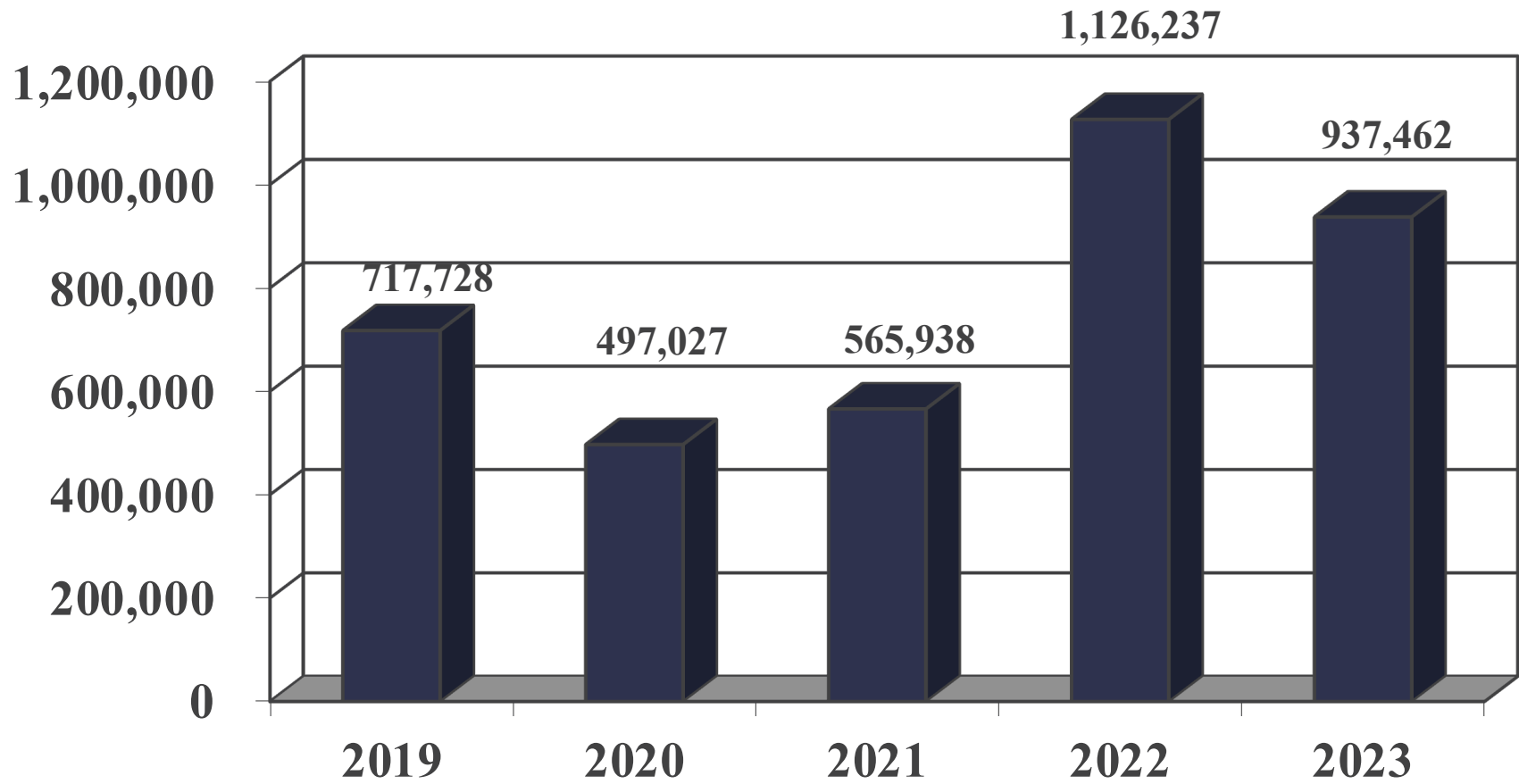
\$62,769,656



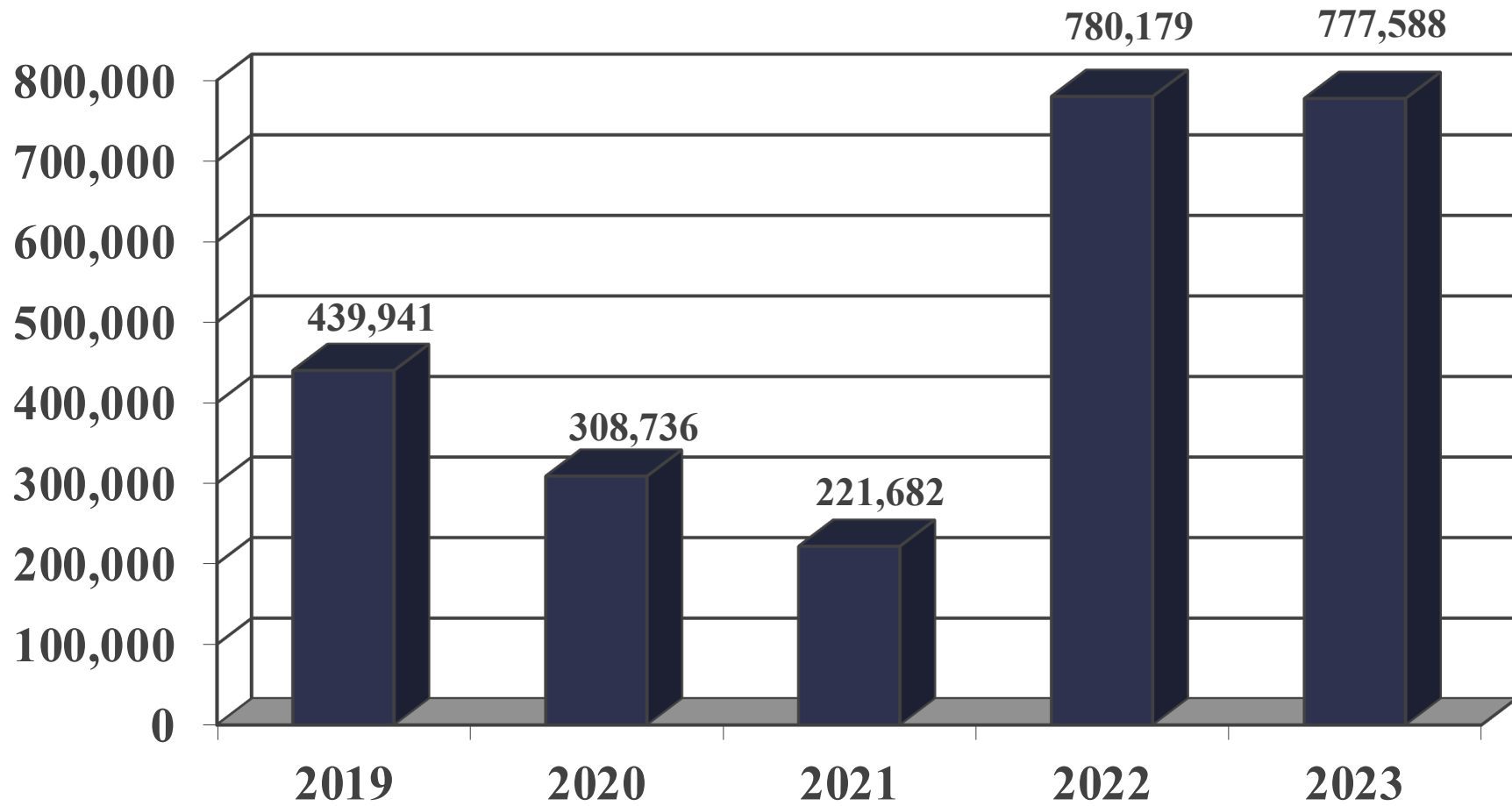
Five-Year Enrollment Trend



ISD NO. 659 NORTHFIELD
Food Service Fund Balance



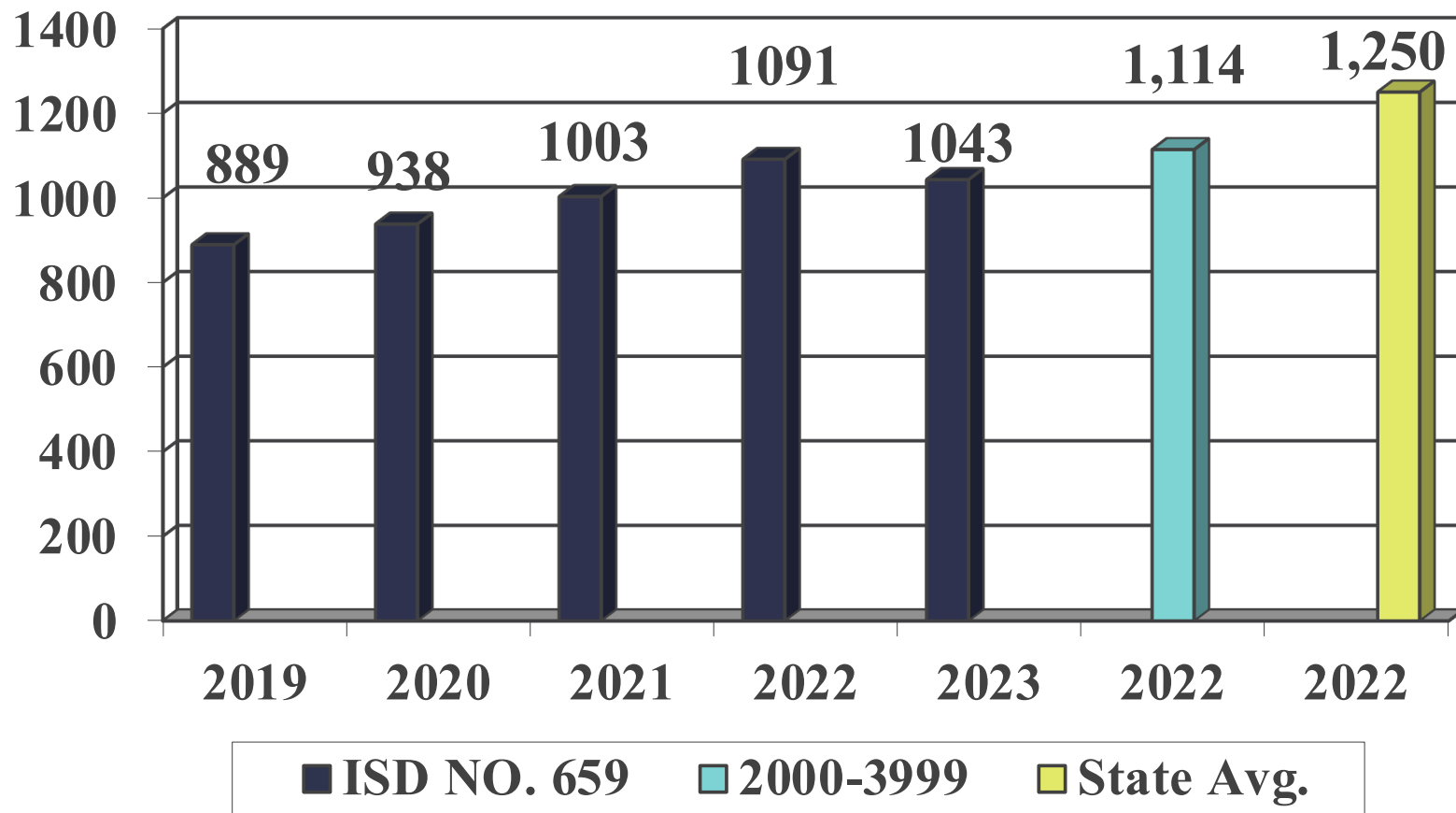
ISD NO. 659 NORTHFIELD
Community Education Fund Balance



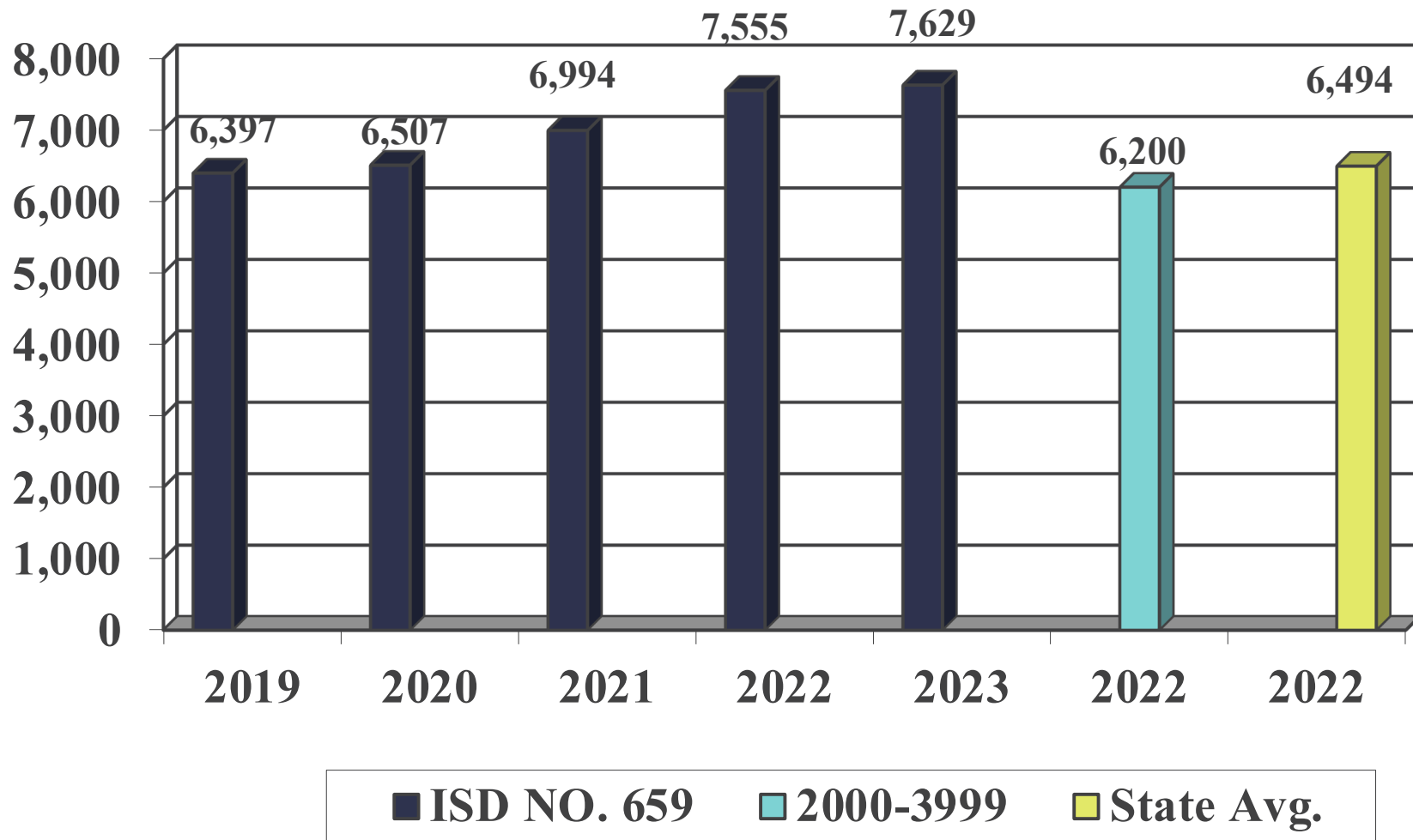
ISD NO. 659 NORTHFIELD

District & School Administration & Support

Cost per Student



ISD NO. 659 NORTHFIELD
Regular Instruction
Cost per Student





We'll get you there.

CPAs | CONSULTANTS | WEALTH ADVISORS

THANK YOU!

Craig Popenhagen, Principal

507-280-2327

Craig.Popenhagen@claconnect.com

Luke Greden, Manager

507-280-2325

Luke.Greden@claconnect.com



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Policy 207 PUBLIC HEARINGS New

I. PURPOSE

The Northfield School District's Board of Education recognizes the importance of obtaining public input on matters properly before the school board during a public hearing. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

For the board to efficiently receive public input on matters properly before the board, the board establishes the procedures set forth in this policy.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law concerning certain issues, including but not limited to, school closings, education district establishment, and agreements for secondary education. Additionally, other public hearings may be held by the board on district matters at the board's discretion.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the board.

