

**INDEPENDENT SCHOOL DISTRICT NO. 659**  
**REGULAR SCHOOL BOARD MEETING**

Monday, October 14, 2024 ~ 6:00 p.m. ~ Regular Board Meeting  
Northfield District Office Boardroom

[Zoom Link](#)

**AGENDA**

1. Call to Order
2. Land Acknowledgement Statement
3. Agenda Approval/Table File
4. Public Comment
5. Announcements and Recognitions
6. Items for Discussion and Reports
  - a. Instructional Services Report: MCA and Attendance Overview
  - b. Special Services FTE Request
  - c. Superintendent's State of the District Overview
  - d. Policy Committee Recommendations
  - e. Fall 2024 Bond Referendum
7. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Overnight Field Trip
  - d. Financial Report
  - e. Personnel Items
8. Items for Individual Action
  - a. Resolution of School Board Supporting FORM A Application to MSHSL Foundation
  - b. Resolution of School Board Supporting FORM B Application to MSHSL Foundation
  - c. Amended Land Purchase Agreement
9. Items for Information
  - a. Enrollment Report
  - b. National School Lunch Week
  - c. National School Bus Safety Week
  - d. Comprehensive Achievement and Civic Readiness Presentation and Public Hearing
10. Future Meetings
  - a. Monday, October 28, 2024, 5:15 p.m., Comprehensive Achievement and Civic Readiness Presentation and Public Hearing, Northfield DO Boardroom
  - b. Monday, October 28, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - c. Tuesday, November 12, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - d. Monday, November 25, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
11. Adjournment

**NORTHFIELD PUBLIC SCHOOLS**  
**MEMORANDUM**

Monday, October 14, 2024 ~ 6:00 p.m. ~ Regular Board Meeting  
Northfield District Office Boardroom  
[Zoom Link](#)

TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed.D., Superintendent  
RE: Explanation of Agenda Items for Monday, October 14, 2024, Regular School Board Meeting

1. Call to Order
2. Land Acknowledgement Statement  
“The Northfield School District recognizes that we reside on the homeland of the Wahpekute Tribe of the Dakota Nation. We acknowledge the wrongdoings, previous and ongoing, and strive to repair and strengthen our relations with Indigenous peoples.”
3. Agenda Approval/Table File
4. 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.
5. Announcements and Recognitions
6. Items for Discussion and Reports
  - a. Instructional Services Report: MCA and Attendance Overview. Director of Instructional Services Hope Langston will report on the district’s Minnesota Comprehensive Assessment (MCA) results and Instructional and Systems Coach Carrie Duba will provide an overview of the district’s three-year state-funded attendance pilot.
  - b. Special Services FTE Request. Director of Special Services Sara Pratt is requesting 1.0 FTE additional licensed special education resource teacher at Spring Creek Elementary. There is an increase in the number of students receiving services, and an increased need in the area of social/emotional/behavioral services. The total projected cost of salary and benefits is \$91,716 with approximately 70% of the salary reimbursed through special education revenue for a net cost of \$27,515. This calculation assumes an anticipated hire date of Nov. 1, 2024.
  - c. Superintendent State of the District Overview. Superintendent Hillmann will present an overview of the district’s strategic plan implementation, progress towards its benchmarks, and areas of focus.
  - d. Policy Committee Recommendations. Dr. Hillmann will present the policy committee’s recommended updates to policies 207, 509, 512, and 513. This will be an item for individual action at the next board meeting.
  - e. Fall 2024 Bond Referendum. Superintendent Hillmann will update the board on the bond referendum informational campaign and highlight upcoming events.
7. Consent Agenda  
**Recommendation:** Motion to approve the following items listed under the Consent Agenda.
  - a. Minutes. Minutes of the regular school board meeting held on Sept. 23, 2024.
  - b. Gift Agreements. Gift agreements to be approved are attached.
  - c. Overnight Field Trip. Northfield High School Nordic Ski Team Coach Craig Cardinal requests board approval to take the high school nordic ski team to train at ABR ski trails in Michigan, Dec. 26-28, 2024.