C. Public Participation

The board retains the right to require that those in attendance at a public hearing indicate their desire to address the board and complete and file with the clerk of the board an appropriate request prior to the commencement of the hearing if the board uses this procedure. Those who wish to address the board must be: residents of the district, owners of businesses or property physically located in the district, parents/guardians, students, or an employee of the district. Any request to address the board after the commencement of the hearing will be granted only at the board's discretion.

1. **Format of Request.** The board chair will outline the procedure and process for addressing the board at the beginning of the public hearing. Each speaker will be required to share their first and last name, validate that they are a district stakeholder as outlined in Section IIIC and group they represent when applicable. The board may require a brief statement of the subject to be covered or the issue to be addressed prior to allowing the speaker to address the board.

2. Time Limitation. The board retains the discretion to limit the time for each presentation.
3. Groups. The board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. If the board requires designation of a representative or spokesperson, no other person in the group will be recognized to address the board, except as the board otherwise determines.
4. Privilege to Speak. A board member should direct remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board, or the proceedings may be directed to leave.
5. Personal Attacks. Personal attacks by anyone addressing the board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the board.
6. Limitations on Participation. Depending upon the number of persons in attendance seeking to be heard, the board reserves the right to establish other limitations and restrictions as necessary to provide an orderly, efficient, and fair opportunity to be heard.

Policy 207 Public Hearings

Adopted: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123A.15 (Establishing Education Districts)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (School Closings)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

TO: Claudia Gonzalez-George, Chairperson
Northfield School District Board of Education

FROM: Superintendent Matthew J. Hillmann, Ed.D.

DATE: November 20, 2023

RE: 2023-24 Superintendent's Focus Areas Quarterly Update

In addition to the 41 job responsibilities organized around eight major topic areas included in the superintendent's evaluation. The board approved these four focus areas. This report is the first quarterly update about progress in these focus areas.

1 Focus area: The superintendent will prioritize the implementation of the READ Act to continuously improve the district's proficiency rates in reading.

Progress monitoring plan: The superintendent will present a quarterly update to the board with steps taken to implement the new law governing reading.

November 2023 Update:

- **Screening:** The district has conducted the first reading proficiency screening within the first six weeks of school, as prescribed by the READ Act. Approximately 1,468 students participated in the screening in Grades K-5. These screening assessments were part of the district's assessment plan before the READ Act became law. The district must adopt a new screening assessment tool for the 2024-25 school year because our current tool was not selected as one of the allowed assessments by the Minnesota Department of Education (MDE).
- **Letter to families:** The district sent letters to all families of students in Grades K-5 who were not meeting the grade level reading benchmark on two or more consecutive screening/classroom assessments as required by the READ Act.
- **Training:** The district continues to train its staff. So far 56 current staff members have started or completed the 144-hour Language Essentials for Teachers of Reading and Spelling course, one of MDE's approved training courses. The district is developing a schedule for all staff required to receive training to have completed it according to the timeline specified in the law.
- **Planning:** The district is awaiting action by MDE before it is able to take additional steps to implement the READ Act.

2 Focus area: The superintendent will facilitate the implementation of new state legislation within the district.

Progress monitoring plan: The superintendent will present a quarterly update to the board with steps taken to implement the legislation passed by the 2023 Minnesota Legislature.

November 2023 Update: The district continues implementing new requirements enacted by the 2023 Minnesota Legislature. The list below are examples of items completed or in process at this time:

- Indigenous Peoples Day: teachers were provided resources to complete the one-hour instructional requirement.
- Bike/pedestrian/bus safety: this requirement was expanded to include more middle school students. Students viewed Minnesota Department of Transportation training videos on these topics.
- Free menstrual products: The district completed the installation of the dispensers ahead of the January 1, 2024 requirement.
- Unemployment insurance: The district processed 54 unemployment claims for school-year-only employees. We anticipate receiving \$121,518 in reimbursement from the State of Minnesota.
- e-Learning Days: The district had negotiated the e-Learning plan with the Northfield Education Association before the law was enacted. The district also had already paid almost all employees for their work on e-Learning days. A plan has been developed to meet the legal requirements for paying the staff not previously compensated for e-Learning days.
- Educational Assistants (paraprofessionals) training: the district had already required eight hours of training for educational assistants.
- Civics requirement: The Northfield High School social studies teachers are currently engaged in sequencing the social studies courses to include the civics requirements.
- Ethnic Studies requirement: The Northfield High School social studies teachers are currently engaged in sequencing the social studies courses to include the future ethnic studies elective requirements.
- Personal finance: The Instructional Services department is working with the NHS administration to determine the department(s) and grade level that will be responsible for the course.
- Opiate antagonists: The district had previously had opiate antagonists (Narcan) available in each school through the health office and personnel have been trained in each building to use it.
- American Indian Aid Increase: The district has used a portion of the increased American Indian Education Aid to hire a part-time cultural liaison specifically for Indigenous students and families.
- Employee Safe and Sick Time (ESST) preparation: the human resources and finance departments have been preparing for the January 1, 2024 implementation of the employee safe and sick time requirements.
- Minnesota Free Meals Program: The district has implemented the Minnesota Free Meals program, which provides one free breakfast and one free lunch for every student on every instructional day.
- Academic credit for employment with health care provider: NHS has communicated with families the process for gaining academic elective credit for their work for a health care provider.
- Student support aid: The district used this increased funding to hire an additional nurse at the Northfield Community Education Center.
- Policy updates: The district has approved at least 24 policy updates necessitated by the legislative changes. These included changes to policies 102, 406, 418, 419, 424, 425, 504, 507, 509, 513, 514, 515, 516.5, 532, 534, 602, 603, 613, 616, 620, 621, 624, 708, and 709.

3 Focus area: The superintendent will continue to seek feedback from parents of Black, Hispanic, and Indigenous students about their school experience and ways the district can improve it.

Progress monitoring plan: The superintendent will present a quarterly update to the board with actions taken to seek feedback from these parent advisory teams.

November 2023 Update:

- The district has held two meetings with the Indigenous Parent Advisory group. The new cultural liaison for Indigenous families (funded with new state revenue) has also called each identified Indigenous family to increase engagement.
- The first Hispanic Parent Advisory Committee was postponed due to illness. It is being rescheduled.
- The first Black Parent Advisory Committee meeting is scheduled for Dec. 14.
- Additionally, the superintendent has attended one meeting of the local Black and Brown Futures parent group.

4 Focus area: The superintendent will develop a structure, supply the necessary information, and recommend appropriate timelines for the board to decide what bond referendum question(s) should be presented to the voters in November 2024 to address the substantial facility improvements needed at Northfield High School.

November 2023 Update:

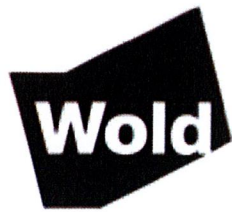
- The superintendent has presented a [timeline](#) with action steps through the potential November 5, 2024 election.
- The board has approved the community survey, set to be conducted in January.
- The board has met in its first work session to discuss the approach at the high school.
- One high school tour has been conducted and three more are scheduled.

Potential timeline for Northfield High School facility update bond referendum last updated 11.16.2023

Matt Hillmann, Ed.D., Superintendent

Executive summary: This document outlines the proposed timeline for the decision, preparation, and execution of a November 2024 bond referendum election focused on improving the Northfield High School facilities.

Target Date	Action
October 2023	<ul style="list-style-type: none">• The board considers a random stratified sample voter survey• The board discusses the timeline for the potential 2024 bond election
November 2023	<ul style="list-style-type: none">• The board reviews previous high school discussions from 2017 and 2022 and clarifies the purpose of a potential high school bond• The board considers options for addressing high school deficiencies• Nov. 16: suggested work session date (5:30 pm—7:30 pm)• Nov. 18: NHS building tour for the public (10 am—12 pm)
December 2023	<ul style="list-style-type: none">• The board considers options for addressing high school deficiencies• Dec. 2: NHS building tour for the public (10 am—12 pm)• Dec. 4: suggested work session (5:30 pm—7:30 pm)• Dec. 9: Bus trip to tour Owatonna High School (Depart from NHS Door No. 1 at 12:15 pm)• Dec. 12: NHS building tour for the the public (6 pm—8 pm)• The board considers approving this timeline
January 2024	<ul style="list-style-type: none">• The board considers options for addressing high school deficiencies• Random stratified sample community survey is conducted• The board considers options during regular board meetings• Jan. 20: NHS building tour for the public (10 am—12 pm)• The board holds a community feedback session at Northfield High School, modeled after the budget prioritization process community meeting
February 2024	<ul style="list-style-type: none">• The board receives survey results• Feb. 3: NHS building tour for the public (10 am—12 pm)• Feb. 20: suggested work session (5:30 pm—7:30 pm)• Feb. 26: Target date for board decision about what questions to place on the Nov. 2024 ballot to address the facility issues at NHS
March 2024	<ul style="list-style-type: none">• Bond informational campaign• NHS tours• Submit review and comment
April 2024	<ul style="list-style-type: none">• Bond informational campaign• NHS tours
May 2024	<ul style="list-style-type: none">• Bond informational campaign• Finalize ballot language
June 2024	<ul style="list-style-type: none">• Summer break
July 2024	<ul style="list-style-type: none">• Summer break
August 2024	<ul style="list-style-type: none">• Bond informational campaign resumes
September 2024	<ul style="list-style-type: none">• Bond informational campaign
October 2024	<ul style="list-style-type: none">• Bond informational campaign
November 2024	<ul style="list-style-type: none">• Bond informational campaign• Nov. 5: election day



FACILITY CONDITIONS REPORT

NORTHFIELD HIGH SCHOOL

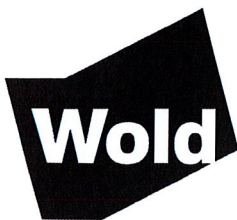
Prepared for:
Independent School District #659

Prepared by:
Wold Architects & Engineers

Date: March 17, 2022

**Wold Architects and
Engineers**
332 Minnesota Street
Suite W2000
Saint Paul, MN 55101
651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**



Facility Analysis Prioritization Independent School District #659

PRIORITIZATION CATEGORIES

Priority 1 (immediate need)

Life Safety Issue	As noted by Fire Marshal/Life Safety Officials
Deterioration Item	Further deterioration will create higher future repair costs or will damage other areas in the building
Health Issue	Rooms with no ventilation or items that do not meet state health code.
Accessibility Issue	Must be completed to provide access into the building, to the curriculum within the building, or to access a restroom or obtain a drink of water
Hazardous Materials	Item posing a significant impact on building occupants

Priority 2 (0-2 years)

Deterioration Item	Items well past useful life or for which further deterioration will create higher future repair costs or damage to other areas in the building
Health Issue	Inadequate exhaust and ventilation in lab environments and other areas lacking adequate ventilation
Accessibility Issue	Modification required to meet state code guidelines
Hazardous Materials	Removal of items affected by other changes occurring in priority 2
Modernization	Modification required to support future modernizations

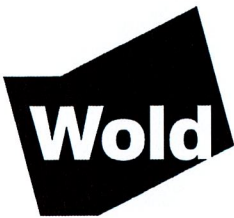
Priority 3 (3-5 years)

Deterioration Item	Material or system that currently functions but will require replacement or maintenance within 5 years
Hazardous Materials	Removal of items affected by other changes occurring in priority 3
Security Issue	Correction of items that pose a security risk to building occupants
Energy Issue	Item replaced/installed results in payback in 5 years or less

Priority 4 (6-10 years)

Deterioration Item	Material or system that currently functions but will require replacement or maintenance within 6-10 years
Health Issue	Non-tagged items that do not meet state health code requirements
Hazardous Materials	Removal of items affected by other changes occurring in priority 4
Energy Issue	Item replaced/installed results in payback in 6-10 years
Aesthetics	Item which is elective/aesthetic or programmatic

Priority 5 (Less than \$1,000/10+ years)



**Northfield High School
Independent School District #659**



Address: 1400 Division Street S
Northfield MN, 55057

Contact: Joel Leer, Principal

Phone: 507-663-0630

Year(s) Built: 1965

Gross Area: 270,600 sf

Site Area: 36 acres

Parking: 315,000 sf

**Northfield High School
Independent School District #659
Site**

Analysis

- All parking lots and drive lanes on the site shall be replaced. For now, the assumption is that this will be reclaimed and repaved. It has been noted that some areas may need the subgrade reconstructed along with new curbing in miscellaneous locations.
- Parking lot lighting including tennis courts, is in poor condition. Fixtures should be replaced with LED poles. The staff parking lot north of the building along with the lights outside of area E have already been replaced.
- The dugouts at the Varsity field are in poor condition and shall be replaced.
- The pressbox for Memorial field is falling apart and should be replaced.
- The tennis courts are in okay condition but will need to be replaced in the next 6-10 years.

Not yet updated with 2024-25 cost estimates



Issues

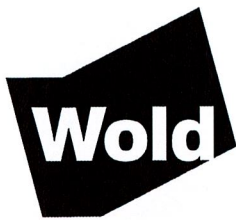
Building Category		(All) Site
Item and Priority		Sum of Total Project Cost at Year of Construction
Reclaim and replace all exterior asphalt on site.		
2		\$ 2,866,500.00
Replace all exterior parking lot poles except Areas A and E and tennis court light poles.		
3		\$ 102,500.00
Replace dugouts at varsity baseball field		
2		\$ 82,000.00
Replace press box at memorial field		
2		\$ 205,000.00
Replace tennis courts		
4		\$ 1,147,000.00
Grand Total		\$ 4,403,000.00

Not yet updated with 2024-25 cost estimates

**Northfield High School
Independent School District #659
Exterior**

Analysis

- The exterior windows are original to the building and constructed of single pane glass with no insulation properties. All single pane window systems should be replaced.
- There are various locations around the exterior of the building that should have tuck-pointing addressed.
- The existing tunnels in the H wing and S wing (Areas B & E) take on water when there are weather events and in the spring months. Waterproofing or overflow drain output diversion shall be addressed.
- The existing exterior envelope of the building does not have appropriate insulation or weather barrier. This in conjunction with non-insulated windows causes extreme temperature fluctuations throughout the building over the course of the year.
- The roof over the Media Center along with the lower commons and Auditorium are due for replacement. The remaining portions of the roofs have 15-24 years left of their life cycle.
- Heavily used exterior doors are wearing and starting to function improperly.



Issues

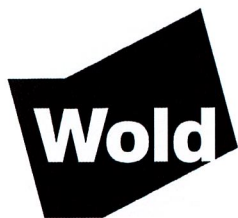
Building	(All)
Category	Exterior
	Sum of Total Project Cost at Year of Construction
Item and Priority	
Replace existing single pane exterior window system throughout entire building.	
2	\$ 1,792,000.00
Replace roof over the lower commons and auditorium	
3	\$ 491,500.00
Replace roof over the media center	
2	\$ 152,000.00
General tuckpointing allowance around the entire building	
3	\$ 68,500.00
Replace exterior aluminum doors in storefront systems	
2	\$ 341,500.00
Grand Total	\$ 2,845,500.00

Not yet updated with 2024-25 cost estimates

**Northfield High School
Independent School District #659
Interior**

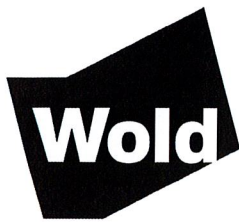
Analysis

- The acoustic ceiling tiles and lighting throughout the entire building shall be replaced.
- The current science rooms do not function for today's teaching and learning style. With the current layout there is no circulation path through the lab stations when students are using them.
- The science rooms are not currently rated as labs that comply with today's code. Rated wall assemblies must be extended to the roof structure.
- Replace existing wood paneled exterior walls of woods lab and area B classrooms.
- Casework in all classrooms of area A, B, and E are in poor condition and shall be replaced.
- The multistall toilet rooms and staff toilet rooms that were not addresses as a part of the 2020 toilet renovations should receive finish updates including new wall and floor tile, toilet partitions, and toilet accessories.
- The auditorium finishes including carpet flooring, seating, and wall paint are nearing the end of their useful life.
- The existing locker rooms do not function well and all finishes including lockers are in poor condition. These should be fully renovated.
- The band and choir rooms flooring and wall paint is in poor condition and shall be replaced. The risers in the space also do not accommodate current ADA accessibility standards.
- The theatrical rigging, A/V and lighting systems are nearing the end of their life.
- All classroom VCT flooring associated with Areas A, B, and E is in poor condition and shall be replaced.
- There is a large portion of the building that needs new paint.
- Doors near the gymnasium and locker rooms are in poor condition and will need to be replaced.