- d. Financial Report. Director of Finance Mertesdorf requests the board approve paid bills totaling \$3,383,302.86, payroll checks totaling \$3,268,049.55, bond payments in the amount of \$787,504.38, a wire transfer totaling \$350,000 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$350,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for July 2024. At the end of July 2024 total cash and investments amounted to \$26,669,510.11.
- e. Personnel Items
- i. Appointments
1. Caroline Bussmann, 1.0 FTE Administrative Support Assistant Class IV at the NCEC, beginning 10/28/2024. Step 2-\$24.95/hr.
  2. Chelsey Headrick, Gen Ed EA Media for 5.5 hours/day at Greenvale Park, beginning 10/14/2024. Step 2-\$17.03/hr.
  3. Emyla Lewis, Community School Club Leader for up to 15 hours/week at Greenvale Park, beginning 9/26/2024-5/15/2025. \$25.53/hr.
  4. Osiris Perez, Community School Student Site Assistant for up to 15 hours/week at Greenvale Park, beginning 9/26/2024-5/15/2025. Step 1- \$15.66/hr.
  5. Emily Sanchez, Community School Site Assistant for up to 15 hours/week at Greenvale Park, beginning 9/26/2024-5/15/2025. Step 2- \$18.43/hr.
  6. Emily Sanchez, Community School Club Leader for up to 15 hours/week at Greenvale Park, beginning 9/26/2024-5/15/2025. \$25.53/hr.
  7. Lindsay Svien, General Ed EA-Kindergarten for 5 hours/week at Greenvale Park, beginning 10/7/2024. Step 4-\$18.05/hr. - subject to change upon settlement of 2024-26 EA contract.
  8. Vanessa Winter, Community School Student Site Assistant for up to 6 hours/week at Bridgewater, beginning 9/26/2024-5/15/2025. Step 2- \$16.07/hr.
- ii. Increase/Decrease/Change in Assignment
1. Sheila Atkinson, EA at Bridgewater, add Community School Club Leader for up to 6 hours/week at Bridgewater, effective 9/26/2024-5/15/2025. \$25.53/hr.
  2. Paula Baragary, Teacher at Spring Creek, add Community School Teacher for up to 6 hours/week at Spring Creek, effective 9/26/2024-5/15/2025. \$40/hr.
  3. Pamela Bennewitz, EA and Community School Site Assistant, add Community School Club Leader for up to 15 hours/week at Greenvale Park, effective 10/1/2024-5/15/2025. \$25.53/hr.
  4. Mairin Born, Community School Teacher for up to 8 hours/week at Spring Creek, change start date to 9/26/2024-5/15/2025.
  5. Russel Boyington, Community School Club Leader for up to 10 hours/week at Greenvale Park, change start date to 9/26/2024-5/15/2025.
  6. Kristen Cade, Teacher at Bridgewater, add Community School Teacher for up to 6 hours/week at Bridgewater, effective 9/26/2024-5/15/2025. \$40/hr.
  7. Pam Charlton, Teacher at Greenvale Park, add Community School Teacher for up to 6 hours/week at Greenvale Park, effective 9/26/2024-5/15/2025. \$40/hr.
  8. Ashley Douglas, Community School Club Leader for up to 8 hours/week at Greenvale Park, change start date to 9/26/2024-5/15/2025.
  9. Ana Gallego, Community School Club Leader for up to 12 hours/week at Greenvale Park, change start date to 9/26/2024-5/15/2025.
  10. Guadalupe Gallego, Community School Student Site Assistant for up to 12 hours/week at Greenvale Park, change start date to 9/26/2024-5/15/2025.
  11. Paige Haley, 1.0 FTE Head Varsity Girls Hockey Coach at the High School, change to .50 FTE Head Varsity Girls Hockey Coach and .50 FTE Assistant Girls Hockey Coach at the High School, effective 10/28/2024. \$6,653 stipend for both positions.
  12. Brenda Hand, Community School Teacher for up to 8 hours/week at Bridgewater, change start date to 9/26/2024-5/15/2025.
  13. Gretchen Heil, Community School Teacher for up to 6 hours/week at Spring Creek, change start date to 9/26/2024-5/15/2025.
  14. Ella Hillis, Community School Club Leader/Site Assistant for up to 15 hours/week at Greenvale Park, change start date to 9/26/2024-5/15/2025.
  15. Roanne Johnson, Teacher at Bridgewater, add Community School Teacher for up to 6 hours/week at Bridgewater, effective 9/26/2024-5/15/2025. \$40/hr.
  16. Melanie Klein, Teacher at Spring Creek, add Community School Teacher for up to 10 hours/week at Spring Creek, effective 9/26/2024-5/15/2025. \$40/hr.
  17. Kristi Kortuem, Teacher at the High School, add Master's Swim Club Coach with Community Ed Recreation, effective 10/7/2024-5/31/2025. \$90/hr.
  18. Jeff LaPanta, 1.0 FTE Assistant Girls Hockey Coach at the High School, change to .50 FTE Head Varsity Girls Hockey Coach and .50 FTE Assistant Girls Hockey Coach at the High School, effective 10/28/2024. \$6,653 stipend for both positions.

19. Leslie Miller Gordinier, Teacher at Bridgewater, add Community School Teacher for up to 6 hours/week at Bridgewater, effective 9/26/2024-5/15/2025. \$40/hr.
  20. Diane Nagy, Teacher at Bridgewater, add Community School Teacher for up to 6 hours/week at Bridgewater, effective 9/26/2024-5/15/2025. \$40/hr.
  21. Jodie Rud, Teacher at Spring Creek, add Community School Teacher for up to 10 hours/week at Spring Creek, effective 9/26/2024-5/15/2025. \$40/hr.
  22. Rebekka Schrank, Teacher at Spring Creek, add Community School Teacher for up to 10 hours/week at Spring Creek, effective 9/26/2024-5/15/2025. \$40/hr.
  23. Lindsay Svien, Gen Ed EA at Greenvale Park, add Special Ed EA PCA-DCD for 10 hours/week at Greenvale Park, effective 10/7/2024.
  24. Lori Taylor-Libbey, .60 FTE MTSS/ADSIS and .10 FTE Spanish Teacher at the High School, add .20 FTE EL Teacher at St. Dominic, effective 10/7/2024-6/6/2025.
  25. Correction: Laura Vind, Special Ed EA for 28.75 hours/week and Gen Ed EA for 2.5 hours/week at the High School, change to Special Ed EA for 29.75 hours/week and Gen Ed EA for 2.5 hours/week at the High School, effective 9/13/2024-6/6/2025.
  26. Katrina Warner, EA at Bridgewater, add Community School Club Leader for up to 10 hours/week at Bridgewater, effective 9/26/2024-5/15/2025. \$25.53/hr.
- iii. Leave of Absence
1. Rose Brison, Child Nutrition Associate at the High School, Leave of Absence beginning 12/4/2024-1/2/2025.
  2. Julie Erickson, Early Venture Teacher at the NCEC, FMLA leave beginning 9/30/2024 through 10/9/2024.
  3. Samantha Shimota, Nurse at the NCEC, FMLA Leave of Absence beginning 12/10/2024 - 3/4/2025.
  4. Updated: Michelle Sonnega, English/Language Arts teacher at the High School, 1.0 FTE unpaid leave of absence from 1/3/2025 through 1/31/2025.
- iv. Retirements/Resignations/Terminations
1. Deb Pack, Special Ed EA at the High School, retirement effective 1/17/2025.

\*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. Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation. Director of Student Activities John Mahal requests approval of the attached resolution supporting the district's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

**Superintendent's Recommendation:** Motion to approve the Resolution of the School Board Supporting a FORM A Application to the Minnesota State High School League Foundation.

- b. Resolution of School Board Supporting FORM B Application to Minnesota State High School League Foundation. Director of Student Activities John Mahal requests approval of the attached resolution supporting the district's application to the Minnesota State High School League Foundation for a FORM B grant to provide seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs.

**Superintendent's Recommendation:** Motion to approve the Resolution of the School Board Supporting a FORM B Application to the Minnesota State High School League Foundation.