Issues

Building Category	(All) Interior	
Item and Priority		Sum of Total Project Cost at Year of Construction
Add 5% of the total locker count to accommodate ADA standards.		
1	\$	16,000.00
Demolish all existing casework and finishes in existing science labs, renovate in place.		
2	\$	682,500.00
Replace casework in existing FACS cooking lab.		
4	\$	58,500.00
Replace acoustic ceiling tiles in all corridors.		
3	\$	239,000.00
Demolish all lockers, fixtures, and finishes in locker rooms and rebuild to current standards.		
4	\$	4,289,000.00
Provide new wall tile at multistall toilet room off of lower commons.		
4	\$	24,500.00
Provide new floor tile at multistall toilet room off of lower commons.		
4	\$	29,500.00
Replace carpet flooring in Auditorium		
3	\$	71,500.00
Replace existing auditorium seats		
3	\$	167,500.00
Replace theatrical A/V, Lighting, Controls and Rigging System		
3	\$	2,047,500.00
Replace VCT flooring in existing area E classrooms		
4	\$	622,500.00
Replace acoustic ceiling tiles in area E classrooms		
4	\$	182,000.00
Replace existing casework in area E classrooms		
4	\$	365,500.00
Replace toilet partitions in multistall toilet room in area F		
4	\$	34,000.00
Replace existing toilet partitions at multistall toilet room off of lower commons.		
3	\$	31,500.00
Replace VCT flooring in existing area A classrooms		
4	\$	983,000.00
Replace existing casework in area A classrooms		



Issues

4		\$	409,500.00
Demolish and replace VCT flooring in band and choir suite			
2		\$	85,500.00
Bring fire rating around existing science rooms up to code compliance & add second exit to each room			
1		\$	186,500.00
Painting updates throughout building			
2		\$	491,500.00
Replace existing doors and hardware in south portion of area D			
3		\$	191,000.00
Replace VCT flooring in existing area B classrooms			
3		\$	354,000.00
Replace acoustic ceiling tiles in area B classrooms			
3		\$	103,500.00
Replace existing casework in area B classrooms			
3		\$	117,000.00
Grand Total		\$	11,732,500.00

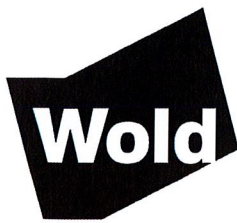
Not yet updated with 2021-25 cost estimates

**Northfield High School
Independent School District #659
Accessibility**

Analysis

- Toilets throughout the building that we not addresses as a part of the 2020 multistall toilet renovations do not meet current ADA standards. These shall be renovated to bring up to code.
- There are several classrooms throughout the building that do not include an ADA required sink.
- Classrooms that are over 1,000 sf or science lab spaces require two exits with panic hardware. Several existing spaces in the building do not comply with this code item and should be addressed.
- It was not apparent that at least 5% of the student lockers were ADA accessible. These will need to be renovated or added.

Not yet updated with 2024-25 cost estimates



Issues

Building Category		(All) Accessibility
Item and Priority		Sum of Total Project Cost at Year of Construction
Demolish existing staff toilets that do not meet ADA and rebuild in place.		
1		\$ 218,500.00
Add ADA accessible sink to two art rooms.		
1		\$ 6,500.00
Add lift to media center digital lab		
1		\$ 68,500.00
Add lift to make the weight and fitness area accessible from both sides of the gym.		
2		\$ 68,500.00
Demolish and renovate multistall toilet rooms that do not meet ADA standards.		
1		\$ 1,106,000.00
Grand Total		\$ 1,468,000.00

Not yet updated with 2024-25 cost estimates



Northfield High School Independent School District #659 Mechanical Systems

Analysis

Heating Ventilation and Air-Conditioning

- The building was originally constructed in 1964 with major additions added in 1970, 1992, 1996, 1997, and 2002. Mechanical systems were updated in portions of the building in 2002, 2004, 2005, 2021, and 2022.
- The building is heated by two (2) 397 HP dual fuel boilers installed in 2002. A 3,000 MBH high efficiency boilers was added to the plant in 2015.
- The hydronic piping is configured as a primary, secondary, with tertiary pumps serving some areas of the building. Two 40 HP secondary pumps distribute heating water throughout the facility. The circulating fluid is Dowtherm SR-1 ethylene glycol for freeze protection to -25 Deg F.
- A 190 ton air-cooled chiller was installed in 2004 to provide air conditioning to the areas renovated in 2004 and 2005. Air conditioning to areas outside of the 2004 and 2005 renovations are provided by direct expansion systems. The chiller is nearing the end of its useful life.
- The gymnasium is served by two constant volume air handling units installed in the original building construction. The units are located in a mechanical room to the west of the gyms. The units have hot water coils for heating.
- The gymnastics room is served by a constant volume air handling unit installed in the original building construction. The unit is located in the mechanical room to the west of the gyms. The unit has a hot water coil for heating.
- The locker rooms on the main level to the east and west of the gymnasiums do not have a direct source of ventilation air and are exhausted only. Perimeter hot water radiation provides for heating control.
- The wrestling room and adjacent areas above the locker rooms on the east side of the gymnasium are served by constant volume fan coil units installed in the original building construction. The fan coil units have hot water coils for heating.

**Northfield High School
Independent School District #659
Mechanical Systems**

Analysis

Heating Ventilation and Air-Conditioning

- The band and choir areas above the locker rooms on the west side of the gymnasium are served by a constant volume air handling unit installed in the original building construction. The unit is located in the mechanical room to the west of the gymnasium. The unit has a hot water coil for heating and DX coil with remote condensing unit for cooling.
- The weight room and auxiliary gym to the south of the main gym is served by a constant volume air handling unit installed in the 2002 renovation. The unit has a hot water coil for heating.
- The 1970 addition to the southeast of the main gymnasium is served by a constant volume rooftop unit. The unit is difficult to access and is nearing the end of its useful life.
- The auditorium is served by a constant volume air handling unit installed in 1997 when the addition was built. The unit is located in a mechanical room to the east of the auditorium. The unit has a hot water coil for heating and DX coil with a remote condensing unit for cooling.
- The commons area adjacent to the auditorium is served by a roof mounted constant volume air handling unit installed in 1997 when the addition was built. The system has duct mounted hot water coils for heating zone control and integral DX for cooling.
- The cafeteria and kitchen are served by a constant volume air handling unit installed in the original building construction. The unit is located in the mechanical room above the media center. The unit has a hot water coil for heating and DX coil with a remote condensing unit for cooling.
- The media center is served by a constant volume rooftop unit installed in the 2002 renovation. The unit has a hot water coil for heating and integral DX for cooling.

Northfield High School Independent School District #659 Mechanical Systems

Analysis

Heating Ventilation and Air-Conditioning

- The areas adjacent to the media center are served by a rooftop 4-zone multi-zone air handling unit installed in the 2002 renovation. The unit has a hot water coil for heating and integral DX for cooling.
- The main office area will be served by a packaged DX variable air volume rooftop unit that is planned as part of the 2021 office renovation project. The system has VAV boxes with hot water reheat for temperature zone control.
- The perimeter areas of the east classroom pod are served by three grade mounted variable air volume energy recovery units installed in the 2002 renovation. The system has VAV boxes with hot water reheat for temperature zone control. The unit has a hot water coil for heating and a chilled water coil for cooling.
- The interior area of the east classroom pod is served by a variable air volume unit that converted the existing air handling unit installed in the original building construction. The unit is located in an interior mechanical room. The system has VAV boxes with hot water reheat for temperature zone control. The unit has a hot water coil for heating and a chilled water coil for cooling.
- The student support services area is served by a constant volume air handling unit installed in the 2004 renovation. The system was modified in the 2021 renovation. The system has duct mounted hot water coils and radiant ceiling panels for temperature zone control.
- The north east classroom pod is served by two grade mounted variable air volume energy recovery units installed in 2005. The system has VAV boxes with hot water reheat for temperature zone control. The unit has a hot water coil for heating and a chilled water coil for cooling.
- The north classroom pod is served by two grade mounted variable air volume energy recovery units installed in 2005. The system has VAV boxes with hot water reheat for temperature zone control. The unit has a hot water coil for heating and a chilled water coil for cooling.

Northfield High School Independent School District #659 Mechanical Systems

Analysis

Heating Ventilation and Air-Conditioning

- The northwest classroom pod is served by two grade mounted variable air volume energy recovery units installed in 2005. The system has VAV boxes with hot water reheat for temperature zone control. The unit has a hot water coil for heating and a chilled water coil for cooling.
- The art rooms and adjacent areas are served by a 4-zone multi-zone air handling unit installed in 2002. The unit is located in a mezzanine between two art rooms. The unit has a hot water coil for heating and a DX coil with a remote condensing unit for cooling.
- The wood shop, metal shop, and auto shop are each served by a constant volume air handling unit installed in the 2002 renovation. The units are located in the mechanical mezzanine adjacent to the wood shop. The units have a hot water coil for heating.
- The print room and adjacent areas are served by a 4-zone multi-zone air handling unit installed in 2002. The unit is located in the mechanical mezzanine. The unit has a hot water coil for heating and a DX coil with a remote condensing unit for cooling.
- The computer server room is served by two constant volume cooling systems. One is an air handling unit located in the adjacent mechanical room and is served with chilled water for cooling. The second unit is a DX unit with remote condenser located in the data room.

Temperature Control

- The majority of the building is served by pneumatic controls and/or actuation. Recent projects have over-laid Johnson direct digital controls as the district standard.

Plumbing

- Domestic distribution piping installed in the original building construction around the boiler room is known to be galvanized.

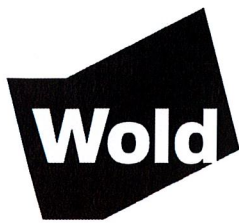
**Northfield High School
Independent School District #659
Mechanical Systems**

Analysis

Plumbing

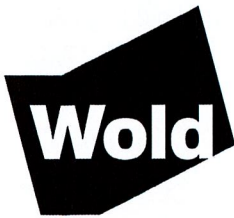
- The athletic areas are served with hot water from a large storage tank in the mechanical room to the north of the main gym. Water is heated by a water-to-water heat exchanger connected to the building heating system.
- The majority of the rest of the building is served with hot water from a large storage tank located in the boiler room. The tank is heated by either water-to-water convertor connected to the building heating system or a gas fired water heater.

Not yet updated with 2024-25 cost estimates



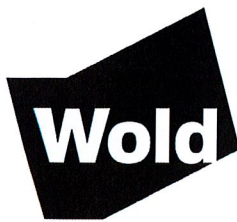
Issues

Building Category	(All) Mechanical Systems
Item and Priority	Sum of Total Project Cost at Year of Construction
Provide new DDC controls for ERU, VAV systems installed in 2004. 2	\$ 344,500.00
Provide new DDC controls for ERU, VAV systems installed in 2005 (east side). 2	\$ 121,000.00
Provide new DDC controls for ERU, VAV systems installed in 2005 (west side). 2	\$ 178,500.00
Replace roof mounted PRV's - an allowance budgeted. Priority exhaust fans to be determined. 3	\$ 66,000.00
Replace domestic hot water heating with centralized high recovery system located in the boiler room. Replace HW system near gym. 2	\$ 459,500.00
Replace gymnasium HVAC. Provide new RTU, distribution ductwork, CV, HW, CHW, de-strat fans, DDC controls 2	\$ 459,500.00
Replace auditorium HVAC. Provide new air handling unit in the location of the existing CV, HW, CHW. DDC controls. 3	\$ 591,000.00
Replace commons area 1997 RTU. Provide new RTU CV, HW, CHW, DDC controls. 3	\$ 328,500.00
Replace media center 2002 RTU. Provide new RTU CV, HW, CHW, DDC controls. 4	\$ 361,000.00
Replace media center 2002 classroom MZ RTU. Provide new RTU, convert area to VAV, HW, CHW DDC controls. 4	\$ 328,500.00
Replace computer server room cooling units. Two redundant CV, DX remote condenser, DDC controls. 3	\$ 197,000.00
Provide a high efficiency gas boiler to match the 2015 installation for redundancy. Reconfigure piping as necessary. 4	\$ 459,500.00
Replace 190 ton air cooled chiller installed in 2004. Provide new chiller with heat recovery. 3	\$ 394,000.00



Issues

Replace HVAC in remaining areas served by original 1964 system. RTU, VAV, HW, CHW, DDC controls	2	\$	551,500.00
Reconfigure the hot water system for variable secondary - reduce the number of existing pumps. Replace the existing secondary pumps.	4	\$	853,500.00
Create a new air cooled chilled water plant to serve the Southside of the building. Approximately 400 tons. Provide with heat recovery.	2	\$	1,050,000.00
Replace all remaining pneumatic controls to fully convert the building to DDC. Allowance budgeted at construction = \$0.50 per sq. ft.	3	\$	171,000.00
Replace plumbing fixtures that are beyond their useful life. An allowance budgeted at \$0.5 / sq. ft.	3	\$	197,000.00
Replace fuel oil pumps and monitoring system installed in 1997. Existing 12,000 gallon underground tank to remain.	3	\$	46,000.00
Replace locker room HVAC (east of gym). Provide new roof mounted heat recovery, distribution ductwork, CV, HW, CHW, DDC controls.	2	\$	409,500.00
Replace locker room HVAC (west of gym). Provide new roof mounted heat recovery, distribution ductwork, CV, HW, CHW, DDC controls.	2	\$	602,500.00
Replace health, wrestling HVAC. Provide new RTU's, distribution ductwork, CV, HW, CHW, DDC controls	2	\$	409,500.00
Replace band/choir HVAC. Provide new AHU in mech mezzanine, distribution ductwork, VAV, HW, CHW, humidification, DDC controls.	2	\$	581,500.00
Replace weight rm/aux gym HVAC. Provide RTU, distribution ductwork, CV, HW, CHW, DDC controls	2	\$	581,500.00
Replace HVAC in 1970 addition. Provide new RTU, distribution ductwork, VAV, HW, CHW, DDC controls	2	\$	435,500.00
Replace gymnastics HVAC. Provide new AHU in mech mezzanine, distribution ductwork, CV, HW, CHW, DDC controls	2	\$	328,500.00
Replace cafeteria HVAC. Provide new RTU, distribution ductwork, CV, HW, CHW, DDC controls	2	\$	328,500.00



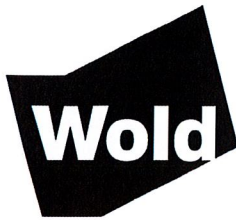
Issues

Replace kitchen HVAC. Provide new RTU, distribution ductwork, VAV, HW, CHW. DDC controls. Create new transfer path from cafeteria for ex make-up		
2	\$	230,000.00
Replace area E interior HVAC. Provide new air handling unit, distribution ductwork, VAV, HW, CHW, DDC controls.		
3	\$	361,000.00
Replace art room 2002 MZ AHU. Provide new AHU, distribution ductwork, VAV, HW, remote DX, DDC controls.		
3	\$	459,500.00
Replace print shop 2002 AHU. Provide new AHU, distribution ductwork, VAV, HW, remote DX, DDC controls.		
3	\$	328,500.00
Replace woodshop HVAC. Provide new RTU, distribution ductwork, CV, HW, integral DX for classroom use, replace exhaust systems, gas fired make-up air.		
3	\$	262,500.00
Replace auto shop HVAC. Provide new RTU, distribution ductwork, CV, HW, integral DX for classroom use, replace exhaust systems, gas fired make-up air.		
3	\$	262,500.00
Replace metal shop HVAC. Provide new RTU, distribution ductwork, CV, HW, integral DX for classroom use, replace exhaust systems, gas fired make-up air.		
3	\$	262,500.00
Replace wood shop dust collector and distribution ductwork. Verify current use of shop equipment and reconfigure as required.		
3	\$	197,000.00
Replace finned tube radiation and heating terminals installed in the original building construction. Includes DDC controls.		
2	\$	262,500.00
Replace domestic water distribution piping installed in the original construction. Allowance provided. Cost include asbestos abatement.		
2	\$	1,616,000.00
Grand Total	\$	15,076,500.00

Northfield High School Independent School District #659 Electrical Systems

Analysis

- There is one generator mounted on the exterior of the building, it serves only the building server. The generator power is distributed to the building via one transfer switch. Emergency equipment is located in a lower level room adjacent to the generator
- The facility lighting is mostly accomplished with T8/electronic ballasts. Controls are line voltage and manually controlled via wall switches. There remains some incandescent downlights and accent lighting.
- Most of the electrical distribution was renovated in 2002. There are several areas with old panel boards, transformers and associated equipment and wiring. This occurs mainly in the shops area.
- being wired and controlled via Motor Control Centers and older Variable Frequency Drives. Updates to these and remaining proposed will be needed as mechanical systems are updated.
- The Public Address system is being served by and older Rauland Telecenter. Paging is accomplished by zones and in some cases individual paging / intercom points.
- The Fire Alarm system is manufactured by Notifier. It is a standard system without the Voice Evacuation now required by Minnesota code.
- The facility has a wireless clock system manufactured by American Time and Signal. There does remain an old wire system (head-end) and possibly some remaining wired clocks in the facility.
- Referring to the mechanical upgrades, there will be new chiller (#2) located at the south end of the facility. This will be proposed to be fed from a separate utility service. The remaining mechanical system work will require updated rewiring from the existing electrical infrastructure.
- Security systems including access control, video surveillance and intrusion alarm are observed to be minimal and will require updating and expanded coverage.