- c. Amended Land Purchase Agreement. The buyer of the district's Gleason Road property is requesting to extend the dates of contingencies and closing on this property purchase agreement approved by the board on June 10, 2024. The board is requested to approve an amendment to the purchase agreement which extends the dates of contingencies and closing to June 1, 2025.

**Superintendent's Recommendation:** Motion to approve the amendment to the Gleason Road property purchase agreement as presented.

#### 9. Items for Information

- a. Enrollment Report. Dr. Hillmann will review the October 2024 enrollment report.
- b. National School Lunch Week. National School Lunch Week will be celebrated Oct. 14-18, 2024. The National School Lunch Program (NSLP) serves nearly 30 million children every school day. President John F. Kennedy created National School Lunch Week (NSLW) in 1962 to promote the importance of a healthy school lunch

in a child's life and the impact it has inside and outside of the classroom. We appreciate and thank all child nutrition staff in our district.

- c. National School Bus Safety Week. National School Bus Safety Week is Oct. 21-25, 2024. School buses are the safest way for children to get to school. Their design is meant to be safer than any passenger vehicle in avoiding crashes and preventing injuries. Teaching children to follow safety rules on the bus is important, as is informing drivers about the laws regarding school buses. We appreciate and thank Benjamin Bus and their drivers for their continued support and partnership with Northfield Public Schools.
- d. Comprehensive Achievement and Civic Readiness Presentation and Public Hearing. Hope Langston, Director of Instructional Services, will summarize the 2024-2025 Comprehensive Achievement and Civic Readiness Plan at the public hearing scheduled at 5:15 p.m. on Monday, Oct. 28. This public hearing will precede the regular school board meeting scheduled on Monday, Oct. 28 at 6:00 p.m.

#### 10. Future Meetings

- a. Monday, October 28, 2024, 5:15 p.m., Comprehensive Achievement and Civic Readiness Presentation and Public Hearing, Northfield DO Boardroom
- b. Monday, October 28, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Tuesday, November 12, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
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#### 11. Adjournment

# Reaching Out, Reaching Up:

## THE 2027 STRATEGIC PLAN



### VISION

We prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

### BENCHMARKS

**1**

All children are ready for **kindergarten**.

**2**

All students are connected to the **community**.

**3**

All students are at grade level in **reading and mathematics** by the end of third and sixth grades.

**4**

All students exhibit physical, social and emotional **well-being**.

**5**

All students have a **connection** with a caring adult beyond their parents as they transition to middle school.

**6**

All students have interests, goals and a **vision** for the future by the end of eighth grade.

**7**

All students **graduate** from high school with a plan to reach their full potential.

**8**

All **employees** report satisfaction in the workplace.

**9**

All **parents** report satisfaction with their children's educational experience.

**10**

The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure **financial stability**.

**11**

**Community education** provides relevant and accessible learning opportunities for all residents.

**Note:** The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."

### STRATEGIC COMMITMENTS



#### People

We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



#### Learner Outcomes

We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.



#### Equity

We ensure that every child has a fair opportunity to reach their full potential.



#### Communication

We communicate effectively and transparently with all stakeholders.



#### Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



#### Partnerships

We seek community partnerships that accelerate student achievement of district benchmarks.

**Northfield Schools - 2024 MCA and Attendance Pilot Overview**  
**Narrative Presentation to the School Board**  
**October 14, 2024**

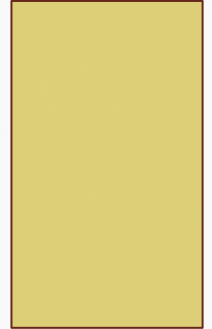
We are pleased to be here tonight to provide an overview of the 2024 MCA results and three year district attendance pilot. All of our work is grounded in advancing the district's vision to prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

Our 2024 MCA results indicated continued improvement in middle school performance and additional bright spots within the state context. Our chronic and persistent achievement gaps in demographic performance remain but we are seeing year over year district improvement in Hispanic student proficiency. Our focus on strengthening core instruction across the PreK-12 continuum will help to ensure that our classroom instruction is meeting the needs of more students.

We are excited and honored to be one of the 12 attendance pilot districts in Minnesota. We are moving forward with a plan developed in response to our attendance data and rooted in attendance best practice. We have met with the MN State Attendance and Truancy study group and meet regularly with our pilot cohort leads and the Minnesota Department of Education attendance and data specialists. As a first step in our plan we have hired a secondary attendance liaison, and working closely with our attendance teams, have begun to identify a student and family cohort for her to support. We are developing our family support strategies and have drafted the outline of our comprehensive communication plan. Finally, as the legislative study group determines next steps for consistency in data reporting between districts and across the state, we are examining our attendance procedures, coding, and reporting practices to bring them into district coherence.

# 2024 NPS MCA and Attendance Pilot Overview

October 14, 2024 School Board Meeting





# Strategic Plan

## VISION

We prepare **every** student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

## Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN



### VISION

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### STRATEGIC COMMITMENTS



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#### Partnerships

We seek community partnerships that accelerate student achievement of district benchmarks.

### BENCHMARKS

<b>1</b> All children are ready for <b>kindergarten</b> .	<b>2</b> All students are connected to the <b>community</b> .	<b>3</b> All students are at grade level in <b>reading and mathematics</b> by the end of third and sixth grades.
<b>4</b> All students exhibit physical, social and emotional <b>well-being</b> .	<b>5</b> All students have a <b>connection</b> with a caring adult beyond their parents as they transition to middle school.	<b>6</b> All students have interests, goals and a <b>vision</b> for the future by the end of eighth grade.
<b>7</b> All students <b>graduate</b> from high school with a plan to reach their full potential.	<b>8</b> All <b>employees</b> report satisfaction in the workplace.	<b>9</b> All <b>parents</b> report satisfaction with their children's educational experience.
<b>10</b> The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure <b>financial stability</b> .	<b>11</b> <b>Community education</b> provides relevant and accessible learning opportunities for all residents.	<small>Note: The first seven benchmarks are aligned with the language identified by Northfield Process, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive from cradle to career.</small>

# 2024 MCA District Overview

With State Context

# Reading

Grade	Subject	2024 Proficiency Rate	Northfield Proficiency Change from 2023	State Proficiency Change from 2023	Percent of Districts (01) with Proficiency Rate <small>(testing 10+ students)</small>	Percent of Northfield Students Testing
	Above State Proficiency Rate		Increase Decrease	Increase Decrease		Above State Proficiency Rate
3	Reading	63.1%	-4.4%	-0.8%	89.0%	98.0%
4	Reading	61.5%	+9.9%	-0.3%	86.1%	96.3%
5	Reading	70.9%	-1.3%	-1.3%	84.4%	98.5%
6	Reading	68.0%	+2.4%	+1.3%	85.1%	97.9%
7	Reading	54.9%	-7.2%	+0.3%	86.3%	96.7%
8	Reading	58.5%	+2.1%	-0.2%	90.8%	98.0%
10	Reading	51.1%	-3.7%	+0.5%	49.2%	85.3%

# Math

Grade	Subject	2024 Proficiency Rate	Northfield Proficiency Change from 2023	State Proficiency Change from 2023	Percent of Districts (01) with Proficiency Rate (testing 10+ students)	Percent of Northfield Students Testing
	Above State Proficiency Rate		Increase Decrease	Increase Decrease		Above State Proficiency Rate
3	Math	73.1%	-4.3%	-0.4%	78.3%	98.4%
4	Math	69.7%	+6.4%	-0.4%	75.1%	97.1%
5	Math	59.8%	-3.8%	-0.3%	84.8%	98.5%
6	Math	49.3%	+0.4%	+0.8%	72.4%	98.6%
7	Math	57.0%	-2.9%	+0.3%	87.3%	96.7%
8	Math	65.8%	+10.1%	+0.9%	93.7%	97.7%
11	Math	50.9%	+8.8%	-1.2%	88.1%	78.2%