Issues

Building Category		(All) Electrical Systems
Item and Priority		Sum of Total Project Cost at Year of Construction
Remove Motor Control Center as mechanical loads are updated with Variable Frequency Drives		
3		\$ 125,000.00
Update the Notifier Fire Alarm System with voice evacuation Capability and function.		
3		\$ 250,000.00
Remove Wired Lathem Clock System and update any remaining wired clocks to wireless type.		
4		\$ 25,000.00
Replace any remaining battery Exit signs with Exit signs connected to a dedicated Life Safety branch on the Emergency Generator.		
2		\$ 275,000.00
Replace All Fluorescent/ ballasted lighting with LED / Driver luminaires and low voltage dimming controls.		
2		\$ 1,490,000.00
Update panel boards and associated power distribution in Shop Area.		
2		\$ 95,000.00
Replace the Public Address System with EPIC system.		
3		\$ 900,000.00
Grand Total		\$ 3,160,000.00



Executive Summary

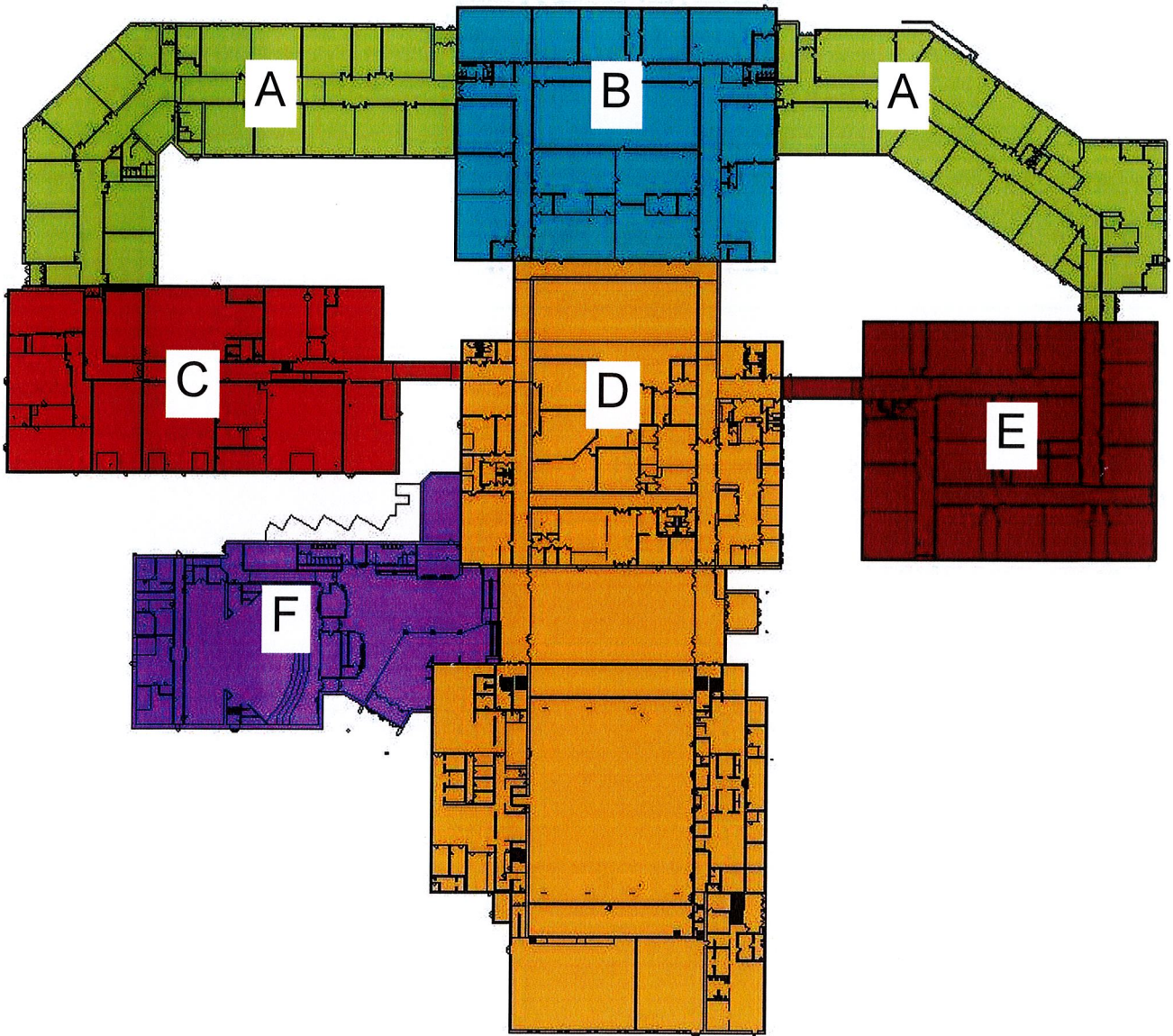
Building (All)

Sum of Total
Project Cost
at Year of

Construction Priority

Category		1	2	3	4	Grand Total
Mechanical Systems		\$ 8,950,000.00	\$ 4,124,000.00	\$ 2,002,500.00	\$	15,076,500.00
Accessibility	\$ 1,345,500.00	\$ 66,000.00			\$	1,411,500.00
Electrical Systems		\$ 1,860,000.00	\$ 1,275,000.00	\$ 25,000.00	\$	3,160,000.00
Exterior		\$ 2,197,500.00	\$ 538,500.00		\$	2,736,000.00
Interior	\$ 147,000.00	\$ 1,211,000.00	\$ 3,195,500.00	\$ 6,729,000.00	\$	11,282,500.00
Site		\$ 3,032,500.00	\$ 98,500.00	\$ 1,102,500.00	\$	4,233,500.00
Grand Total	\$ 1,492,500.00	\$ 17,317,000.00	\$ 9,231,500.00	\$ 9,859,000.00	\$	37,900,000.00

Not yet updated with 2024 05 costs





Northfield Public Schools

November 16, 2023

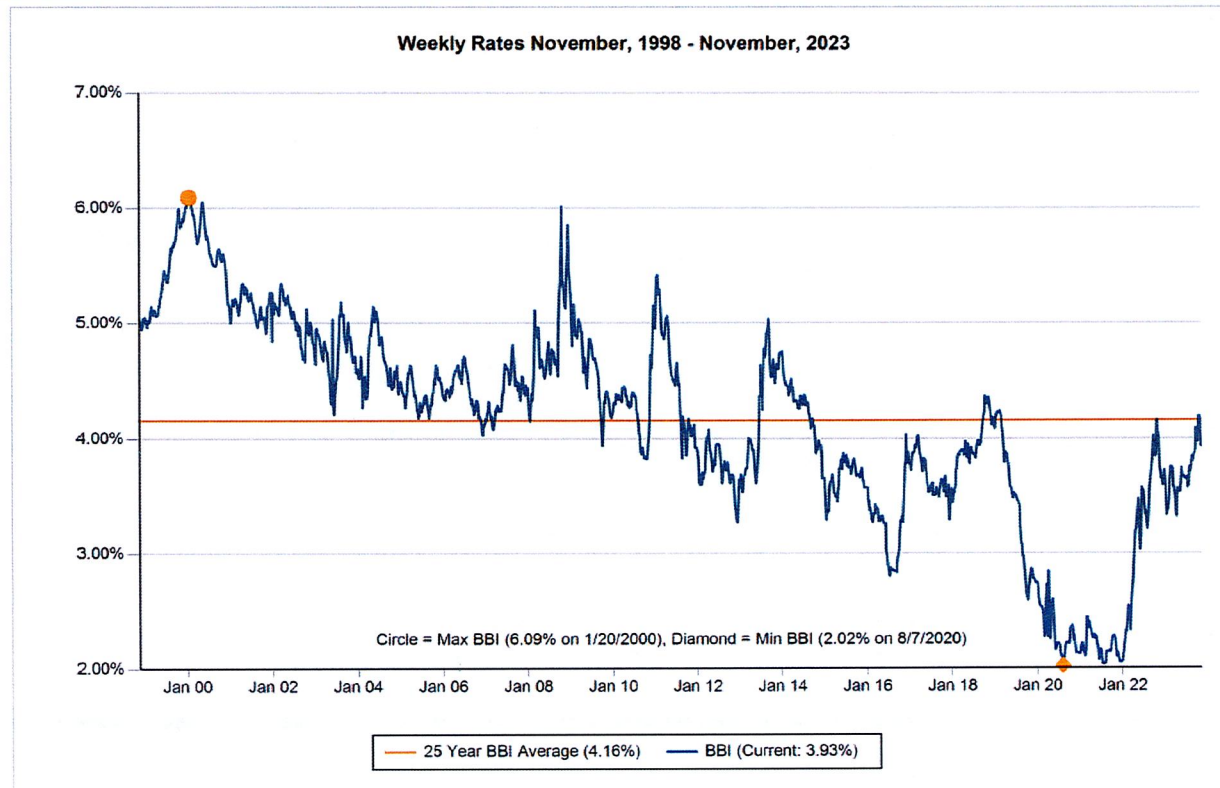
History of Issues / Projects

	Original Par Amount	Current Outstanding	Final Maturity	Optional Redemption	Callable Coupon Range	Callable Amount
General Obligation						
General Obligation Capital Facilities Bonds, Series 2014A	\$ 1,525,000	\$ 325,000	02/01/2025		===== Non-callable =====	
General Obligation Facilities Maintenance Bonds, Series 2017A	\$ 1,325,000	\$ 575,000	02/01/2027		===== Non-callable =====	
General Obligation School Building Bonds, Series 2019A	\$ 39,255,000	\$ 37,955,000	02/01/2039	02/01/2027	3.000% - 5.000%	\$ 32,520,000
General Obligation School Building and Alternative Facilities Refunding Bonds, Series 2020A	\$ 9,665,000	\$ 4,555,000	02/01/2025		===== Non-callable =====	
General Obligation Facilities Maintenance Bonds, Series 2022A	\$ 3,120,000	\$ 3,120,000	02/01/2042	02/01/2030	2.000% - 2.200%	\$ 2,580,000
Subtotal		\$ 46,530,000				

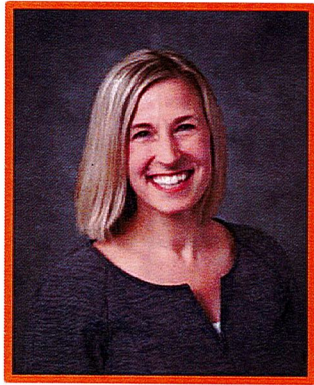
Northfield Public Schools – Middle School Election

- 2001 Election – New middle school/athletic field at the HS
 - ✓ \$30m Issued in 2001 (\$20,755,979.55 in interest)
 - ✓ \$12.64 Issued in 2003 (\$8,818,682.35 in interest)
- Original Debt Service Levies = \$75,825,395
- Final Debt Service Levies = \$71,744,256

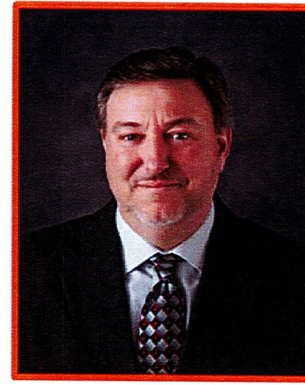
25 Year Trend in Municipal Bond Indices



Questions



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NORTHFIELD HIGH SCHOOL Planning Summary

SCHOOL BOARD MEETING | NOVEMBER 16, 2023



Northfield High School Master Planning Process

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

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 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.



NHS MASTER PLANNING PLANNING PROCESS





NHS MASTER PLAN TASK FORCE

TASK FORCE MEMBERSHIP

Adam Karsko, Custodial/Facilities Staff
Andy Richardson, Teacher
Angelica Linder, Community Member/Parent
Bob Gregory Bjorklund, Community Member
Bubba Sullivan, Teacher
Cece Green, Child Nutrition
Chris Kennelly, Community Member/Parent
George Zuccolotto, Community Member
Janet Smith, Athletics
Jeff Quinnell, Board Member
Kevin Dahle, Teacher
Lee Runzheimer, Facilities Advisory Committee
Liam Fischer, High School Staff Member
Mark Lancaster, Community Member/Parent
Mari Hanson, Student
Mimi Keita, Student
Nahal Javan, Teacher
Nate Knutson, Network Manager

Paul Eddy, Athletics
Rebecca Glassing, Teacher
Ricky Livingston, Community Member/Parent
Robert Coleman, Parent
Ryan Turnquist, Counselor
Shari Karlsrud, Teacher
Tom Baraniak, Board Member
Tracy Closson, Custodial/Facilities Staff
Cheryl Hall, Administration
Cole Nelson, Administration
Erin Bailey, Administration
Joel Leer, Administration
Joel Olson, Administration
Matt Hillmann, Administration
Nancy Veverka, Administration
Rico Bohren, Administration
Sara Pratt, Administration
Val Mertesdorf, Administration

Facilitators:

Sal Bagley, Wold Architects and Engineers
Katelyn Chambers, Wold Architects and Engineers
Josh Cooper, Knutson Construction
Keane McWaters, Knutson Construction



Meeting I Overview

March 17, 2022



2019 REFERENDUM PROJECTS UPDATE

PLANNING TIMELINE

Greenvale Park New Elementary School

- January 2019 - Fall 2020

Bridgewater Elementary School

- February 2019 - Spring 2020

Spring Creek Elementary School

- April 2019 - Fall 2020

Northfield Community Education Center

- September 2019 - Fall 2020

District Office

- September 2019 - January 2021

Capacity is the ability of a school facility to house K-12 student programs.

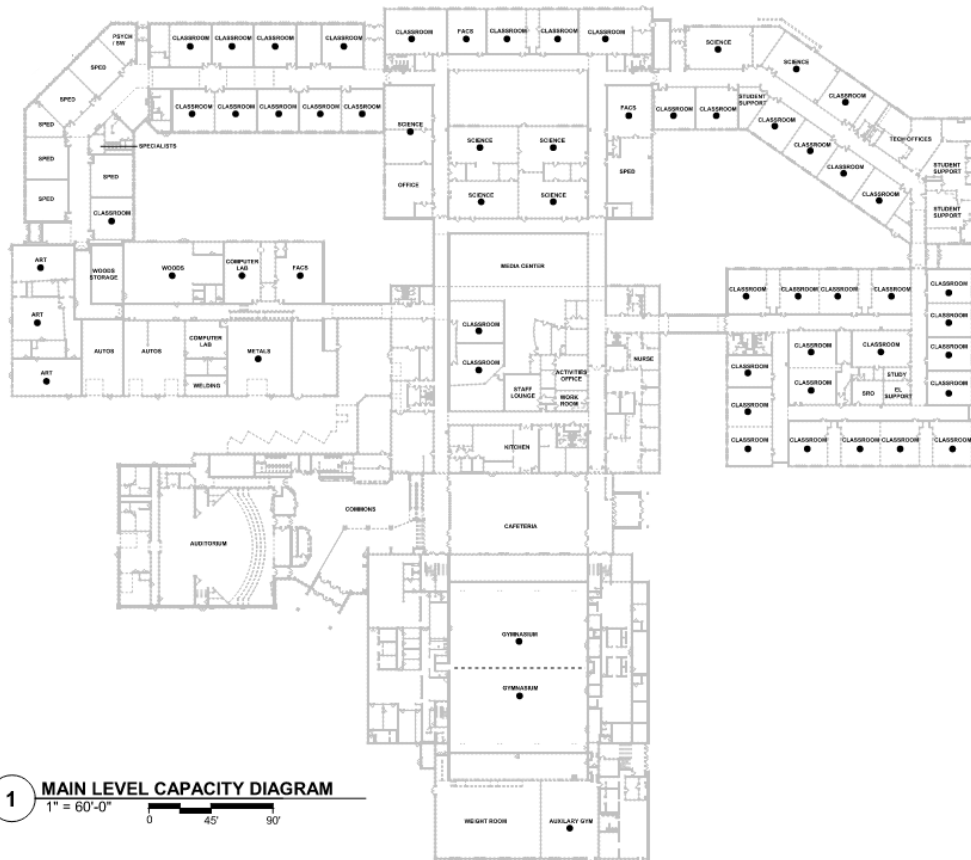
- *Capacity Analysis attempts to quantify the amount of capacity.*
- *Useful when compared to “Head Count” number of students.*
- *Sets a standard for a fully functioning school that accommodates anticipated programs.*

CAPACITY ANALYSIS NORTHFIELD HIGH SCHOOL

62 x 32 students x 86%
(6 out of 7 periods) =
1,706 student capacity



1 UPPER LEVEL CAPACITY DIAGRAM
1" = 60'-0"



1 MAIN LEVEL CAPACITY DIAGRAM
1" = 60'-0"

NORTHFIELD PUBLIC SCHOOLS

ISD #659

ENROLLMENT PROJECTIONS

Hazel H. Reinhardt

January 24, 2022

ENROLLMENT PROJECTIONS

Year	K-5	6-8	9-12	Total
2021-22	1,491	921	1,398	3,810
2026-27				
Low K/Low Mig	1,432	823	1,330	3,586
Low K/High Mig	1,454	833	1,292	3,579
High K/Low Mig	1,458	823	1,330	3,611
High K/High Mig	1,481	833	1,292	3,605
2031-32				
Low K/Low Mig	1,401	781	1,214	3,396
Low K/High Mig	1,422	801	1,202	3,425
High K/Low Mig	1,430	797	1,221	3,449
High K/High Mig	1,452	818	1,209	3,480



CAPACITY VS ENROLLMENT

CAPACITY OF FACILITY VS. PROJECTED ENROLLMENT

Year	Capacity	Actual	Low K Low Mig	Low K High Mig	High K Low Mig	High K High Mig	% Full
2011-12	1706	1,218					71%
2012-13	1706	1,242					73%
2013-14	1706	1,237					73%
2014-15	1706	1,239					73%
2015-16	1706	1,292					76%
2016-17	1706	1,290					76%
2017-18	1706	1,328					78%
2018-19	1706	1,371					80%
2019-20	1706	1,336					78%
2020-21	1706	1,370					80%
2021-22	1706	1,275					75%
2026-27	1706		1330	1292	1,330	1292	76%
2031-32	1706		1214	1202	1,221	1209	71%

5-year projection

10-year projection



NHS MASTER PLANNING PLANNING PROCESS

- **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*





EDUCATIONAL ADEQUACY

STAFF INPUT THEMES – BUILDING CHALLENGES

- *General wayfinding / organization (confusing, pinch points for circulation) – being spread out difficult for collaboration*
- *Many outside doors / lack of clear entry*
- *Lack of flexible breakout spaces and small group meeting rooms near classrooms (variety of space sizes and types)*
- *Setup of Special Education space (amount, space relationships, amenities)*
- *Not enough music rehearsal space and lack of relationship to auditorium; practice rooms not sound-proofed; storage of music equipment (not enough space, very tight)*
- *Some spaces without natural daylight*
- *Lack of staff restrooms and single-user restrooms*
- *Locker rooms difficult to supervise, poor ventilation*
- *Not enough physical education space for daytime activities or before/after school activities*
- *Cafeteria – long lines, low ceiling, loud*
- *Accessibility challenges across levels, especially to activities spaces / weight room area*
- *Comfort in spaces (too hot, too cold, unpredictable)*
- *Design of FACS and science labs does not align with current teaching practices and class sizes*
- *Need better supervision relationships between T&E labs*
- *No staff collaborative space*
- *Commons is not welcoming*

- *Greenspace around building / courtyards are nice (but do not utilize for fire code)*
- *Media center – welcoming environment, natural daylight, flexibility, spacious feeling*
- *Flexible seating around the building in a few spots (S Wing, M Wing)*
- *Art Rooms (layout, natural daylight)*
- *Ability to eat in areas beyond the cafeteria (related to a “least favorite”)*
- *SI 20 room (dedicated flexible space)*



EDUCATIONAL ADEQUACY

STUDENT INPUT THEMES – BUILDING CHALLENGES

- *Locker rooms are not inviting or comfortable, lack of privacy*
- *Path to get to the weights/fitness area for those with mobility challenges is roundabout / loses important time*
- *General temperature control – some rooms hot, some cold, on the same day*
- *Athletic storage is undersized, and scattered*
- *Music area – tight, not enough / inappropriate size practice rooms, getting instruments difficult*
- *Layout / wayfinding is confusing and can create anxiety (cannot see around corners, not sure where to go in emergency sometimes if in hallways)*
- *Not enough student toilets around the building, especially with privacy*
- *Finishes in poor condition in music area and around the gym*
- *Cafeteria is crowded and serving lines weave between tables – “someone standing over your shoulder while you eat”*
- *General concerns with security – lack of sightlines*
- *Lockers – not located in convenient areas (by buses, etc) and few students use them*

STUDENT INPUT THEMES – BUILDING SUCCESSES

- *Courtyards are nice – controlled way to be outside*
- *Seating areas in M and S wing for flexible furniture*
- *Art Suite – nice space to share student work, natural daylight*
- *Media Center – spacious, seating options, access to computers*
- *The small offices between classrooms – nice for meetings, flex, etc.*
- *Taking out lockers to create flex spaces – few students use them*



EDUCATIONAL ADEQUACY PHOTOS - BUILDING CHALLENGES





EDUCATIONAL ADEQUACY PHOTOS – BUILDING SUCCESSES



*Art classrooms / suite – daylight,
enough space, gathering area*



Views to exterior / nature



*Daylight, flexibility, welcoming
atmosphere of media center*



EDUCATIONAL ADEQUACY

INPUT PROCESS - ADVICE TO THE TASK FORCE

- *Additions and improvements over time feel ad hoc – need a holistic end solution*
- *Provide tours and photos for general public*
- *Need clear, justifiable narrative for the solution*
- *Consider flexibility for the future – currently trying to run a flexible day in an inflexible building*
- *Include student input and spaces for student choice and a variety of learning styles*
- *Promote inclusion of the community*

Meeting 2 Overview

March 31, 2022

NHS MASTER PLANNING

MEETING 2 INTRO

- Interested Task Force members went on a tour of the building prior to meeting #2, which lasted about one hour and included all areas/zones of the facility
- Valori Mertesdorf (ISD 659) and Shelby McQuay (Ehlers) presented to the Task Force about school finance in general, as well as the funding sources available to do capital improvements



EDUCATIONAL ADEQUACY MUSIC / DRAMA NEEDS INPUT

- *There are only 2 rehearsal spaces for 3 full time instructors – need a third rehearsal space*
- *Rehearsal spaces have built-in tiers that limit flexibility and are not accessible*
- *Storage space for instruments is claustrophobic and challenging to access as students enter/exit the music area*
- *Practice rooms are too small and not soundproofed (should have 3)*
- *Ensemble spaces are too small and not soundproofed (should have 2-3)*
- *Practice and Ensemble rooms should be able to be supervised*
- *Orchestra room and storage does not have appropriate humidity control*
- *Music suite struggles with climate control in general (does not have AC)*
- *Storage needs: sheet music, uniforms, robes, chairs, stairs, portable risers*
- *Rehearsal spaces should be near and ideally on same level as auditorium / first floor for loading of equipment*
- *Sound systems in rehearsal spaces are poor quality*



MUSIC / DRAMA EDUCATIONAL ADEQUACY NEEDS INPUT CONTINUED

- *Fly space for the stage is tight (budget cuts at the time of construction)*
- *The building would benefit from having a multipurpose space (like a black box) for performances that do not need the entire auditorium or when it is full / has sets on the stage for longer periods of time*
- *There is no green room for the auditorium, only gender-specific dressing rooms that have no connectivity to stage (hard for cues, etc)*
- *Difficult to get large equipment in/out of auditorium (doors not wide enough or have to take a winding path)*
- *The technology and systems of the auditorium are outdated including: non-LED lighting, sound system / enough microphones, ability to record/livestream, etc.*
- *Theater seats are due for replacement*
- *Rigging system is in poor condition and needs replacement / repairs*



EDUCATIONAL ADEQUACY ACTIVITIES / ATHLETICS NEEDS INPUT

- *There is not enough gymnasium space. Daytime use would recommend at least four courts that are not overlapping to support PE, and after-school activities use all available space and push into other buildings*
- *Any new space (fieldhouse, etc) would not be recommended to be the game gym – current space works (with some enhancements like sound system)*
- *Any future courts should be considered to have a small amount of seating for spectators for tournaments, etc. and should consider a variety of features like alternate surfaces, batting cages, etc. to be multi-purpose*
- *A walking track would be ideal for phy ed (and potentially community use) – currently use the general school hallways*
- *Locker rooms are in poor condition and locker sizes do not work well for equipment and team sizes*
- *Locker rooms serve as pass-through spaces (or have to walk through the gym) there are no hallways on the sides of the gym*
- *Need 2-3 classrooms for health and PE instruction in the general activities area – currently utilizing old locker room, etc.*
- *Storage is fragmented and irregular in shape/size (underneath bleachers, etc)*
- *Athletic training room is undersized and in poor condition*



ACTIVITIES / ATHLETICS NEEDS INPUT CONTINUED

- Some specialized sports are located off-site, such as gymnastics, hockey, clay trap, bowling, fishing, golf, and dance team
- The District leases space at the Dundas dome and will likely continue to do so
- Youth Associations use available gym space across the District, and oftentimes this is until 9:00 PM which can be challenging for younger children
- Soccer fields built at Spring Creek which works well
- Tennis layout is challenging – 2 and 5 courts separated by a drainage area; 8-10 courts located together would be ideal

EDUCATIONAL ADEQUACY

- Onsite fields: 3 practice football / lacrosse (not lit); two baseball fields (one practice, one competition, neither lit); two softball fields (one practice, one competition, neither lit); Memorial Field (used for games only to let natural turf rest and establish)
- There is no track onsite at the High School – utilize the MS which leads to 200+ athletes using same space, and MS does not have any spectator seating for the track
- Only fields that are fenced are varsity baseball / softball
- The weight room is appropriately sized

EDUCATIONAL ADEQUACY COMMUNITY EDUCATION NEEDS INPUT

- *Gym spaces are used by a variety of groups for volleyball, basketball, etc – adjustable features are good to support wide range of age groups*
- *Dance performances utilize the gymnasium / theater*
- *Several classroom spaces are used for community education, including Art, FACS, and general classrooms*
- *Other uses of NHS by groups: Sports team banquets, faculty meetings, driver's education, children's theater, concerts, youth choir, etc.*
- *The building has community members walking in the mornings*
- *Would be ideal if community-use spaces were easy to find (near an entry) and rest of building is able to be secured*

- **Secure Vestibule at All Facilities**
 - Direct connection to main office
 - All sites (including improvements planned at NHS)
- **Security Cameras**
 - Ability to view from centralized location
 - Improve coverage and camera quality
 - Integration with other systems (Visitor Management System)
- **Building Access Control (card readers)**
 - Integration with other systems (Visitor Management System)
 - Video phones at loading docks, main entry and other high-use doors (i.e. extended day or activities)

- **Communications**
 - Public Announcement systems - areas of coverage (both inside and outside)
 - Visual messages/notifications for loud areas and accessibility purposes
- **Lockdown procedures**
 - Tools to improve communication
 - Classroom locks
 - Creating zones within the building



FUTURE-READY LEARNING ENVIRONMENTS

KEY CONCEPTS



Learning spaces need to adapt to meet the needs of every individual student – today and in the future

- Learning can happen anywhere – not limited to the classroom
- Flexibility for the future to meet unique needs is essential
- Every student has their own path to success – career readiness
- Facilities need to be flexible and dynamic to empower learners and educators
- What type of spaces are needed for hybrid/self-paced work?



 **Knutson**Construction

FUTURE-READY LEARNING ENVIRONMENTS

FLEXIBLE LEARNING ENVIRONMENT



Before



After

Small Group Activity

What do the families of Northfield Public Schools expect out of the High School facility?

What are the critical features of our High School master plan / what must our plan address?

Meeting 3 Overview

April 14, 2022

FACILITY MASTER PLAN SOLUTIONS

MASTER PLAN CATEGORIES

Categories:

Building Condition

Programming & Future Readiness

Performance, Activities & Community Spaces

Wayfinding & Safety

Small Group Activity

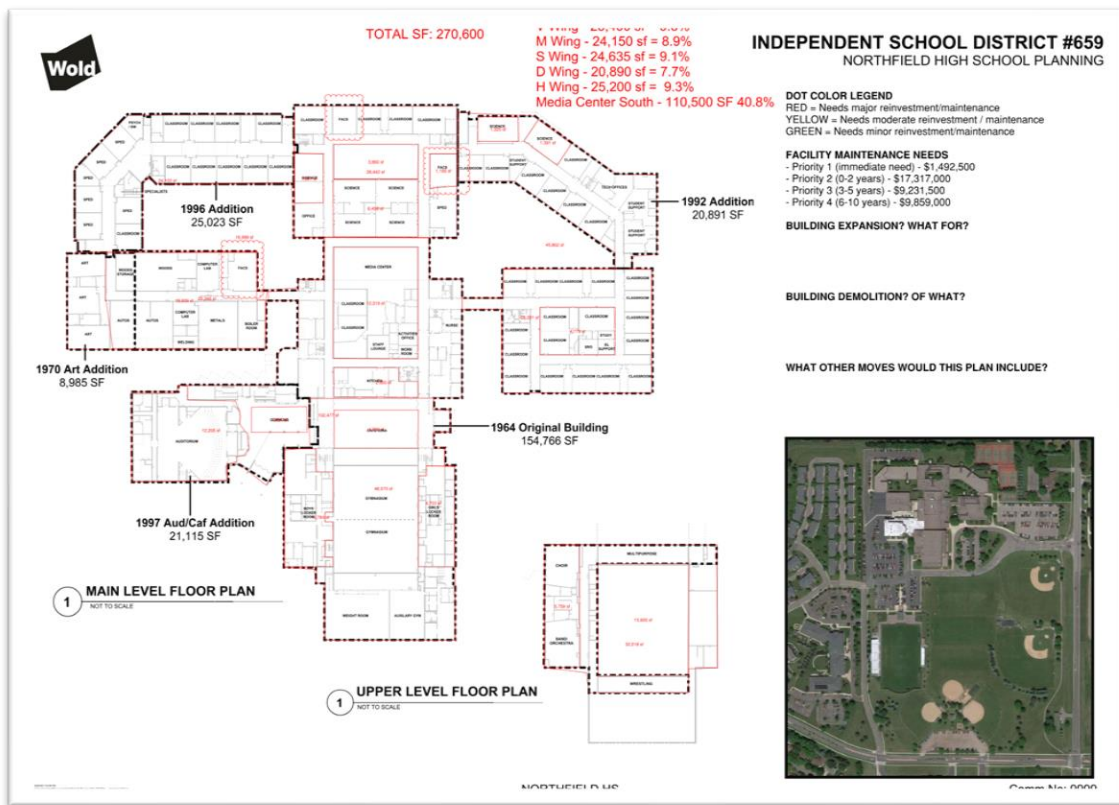
What are your ideas for the master plan?