# Science

Grade	Subject	2024 Proficiency Rate	Northfield Proficiency Change from 2023	State Proficiency Change from 2023	Percent of Districts (01) with lower 2024 Proficiency Rate <small>(testing 10+ students)</small>	Percent of Northfield Students Testing
	Above State Proficiency Rate		Increase Decrease	Increase Decrease		Above State Proficiency Rate
5	Science	51.0%	-9.7%	-3.4%	59.4%	98.9%
8	Science	56.9%	+12.7%	+2.9%	97.5%	97.4%
10	Science	43.2%	-13.2%	+1.7%	57.1%	84.1%

# Bright Spots!

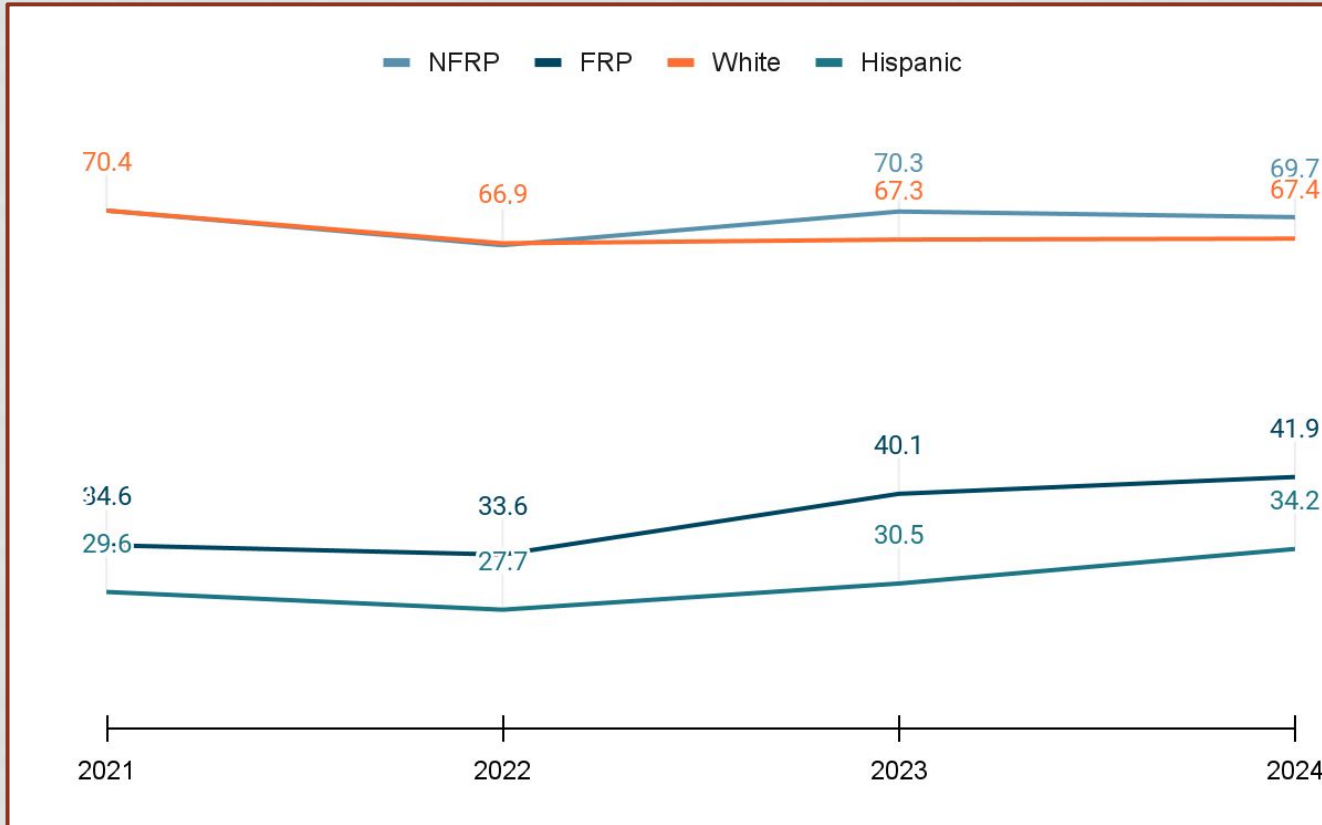


- **Grade 8 Science: 8th highest proficiency rate** in the state (01 districts testing 10 or more students. This was the first cohort to have science as a special in grade 5)
- **Grade 6 Math: Third** consecutive increase in FRP proficiency since 2021.
- **80% Goal Achieved:**
  - Non FRP District Grade 3 Math
  - Non FRP Grade 4 Math at GVP and SC
  - Non FRP Grade 5 Math at GVP