As a Task Force, what will we be expected to have studied?



FACILITY MASTER PLAN SOLUTIONS

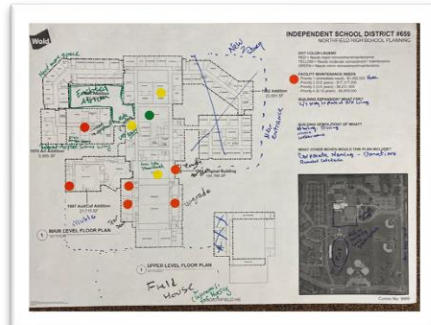
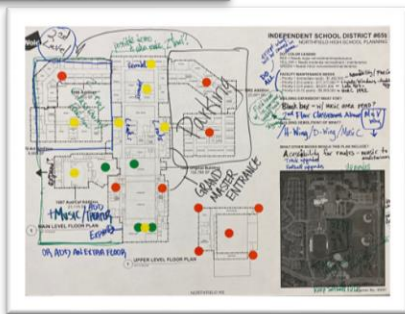
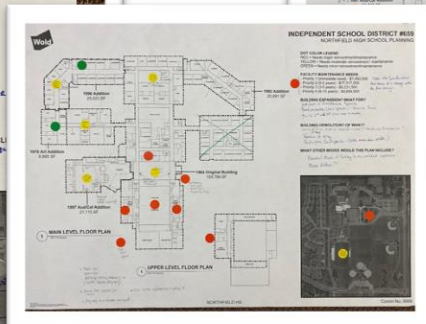
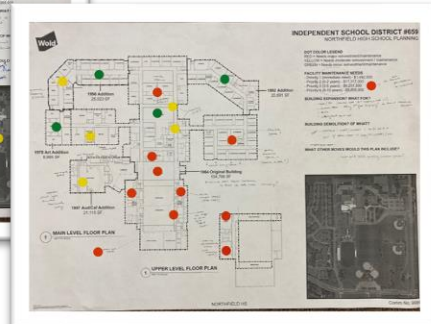
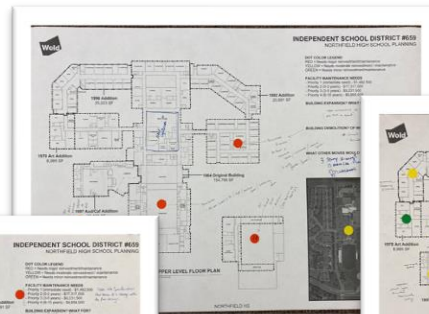
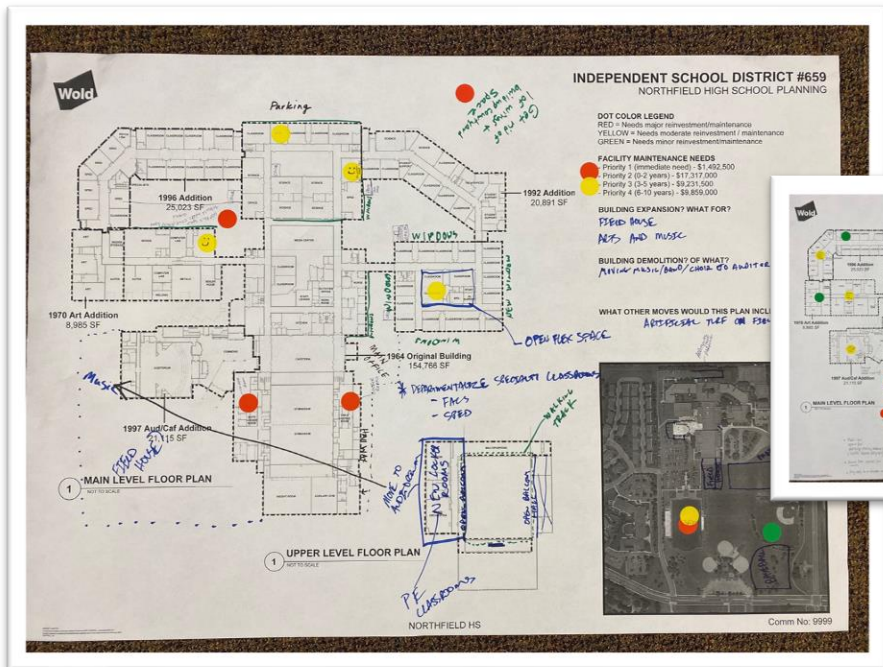
MASTER PLAN IDEATION





FACILITY MASTER PLAN SOLUTIONS

MASTER PLAN IDEATION



Meeting 4 Overview

April 28, 2022

MASTER PLAN DEVELOPMENT

WHERE ARE WE AT IN THE PROCESS?

- While they differed in implementation, most groups had nearly identical thoughts in regards to the master plan main components – there appears to be agreement in regards to what areas are in need of reinvestment
 - *Differences were in “how” (renovate vs replace) and in some instances level of investment*
- We need to establish needs and their solutions but do not need to design the project (that comes after funding and takes about a year for a high school)
- We need to prioritize the needs to ensure that our recommendation can be aligned to available funding



MASTER PLAN DEVELOPMENT

MASTER PLAN CONCEPTS FROM MEETING 3

DOT COLOR LEGEND

RED = Needs major reinvestment/maintenance
YELLOW = Needs moderate reinvestment / maintenance
GREEN = Needs minor reinvestment/maintenance

FACILITY MAINTENANCE NEEDS

- Priority 1 (immediate need) - \$1,492,500
- Priority 2 (0-2 years) - \$17,317,000
- Priority 3 (3-5 years) - \$9,231,500
- Priority 4 (6-10 years) - \$9,859,000

BUILDING EXPANSION? WHAT FOR?

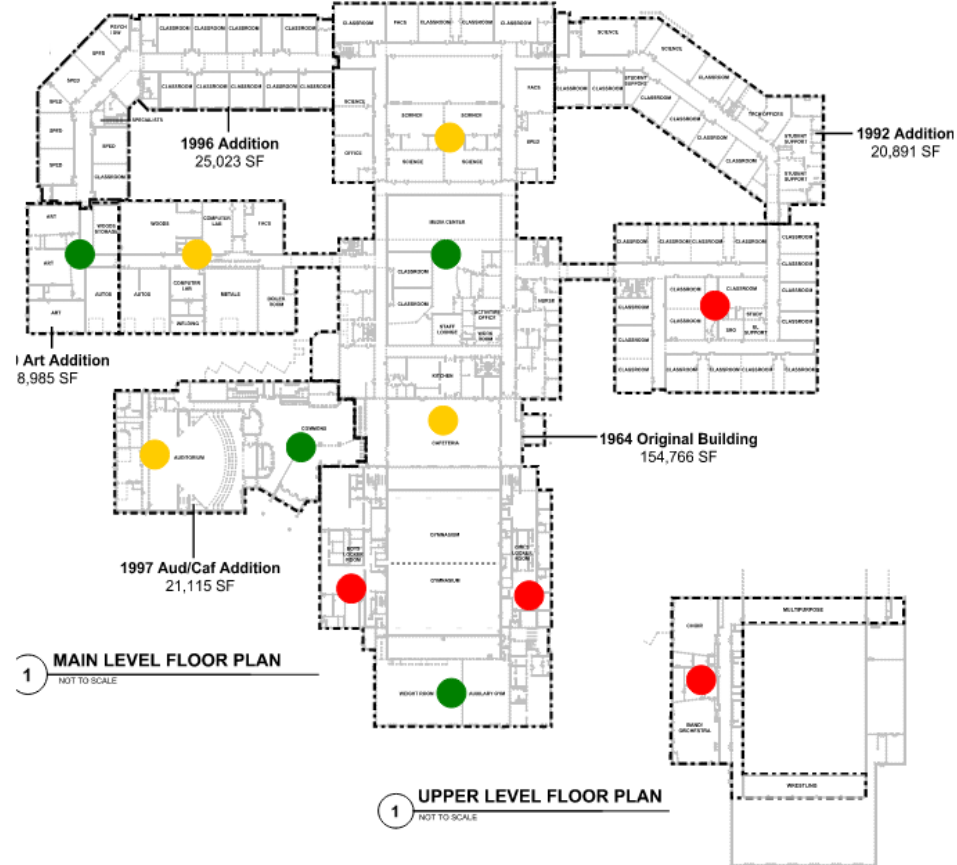
- FIELDHOUSE / ADDITIONAL GYMNASIUM SPACE
- ADDITIONAL / NEW MUSIC CLASSROOMS

BUILDING DEMOLITION? OF WHAT?

- D OR H WING

WHAT OTHER MOVES WOULD THIS PLAN INCLUDE?

- FLEXIBLE SPACE AROUND THE BUILDING



MASTER PLAN DEVELOPMENT BUILDING CONDITION FINDINGS

- *Northfield High School was originally built in 1964 and has been added onto several times, including in 1970, 1992, 1996, and 1997. While upgrades have been done to the buildings' systems over time (including large mech/elec renovation in 2002), many of the systems and components throughout the building are past their useful life.*
- *Occupants of the building report uneven heating and cooling, including areas without cooling.*
- *The building envelope requires improvements for insulation and water intrusion, including waterproofing, tuckpointing, roof work, and windows.*
- *The restrooms and locker room areas are in poor condition.*
- *There are elements of the High School that are not in compliance with the ADA (Americans with Disabilities Act), and occupants with mobility needs report challenges with some of the level changes in the building.*
- *Needs anticipated in the next 10+ years are around \$38M (in 2022 dollars).*



MASTER PLAN DEVELOPMENT BUILDING CONDITION NEEDS STATEMENTS / RUBRIC

- *The systems of Northfield High School should provide an environment that is safe, healthy, and encourages learning, including appropriate and reliable temperature and indoor air quality.*
- *The Master Plan should address all known maintenance needs for the facility.*
- *All buildings need to meet accessibility codes to support all those who use the buildings, including students, staff, and the community. The buildings should be designed with universal access to all spaces.*
- *The Master Plan should prioritize sustainability and energy efficiency with a focus on lowering operating costs.*
- *The Master Plan should prioritize access to improved lighting, including interior lighting upgrades and access to natural daylight.*

Solutions:

- ✓ Address critical maintenance & accessibility needs
- ✓ Prioritize access to natural daylight

MASTER PLAN DEVELOPMENT PROGRAMMING & FUTURE READINESS FINDINGS

- *Special education programming has changed significantly since the time the building was built, and there are layout/configuration challenges.*
- *Specialized environments, like FACS, Science, and T&E do not have appropriate provisions, including adequate lab space, equipment, and space relationships.*
- *The music wing struggles with inaccessible tiered floors, being on a different level from the auditorium, and inadequate space. Practice rooms, instrument storage, and enough rehearsal spaces are needed.*
- *The building has a small amount of flexible learning space, which has been embraced and building users highly value. In general, much of the NHS facility is inflexible.*



MASTER PLAN DEVELOPMENT PROGRAMMING & FUTURE READINESS NEEDS STATEMENTS / RUBRIC (1 of 2)

- *Northfield High School should be designed to support the mission and vision of the District, including community expectations and current/future programming.*
- *The Master Plan should include flexible/multiuse, welcoming spaces for students and staff.*
- *The Master Plan should update hands-on spaces, such as FACS, Science, and T&E to match current and future programming and provide spaces for all students to succeed.*
- *The Master Plan should include flexible furniture throughout the facility to support adaptability and choice.*
- *The Master Plan should include appropriate spaces for special education.*
- *The Master Plan should include adequate space for music rehearsals that is accessible and includes appropriate practice and storage space.*

Solutions:

- ✓ Renovation of FACS, Science, T&E
- ✓ Additional Music rehearsal space
- ✓ Improve flexibility / welcoming feeling



MASTER PLAN DEVELOPMENT PROGRAMMING & FUTURE READINESS NEEDS STATEMENTS / RUBRIC (2 of 2)

- *Northfield High School should be designed to support the mission and vision of the District, including community expectations and current/future programming.*
- *The Master Plan should include flexible/multiuse, welcoming spaces for students and staff.*
- *The Master Plan should update hands-on spaces, such as FACS, Science, and T&E to match current and future programming and provide spaces for all students to succeed.*
- *The Master Plan should include flexible furniture throughout the facility to support adaptability and choice.*
- *The Master Plan should include appropriate spaces for special education.*
- *The Master Plan should include adequate space for music rehearsals that is accessible and includes appropriate practice and storage space.*

Solutions:

- ✓ Updates for special education
- ✓ Flexible furniture and renovations for adaptability and flexibility



MASTER PLAN DEVELOPMENT PERFORMANCE, ACTIVITIES, AND COMMUNITY SPACES FINDINGS

- *Physical education offerings during the day do not have enough space, leading to scheduling challenges and classes being held in inappropriate environments like hallways.*
- *The type and quantity of activities offerings has increased significantly since the building was built, and there is not enough space at the high school. This leads to scheduling challenges and practices occurring late in the evening.*
- *The locker rooms are in poor condition and are not comfortable for users.*
- *The outdoor fields require constant maintenance and are oftentimes inaccessible for use due to drainage and the wear/tear from high demand.*
- *Storage is scattered throughout the building and undersized, including lockers.*
- *The technology/systems of the auditorium require replacement, including lighting, sound systems, rigging, and seats.*



MASTER PLAN DEVELOPMENT PERFORMANCE, ACTIVITIES, AND COMMUNITY SPACES NEEDS STATEMENTS / RUBRIC (1 of 2)

- *The High School should have adequate on-site space to support daytime physical education needs as well as before/after school activities. The Master Plan should work to minimize the use of offsite facilities and ensure high utilization of onsite amenities.*
- *The locker rooms should support supervision and user comfort as well as accommodate the variety of groups that may need to access the space at the same time.*
- *The Master Plan should address the lack of circulation around the gymnasium to avoid having to walk through spaces to access others.*

Solutions:

- ✓ Fieldhouse addition
- ✓ Fix circulation problems around gym
- ✓ Renovate locker rooms
- ✓ Add artificial turf to Memorial Field

MASTER PLAN DEVELOPMENT

PERFORMANCE, ACTIVITIES, AND COMMUNITY SPACES NEEDS STATEMENTS / RUBRIC (2 of 2)

- *The systems and technology in the auditorium and gymnasium should support demands for both District and community use.*
- *The Master Plan should include a flexible performance space (Black Box or similar) to accommodate a range of performance and meeting space demands.*
- *The Master Plan should include accessible and attractive common spaces for both daytime and community use.*

Solutions:

- ✓ Black Box Addition or Renovation
- ✓ Cafeteria / Commons / Kitchen Work

MASTER PLAN DEVELOPMENT

WAYFINDING AND SAFETY FINDINGS

- *Northfield High School has many exterior doors which are difficult to control.*
- *The overall layout of the building can be confusing to visitors and disorienting to users.*



MASTER PLAN DEVELOPMENT BUILDING CONDITION NEEDS STATEMENTS / RUBRIC

- *The design of Northfield High School should support the District's safety and security standard, including screening visitors before entering the building and creating secure zones within the facility. The design of security systems should be seamless with the building environment.*
- *The Master Plan should provide for safe and efficient exterior traffic flow for students, staff, buses, drop-off/pick-up vehicles, bicycles, and pedestrians.*
- *The building should be safe and welcoming for students, staff, and the community.*

Solutions:

- ✓ Reconstruct pick up / drop off / general site traffic
- ✓ Building flow and function should be improved



Small Group Activity

How do the identified needs rank in regard to priority?

How should our recommendation be shaped to align with financial parameters we were asked to work within?



I = TOP PRIORITY
 IO = NOT A PRIORITY

MASTER PLAN DEVELOPMENT

MASTER PLAN PRIORITIZATION

Master Plan Component	Group 1	Group 2	Group 3	Group 4	Average	Estimated Budget
Maintenance Needs	I	I	I	I	I	\$28,567,500
Renovate Specialized Environments (Science, FACS, T&E)	I	I	I	I	I	\$10,619,340
Locker Rooms Renovation	I	I	I	I	I	\$4,824,540
Address Kitchen/Cafeteria Needs	I	I	I	I	I	\$4,084,375
Storm Shelter	I	I	I	I	I	\$1,875,000
Updates for Special Education	I	I	I	2	1.25	\$2,160,000
Flexible Furniture	I	I	2	I	1.25	\$1,725,000
Improve Building Flexibility	I	I	2	2	1.5	\$3,650,250
Fieldhouse Addition	2	3	I	I	1.75	\$18,170,000
Address Music Needs	2	2	I	3	2	\$6,329,521
Auditorium Updates	2	3	I	2	2	\$2,130,000
Update Classroom Technology	I	4	3	2	2.5	\$875,000
Add Turf to Memorial Stadium	IO	IO	I	4	6.25	\$2,000,000
ALL MASTERPLAN COMPONENTS						\$87,010,526



MASTER PLAN DEVELOPMENT SOLUTIONS STUDIED IN SUMMER 2022

Master Plan Scenario	Maintenance / Minor Renovation	Moderate Renovation Options	All Master Plan Priorities
Reinvest in Current HS	\$40M	Ranges – the Task Force considered \$55M / \$70M tax impacts; maintenance varies with other choices	\$87M
Replacement Facility	\$118M-\$120M		

- *Task Force Master Plan recommendation can be used to guide investment based on tax impact*

**PRICING CREATED IN SUMMER 2022
TO BE REVISITED WITH REVISED
ELECTION/BIDDING SCHEDULE AFTER
SCOPING**



MASTER PLAN DEVELOPMENT ELECTION TIMELINES

DRAFT TIMELINE FOR SPECIAL ELECTION DATED

February 13, 2024

April 9, 2024

May 14, 2024

August 13, 2024

November 5, 2024

To Be Completed Prior To:

Adopt combined polling places resolution by the earlier of 90 days prior to the election or December 31 of the prior calendar year. Combined polling place must be currently designated as a polling place for the county or another municipality. ** †

Notify County Auditor within 30 days of establishment of combined polling places

Finalize scope of project

Determine financing details

Submit Review & Comment application materials to Commissioner of Education (school board must approve application prior to submission)*

Receive Review and Comment by

Adopt formal Resolution Calling the Election (resolution contains form of election notice and ballot - adopt at least 74 days prior to election)**

Furnish ballot to each County Auditor in which the District lies at least 74 days prior to election**

Furnish ballot or notice of special election to Commissioner of Education at least 74 days prior to election**

(1) A mailed notice of new/combined polling places to registered voters is required at least 25 days prior to election** †
-OR-

(2) If previously established combined precincts to be used, 14 days mailed notice of polling places to every affected household with at least 1 registered voter (exceptions if election falls on date of certain other elections)** †

Appoint election judges at least 25 days prior to election**

Publish Review and Comment (at least 48 days but no more than 60 days prior to election date)**

Hold School Board public meeting to discuss MDE Commissioner's Review & Comment response **

Publish election notice (publish twice at least one week before election)**

Post election notice at the administrative offices of the district at least ten days prior to election date **

Post sample ballot (at the administrative offices at least four days prior to election; and at each polling place on the date of election)**

Distribute informational material

Hold special election

Provide written notice of certified vote totals to Commissioner of Education in a timely fashion after the election**

November 15, 2023	December 31, 2023	December 31, 2023	December 31, 2023	December 31, 2023
Within 30 days of Board Adopting Combined Polling Resolution				
October 6, 2023	December 1, 2023	January 5, 2024	April 5, 2024	June 28, 2024
December 15, 2023	February 9, 2024	March 15, 2024	June 14, 2024	September 6, 2024
December 1, 2023	January 26, 2024	March 1, 2024	May 31, 2024	August 23, 2024
December 1, 2023	January 26, 2024	March 1, 2024	May 31, 2024	August 23, 2024
December 1, 2023	January 26, 2024	March 1, 2024	May 31, 2024	August 23, 2024
January 19, 2024	March 15, 2024	April 19, 2024	July 19, 2024	October 11, 2024
January 30, 2024	March 26, 2024	April 30, 2024	July 30, 2024	October 22, 2024
January 19, 2024	March 15, 2024	April 19, 2024	July 19, 2024	October 11, 2024
December 15, 2023	February 9, 2024	March 15, 2024	June 14, 2024	September 6, 2024
December 27, 2023	February 21, 2024	March 27, 2024	June 26, 2024	September 18, 2024
Prior to election, after receipt of MDE response				
Twice by		Twice by		
February 6, 2024	April 2, 2024	May 7, 2024	August 6, 2024	October 29, 2024
February 3, 2024	March 30, 2024	May 4, 2024	August 3, 2024	October 26, 2024
February 9, 2024	April 5, 2024	May 10, 2024	August 9, 2024	November 1, 2024
February 13, 2024	April 9, 2024	May 14, 2024	August 13, 2024	November 5, 2024

* Commissioner has up to 60 days from date material is received to complete the Review and Comment process and send comment to the District. Additional time should be allotted in the case of questions from the Commissioner, and to ensure the publication and public meeting requirements are able to be met.

** Time frame shown here is a legal requirement.

† These steps are not required if the District's election is being held in conjunction with a federal or statewide election.



Questions & Discussion



Committee Report

Board of Education

Name: Matt Hillmann **Committee:** Communications

Date Submitted: 11/22/2023 8:57:08

The Communications Committee meeting on Oct. 27 covered various topics, including social media strategy, newsletter updates, traffic concerns, environmental initiatives, and efforts to better engage new parents.

Discussions included communication strategies for timely issues like traffic incidents to considerations, sharing information about event decisions around outdoor air quality, and how parents interact with the school related to their children's dietary restrictions.

The committee also explored ways to enhance district-wide communication through consistent newsletter formats, accessible archives, and improved survey follow-up. Overall, the meeting emphasized the importance of engaging stakeholders and streamlining information dissemination across diverse topics.

Note: I used ChatGPT to assist in summarizing these meeting notes.



Committee Report

Board of Education

Name: Amy Goerwitz

Committee: Cannon Valley Special Education Cooperative

Date Submitted: 11/15/2023 11:47:30

The Cannon Valley Special Education Cooperative (CVSEC) is a collaboration of Faribault, Medford, Northfield and Owatonna public schools to provide specialized programming that meets the social, emotional and academic needs of all students. CVSEC is located in the Faribo West Mall.

CVSEC has three programs: ALEX serves students with emotional behavioral disorders, STEP serves students ages 18-22 in their goals to live as independently as possible, and SUN serves students on the autism spectrum with complex needs.

The first quarter of the school year ended on November 2 and CVSEC held an open house on November 8, allowing students, families, and caregivers to visit with school staff about progress.

CVSEC has had ongoing difficulty hiring both teachers and educational assistants so they are pursuing other approaches to recruiting needed staff, such as attending job fairs and hiring internationally.

Enrollment in the STEP program is projected to increase over the next few years and additional classrooms are needed. Staff are making plans to remodel the current CVSEC footprint for additional bathrooms and classroom space.



Committee Report

Board of Education

Name: Ben Miller

Committee: NYC

Date Submitted: 11/14/2023 14:20:10

The District Youth Council has been attending the regular board meetings and providing updates to the Youth Council. Drs. Hillman and Miller have been regularly attending the end of month meetings with the council and providing updates on board agenda items, including the high school discussion. The NYC is exploring ways to ensure multiple avenues for student input in the high school discussion over the coming months, and the NYC provides some initial feedback on how they experience the current building.

The NYC also hosted a brunch for their membership and the board on November 11 where both groups got to know each other better and discussed a variety of topics regarding their experiences as students in the district.



Committee Report

Board of Education

Name: Matt Hillmann **Committee:** Equity Advocacy

Date Submitted: 11/22/2023 8:48:16

The equity advocacy committee met on Nov. 2. Northfield High School Assistant Principal Becca Bang facilitated the meeting. Agenda items included discussions about the start of the school year, introducing the new Indigenous Cultural Liaison, discussing building goals, restroom improvements, and student affinity groups.



Committee Report

Board of Education

Name: Amy Goerwitz **Committee:** Northfield Branding Committee

Date Submitted: 11/15/2023 13:40:12

I represent the school district on the City of Northfield's Branding Committee. There are 19 community members on this committee representing various organizations and city departments. This is an ad hoc committee created to come up with a new or revised Northfield logo and slogan.

Suggestions and ideas have been collected at various public meetings. The committee has been meeting regularly with a company called Replace to go over ideas and generate possible logos. We discuss every detail, such as fonts, colors, sizes, spacing, line widths, and more. While it is too early to share any of the committee's work, we expect to be introducing the results of our efforts to the Northfield community in early 2024.



Committee Report

Board of Education

Name: Claudia Gonzalez-George

Committee: Policy

Date Submitted: 11/21/2023 20:32:27

This board member served on the Policy Committee during calendar year 2023 along with directors Robert Coleman, Ben Miller, and when he returned to the board, Noel Stratmoen. Students from the District Youth Council also serve alongside board members on this district committee. The purpose of this committee is to review and update district policies. Some policies are required to be updated due to MN statute updates while other policies are updated to reflect the current needs of the district. Policies are presented to the Policy Committee on a schedule. This year the committee presented to the school board for their discussion and consideration around 30 policies and district handbooks. The following series of policies were considered in 2023: 200 (board of education), 600 (educational programs), 800 (building and sites), and 900 (school/community relations). Policy is the law of our district and aligns with MN state statutes.

INDEPENDENT SCHOOL DISTRICT NO. 659

PUBLIC HEARING MINUTES

Monday, November 13, 2023 ~ 5:15 p.m.

Northfield District Office Boardroom

1. Call to Order
Board Chair Claudia Gonzalez-George called the Public Hearing of the Northfield Board of Education Independent School District No. 659 to order at 5:15 p.m. Present: Butler, Goerwitz, Gonzalez-George, Nelson, Quinnell and Stratmoen. Absent: Miller.
2. Procedures for Public Hearings
3. Director of Instructional Services Hope Langston reviewed outcomes of the 2022-23 World's Best Workforce Plan and goals and strategies for the 2023-24 school year.
4. Opportunity for Community Feedback
There was no feedback from community members.
5. On a motion by Goerwitz, seconded by Quinnell, the board unanimously approved to adjourn the public hearing at 5:42 p.m.

Amy Goerwitz
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

November 13, 2023
District Office Boardroom

1. Call to Order

School 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: Butler, Goerwitz, Gonzalez-George, Nelson, Quinnell and Stratmoen. Absent: Miller. 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 Quinnell, seconded by Nelson, the board unanimously approved the agenda.

3. Public Comment

There were no public comments.

4. Announcements and Recognitions

- The board congratulated the NPS theater department and Bob Bjorklund for a successful run of “Twelve Angry Jurors”.

5. Items for Discussion and Reports

- a. Summary of Public Hearing Regarding the 2023-2024 World’s Best Workforce Plan. Director of Instructional Services Hope Langston summarized the 2023-2024 World’s Best Workforce Plan and responded to questions from board members. There was no community feedback received at the World’s Best Workforce Plan public hearing that preceded the regular board meeting.
- b. Early Learning and Adult Basic Education Program Updates. Director of Community Education Erin Bailey provided an update on the early learning and adult basic education programs and services offered at the Northfield Community Education Center.

6. Consent Agenda

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

- a. Minutes. Minutes of the Regular School Board meeting held on October 23, 2023.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Financial Report
Financial Report - July 2023. Director of Finance Mertesdorf requested the board approve paid bills totaling \$3,585,989.73, payroll checks totaling \$3,013,734.53, bond payments totaling \$887,754.38, a wire transfer totaling \$200,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$1,222,718.33 from Frandsen Sweep to Frandsen General, and the financial reports for July 2023. At the end of July 2023 total cash and investments amounted to \$21,521,504.59.
Financial Report - August 2023. Director of Finance Mertesdorf requested the board approve paid bills totaling \$2,248,654.98, payroll checks totaling \$3,194,650.08, a wire transfer totaling \$100,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$100,554.03 from Frandsen Sweep to Frandsen General, and the financial reports for August 2023. At the end of August 2023 total cash and investments amounted to \$22,863,805.80.
- d. Grant Applications. The board approved a \$250,000 grant from the Minnesota Department of Education for a Nonexclusionary Discipline (NED) Grant from fiscal year 2024 to fiscal year 2025. The purpose of this grant is to hire a licensed staff member who would serve as a Restorative Practice Coach in an effort to reduce the number of students with culturally or linguistically diverse backgrounds who are currently overrepresented in teacher behavior referral data, SEL concerns, and in the D/F data.

The board approved a \$75,000 grant from the Minnesota Department of Education for a AP/IB STEM Grant - State Funds FY24 through FY26 - Round 2. The purpose of this grant is to extend the staffing of our Success Center and TORCH suite in order to expand and enhance particularly those assets that are currently uniquely positioned to provide the targeted support for our historically underrepresented, average-performing yet high potential students; to increase our AP course participation by preparing and supporting identified 9th graders; create pre-school-year/late summer preparatory activities with these students; and increase counseling contacts for key demographics.

- e. Northfield Swim Club Agreement. The school board approved the agreement with the Northfield Swim Club. This agreement is for the time period Nov. 27, 2023 - Nov. 26, 2024. Updates to the agreement included who will be issued keys and an increase in custodial fees related to use of the premises outside the normal hours of building operation.
- f. Personnel Items
 - i. Appointments
 1. Laura Albers, Building Supervisor with Community Ed Recreation, beginning 11/5/2023-5/31/2024. \$18.39/hr.
 2. Duane Bogne, Recreation Instructor Assistant or Swim Assistant, effective 11/19/2023 through 5/31/2024. Step 4-\$14.75/hour.
 3. Dan Dupay, Head Wrestling Coach for 2 hours/day at the Middle School, beginning 11/20/2023. Stipend \$3,047 + step 10
 4. Ruthann Hernandez, CNA I for 3.25 hours/day at Spring Creek, beginning 11/7/2023. \$20.84/hr.
 5. Kristin Johnson, Full-Time Substitute Teacher with the District, beginning 10/30/2023. \$30.29/hr.
 6. Jennifer Jones, Community School Teacher for up to 6 hours/week at Greenvale Park, beginning 11/1/2023-5/18/2024. \$40.00/hr.
 7. Sara Lahti, Building Supervisor with Community Ed Recreation, beginning 11/5/2023-5/31/2024. \$18.39/hr.
 8. Randy Zick, Softball/Basketball Official with Community Ed Recreation, beginning 11/5/2023-5/31/2024. \$30/game.
 9. Nicholas Capatina, Building Supervisor with Community Education, beginning 11/12/2023. \$18.39/hr.
 10. Makena Malecha, Instructor or Swim Lead with Community Ed Recreation, beginning 11/12/2023-5/31/2024. Step 2-\$15.25/hr.
 11. Dawn O'Neill, 1.0 FTE Long Term Substitute Elementary Art Teacher at Greenvale Park, beginning 4/4/2024-6/6/2024. Daily Sub Rate
 12. Margaret Witt, 1.0 FTE Long Term Substitute Special Ed Resource Room Teacher at Spring Creek, beginning 12/13/2023-approximately 1/24/2024. MA, Step 10.
 - ii. Increase/Decrease/Change in Assignment
 1. Laura Albers, Building Supervisor with Community Ed Recreation, add Instructor Lead with Community Ed Recreation, effective 11/18/2023-5/31/2024. Step 6-\$16.25/hr.
 2. Natalie Amy, School Counselor at the Middle School, add Fitness Center Coach for 2 hours/day at the Middle School, effective 11/13/2023. % of stipend. \$2437.20
 3. Carley Amys-Roe, Gen Ed EA at Bridgewater, add Community School Club Leader for up to 10 hours/week at Bridgewater, effective 10/30/2023-5/17/2024. \$24.30/hr.
 4. Michelle Anderson, Spec Ed EA for 6.75 hours/day at Greenvale Park, change to Spec Ed EA for 6.50 hours/day at Greenvale Park, effective 10/31/2023.
 5. Sheila Atkinson, Special Ed EA PCA for 6.75 hours/day at Bridgewater, change to Special Ed EA PCA for 6.50 hours/day, and add Special Ed EA Bus for .25 hours/day at Bridgewater, effective 10/9/2023.
 6. Sheila Atkinson, Special Ed EA PCA for 6.75 hours/day at Bridgewater, add .50 Gen Ed Supervisory EA for a total of 7.25 hours/day with Special Ed hours at Bridgewater, effective 9/5/2023.
 7. Nives Bakic, EA at the Middle School, add MSYC Site Assistant for up to 2 hours/day Mon.-Thurs. at the Middle School, effective 9/28/2023-5/16/2024. Step 4-\$16.35/hr.
 8. Sybil Betsinger, School Social Worker at the NCEC, change to School Social Worker for .3 at the NCEC, .35 American Indian Liaison, and .35 Social Worker at the High School, effective 11/13/2023-6/6/2024.
 9. Brooke Bulfer, Class III Office Specialist at GVP, change to Class IV HR Generalist at the District Office, effective 11/27/2023. Class IV, Step 5 - \$24.21/hour.
 10. Robert Coleman, Gen Ed EA for 2.25 hours/day at Spring Creek, add Gen Ed EA Supervisory for 2 hours/day at Spring Creek, effective 10/30/2023-6/6/2024.
 11. Thomas Dickerson, Special Ed Teacher at the High School, add Assistant Wrestling Coach for 2 hours/day at the Middle School, effective 11/20/2023. Stipend \$2,539 + step 10
 12. Carrie Duba, Instructional Coach with the District, add HS ACT Accommodations Coordination at the High School, effective 9/5/2023-6/30/2024. \$35/hr.
 13. Amy Hales, Special Ed EA for 3.50 hours/day at the Middle School, change to Special Ed EA for 4.50 hours/day at the Middle School, effective 11/7/2023-11/21/2023.

14. Brittney Hubbard, .75 Assistant Girls Hockey Coach at the High School, change to 1.0 Assistant Girls Hockey Coach at the High School, effective 11/6/2023.
15. Mark Johnson, Summer Seasonal Grounds/Custodial Technician with the District, extend end-date to 11/2/2023.
16. Kristi Kortuem, Math Teacher at the High School, add Master's Swim Club Coach with Community Ed Recreation, effective 10/25/2023-5/31/2024. \$90/hr.
17. Karen Lane, 1.0 FTE Long Term Substitute Grade 6 Teacher at the Middle School, extend end date to 12/6/2023.
18. Jennifer Link, Special Ed ASD Teacher at the Middle School, add Home-bound Teacher for up to 8 hours/week at the Middle/High School, effective 11/13/2023-6/6/2024. Lane/step
19. Diane Nagy, Title I Teacher at Spring Creek, change to Special Ed Teacher at Bridgewater, effective 8/24/2023.
20. Kimberly Norton, Special Ed EA at Bridgewater, change to Special Ed EA for 4.25 hours/day at the NCEC and 2.75 hours/day at Bridgewater, effective 10/30/2023.
21. Kevin O'Brien, Building Supervisor, add Master's Swim Club Coach with Community Ed Recreation, effective 10/25/2023-5/31/2024. \$90/hr.
22. Deborah Russell, Companeros Teacher at Spring Creek, add Community School Teacher for up to 10 hours/week at Spring Creek, effective 10/16/2023-5/17/2024. \$40/hr.
23. Melissa Spitzack, Grade 2 Teacher at Spring Creek, add Raider Fitness Instructor with Community Ed Recreation, effective 10/30/2023-6/21/2024. \$50/participant.
24. Deonta Thomas, Instructor Lead with Community Ed Recreation, add Softball/Basketball Official with Community Services Recreation, effective 11/5/2023-5/31/2024. \$30.00/game.
25. Katrina Warner, Special Ed EA for 5.75 hours/day and Gen Ed EA for 1.50 hours/day at Bridgewater, change to Special Ed EA for 6.0 hours/day and Gen Ed EA for 1.25 hours/day at Bridgewater, effective 10/27/2023.
26. Duane Bogne, Instructor Assistant with Community Ed Recreation, add Official with Community Ed Recreation, effective 11/19/2023-5/31/2024. \$30.00/game.
27. Rikki Drewitz, Special Ed EA at the Middle School, change to Gen Ed EA-Media Center and Crossing Guard for 7.25 hours/day at the Middle School, effective 11/20/2023.
28. Allison Flannery, Special Ed EA for 2.75 hours/day and Gen Ed EA for 1.00 hour/day at Greenvale Park, change to Special Ed EA for 2.75 hours/day and Gen Ed EA for 1.25 hours/day at Greenvale Park, effective 11/13/2023.
29. Makena Malecha, , Instructor Lead with Community Ed Recreation, add Instructor Assistant with Community Ed Recreation, effective 11/12/2023-5/31/2024. Step 2-\$14.25/hr.

iii. Leave of Absence

1. Michelle Bauer, Instructional Coach at the District Office, FMLA leave beginning on 11/1/2023 and continues on an intermittent basis for up to 60 work days.
2. Dorothy Cohan, Administrative Assistant with Building & Grounds, FMLA leave beginning 11/2/2023 and continue for up to 12 work weeks.
3. Mark Langevin, Grade 6 Teacher at the Middle School, FMLA leave beginning on 11/10/2023 - 11/21/2023.
4. Kelli Otting, Special Ed Teacher at Spring Creek, FMLA leave beginning on 12/12/2023 and continues for 4-6 weeks.
5. Ryan Pietsch, Phy Ed Teacher at Spring Creek, FMLA leave beginning on 11/7/2023 and continues for up to 60 work days.
6. Donna Torgeson, Special Ed EA at the High School, FMLA leave beginning on 10/23/2023 and continuing for up to 60 work days.
7. Alicia Veltri, Special Ed Teacher at Greenvale Park, FMLA leave beginning on or about 1/2/2024 and continues for 12 work weeks.

iv. Retirements/Resignations/Terminations

1. Ruthann Hernandez, Child Nutrition at Spring Creek, resignation effective 11/8/2023.
2. Emily Torres, EA-Media Center at the Middle School, resignation effective 11/7/2023.

8. Items for Individual Action

- a. Request to Hire Additional English Learner Instructional Support at Northfield Middle School. On a motion by Stratmoen, seconded by Goerwitz, the board unanimously approved hiring a seven (7) hour per day English Learner (EL) Educational Assistant for the remainder of the 2023-24 school year for Northfield Middle School and a .20 EL teacher to serve the RAEL students at the School of St. Dominic for the remainder of the 2023-24 school year to eliminate transportation costs and maintain our student-teacher ratio at the middle school at an estimated total cost of \$76,701.
- b. Grant Writing Contract With Healthy Community Initiative (HCI). On a motion by Nelson, seconded by Quinnell, the board unanimously approved the contract with HCI for the equivalent of 0.50 FTE grant

writing services for 1750 hours for 20-months dedicated to working with school district staff with total maximum contract fees up to \$75,000 through June 30, 2025.

- c. Co-Curricular Adds. On a motion by Butler, seconded by Goerwitz, the board unanimously approved district administration's request to hire one additional coach for Knowledge Bowl at Northfield High School for estimated cost of \$2,153.

9. Items for Information

- a. Enrollment Options and History Report. Student Information Systems Specialist Christine Neset and Director Mertesdorf provided the 2023-24 Enrollment Options and History Report. Director Mertesdorf reviewed this report with the board.
- b. Enrollment Report. Director Mertesdorf reviewed the November 2023 enrollment report.
- c. American Education Week. American Education Week—November 13-17, 2023—will present all Americans with a wonderful opportunity to celebrate public education and honor individuals who are making a difference in ensuring that every child receives a quality education. Northfield Public Schools recognizes and appreciates the team of people who work each day to prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society during this weeklong celebration of public education.
- d. Board Work Sessions. Board work sessions are scheduled 5:30 p.m. - 7:30 p.m. in the Northfield High School Media Center on Thursday, Nov. 16, Monday, Dec. 4, and Tuesday, Feb. 20.

10. Future Meetings

- a. Thursday, November 16, 2023, 5:30 p.m., Work Session, NHS Media Center
- b. Monday, November 27, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, December 4, 2023, 5:30 p.m., Work Session, NHS Media Center
- d. Monday, December 11, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

11. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the board unanimously approved to adjourn at 7:10 p.m.

Amy Goerwitz
School Board 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 on the attached document.

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: Amy Goerwitz, Clerk

Date of the bequest, donation, or gift Non-monetary item(s) received:

11/16/23 Cakewalk cupcakes
11/9/23
11/2/23
11/13/23 Books
11/15/23
11/11/23
11/20/23 Books
11/17/23 juice boxes (2), fruit snacks (bag), 3 tubes glucose tabs for nurses office (diabetics)
11/8/23-11/15/23
11/9/23-11/19/23
11/20/23-11/21/23

Amount:**Who the bequest, donation, or gift is from:****What is the bequest, donation, or gift for?**

\$12,000.00	Kevin and Nanette Rodgers	\$2,000 for each school (ALC, HS, MS, BW, GVP, SC) for classroom use
\$10,000.00	Cardinal Glass Industries, Inc.	Robotics sponsorship
\$40.00	Shannon Schulz	Clothes Closet
\$345 Value	Greenvale Park PTO	Classroom Library Books
\$150.00	Carol Cole	Snack Cart
\$200.00	John and Barbara Mahal	any needs for the HS girls basketball team
\$172 Value	GVP PTO	Books to support 2nd Grade CCC
0	Kate Flory and Family	Diabetic supplies for students with low blood sugar.
\$84.00	Various Spring Creek Kindergarten families	Spring Creek Kindergarten Children's Museum field trip scholarships
\$225.00	Various Northfield Middle School families	NMS 7th & 8th Grade Choir Peter Pan @ The Ordway field trip scholarships
\$40.00	Various Bridgewater 1st Grade families	Bridgewater 1st Grade Children's Theater field trip scholarships



Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Craig Cardinal 507-301-2409

School and Program: High School Nordic Ski Team

Date of Requested Trip: December 27-29 2023

1. What group is taking this trip? High School Nordic Ski Team

Estimated # of Students 20 Adult Supervisors 4

2. Destination: Ironwood, MI

Date/Time of Departure: December 27, 7:00 AM

Date/Time of Return: December 29, 8:00 PM

3. State purpose and/or educational value of trip (attach information to form if needed).
Nordic Ski training trip to ABR ski trails in Michigan

4. Name the manner of travel and the carrier.
Coach Bus - Northfield Lines

5. State housing arrangements (must include name, address and phone number of hotel).

Quality Inn
210 E Cloverland Dr, Ironwood, MI 49938
(906) 932-2224

6. List of coach, parent or guardian contact info.
Craig Cardinal 507-301-2409
David Folland 507-649-1764

7. List participants (reminder to have participants complete parent/guardian permission form if applicable).

Northfield Nordic Ski team

8. Indicate who will be in charge of supervising the trip (roles and responsibilities).
Craig Cardinal - Northfield Head Coach
9. State the safety precautions and procedures for emergencies while on the trip.
Supervisors will have phone numbers to contact parents or athletes
All skiing will be at a set location with ski patrol on site and several warming houses available.
11. Give budget costs, how trip will be funded and estimated cost per student.
Bus - \$120 per skier
Hotel - \$120 per skier
Food - \$50 per skier
Ski Passes - \$30 per skier
Total ~\$320 per skier paid by athlete and money from team fundraising
12. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: Craig Cardinal

Date field trip request was submitted to Principal: _____

Principal/Administrator Signature and Date: gmalen 11/15/23

Approved: X Not Approved: _____

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____

Annual resolution for combined polling places for potential special elections

Requirements and background information | Nov. 27, 2023 | Matt Hillmann, Ed.D., Superintendent

The district is required to adopt an annual resolution for combined polling places whether or not it plans to hold a special election.

Why it's important

- A new election law from the 2017 Legislative Session required 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 or not the school district intends to hold a special election.
- 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 2024 but is required by law to adopt the resolution annually.

Local background

- The district has not used combined polling places since the law changed because it has held elections in conjunction with state or national elections.
- In 2017, the Board of Education adopted an approach to combine polling places into eight locations.
- After further review, the district determined it would be difficult to manage eight precincts without city or county support.
- Shortages in election judges, expensive equipment, lean district office staffing, and other increased costs would be substantial challenges in the district managing a special election.
- The district has discussed the possibility of contracting with the City of Northfield and/or Rice County if it needs to hold a special election. Neither the city nor the county are interested in administering a special election solely for the school district.
- The board has adopted the current (and theoretical) model of four combined polling places annually since 2020.
- Voting options have expanded since this law change. Early voting begins 46 days before most elections and voting by mail is also an option.

Summary

It is highly unlikely that the district will hold a special election on a date other than November 5, 2024. This annual resolution is required by law. The existing combined polling place model attempts to distribute registered voters and efficiently allow the district to operate a hypothetical election independently.

**2023 RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION**

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

<u>Combined Polling Place:</u>	Bethel Lutheran Church 1321 North Avenue Northfield, Minnesota
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This combined polling place serves all territory in Independent School District No. 659 located in Castle Rock Township; Eureka Township; Greenvale Township; Sciota Township; Waterford Township; the City of Northfield Ward 3, Precinct 1; Rice County, Minnesota; and the City of Northfield Ward 3, Precinct 2; Dakota County, Minnesota.

<u>Combined Polling Place:</u>	St. John's Lutheran Church 500 Third Street West Northfield, Minnesota
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This combined polling place serves all territory in Independent School District No. 659 located in Webster Township; the City of Northfield, Ward 1, Precinct 1; the City of Northfield Ward 4, Precinct 1; and the City of Northfield Ward 4, Precinct 2; Rice County, Minnesota.

<u>Combined Polling Place:</u>	Northfield Community Resource Center 1651 Jefferson Parkway Northfield, Minnesota
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This combined polling place serves all territory in Independent School District No. 659 located in Bridgewater Township; Forest Township; Erin Township; the City of Dundas; Cannon City Township; and the City of Northfield, Ward 2, Precinct 2; Rice County, Minnesota.

<u>Combined Polling Place:</u>	United Methodist Church 1401 South Maple Street Northfield, Minnesota
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This combined polling place serves all territory in Independent School District No. 659 located in Northfield Township Precinct 1 and 2; Rice County, Minnesota; the City of Dennison; Rice County, Minnesota; the City of Dennison; Goodhue County, Minnesota; Warsaw Township; Goodhue County, Minnesota; the City of Northfield, Ward 1, Precinct 2; and the City of Northfield, Ward 2, Precinct 1; Rice County, Minnesota.

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

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

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

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

Amy Goerwitz
Board of Education, Clerk

Date