# 2024 MCA Area for Growth

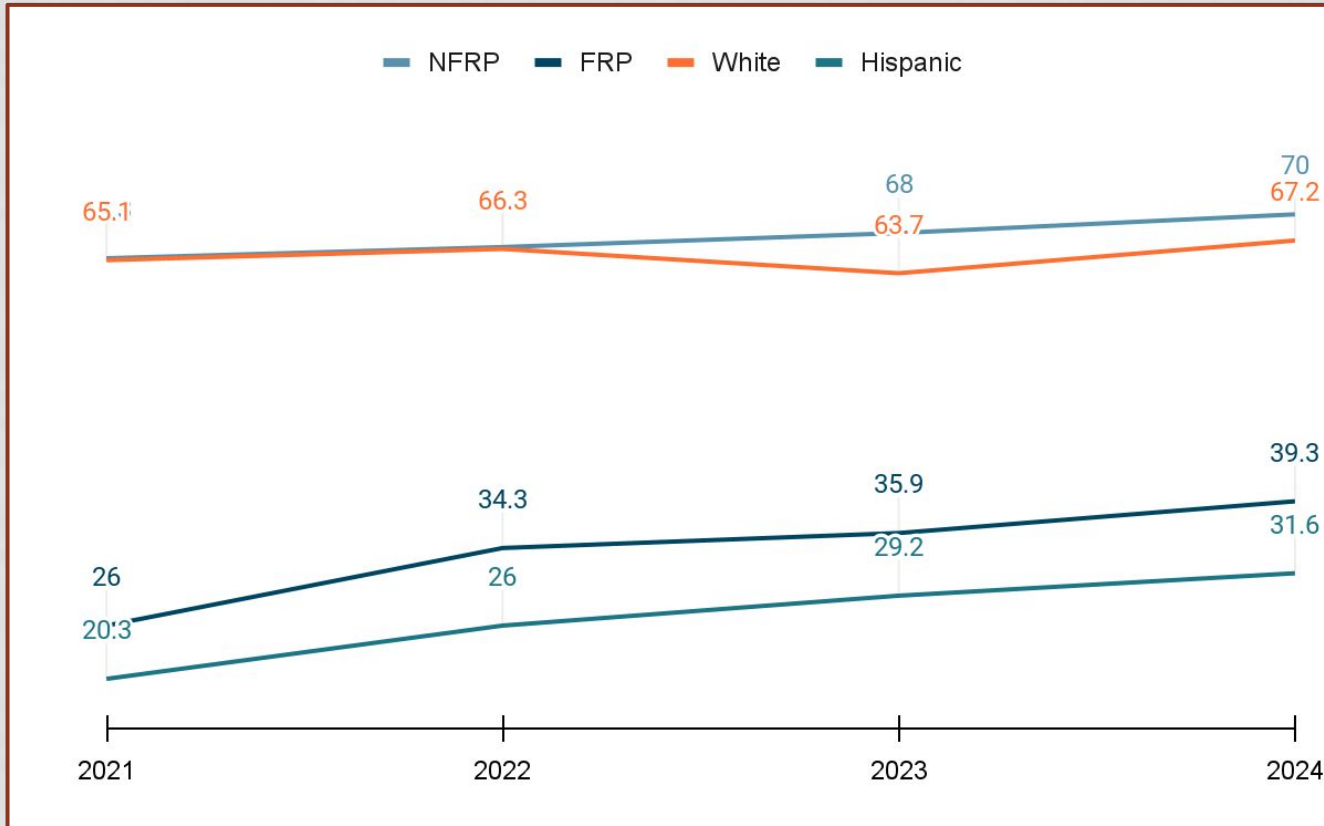
Persistent Achievement Gap

# Reading Proficiency Gap

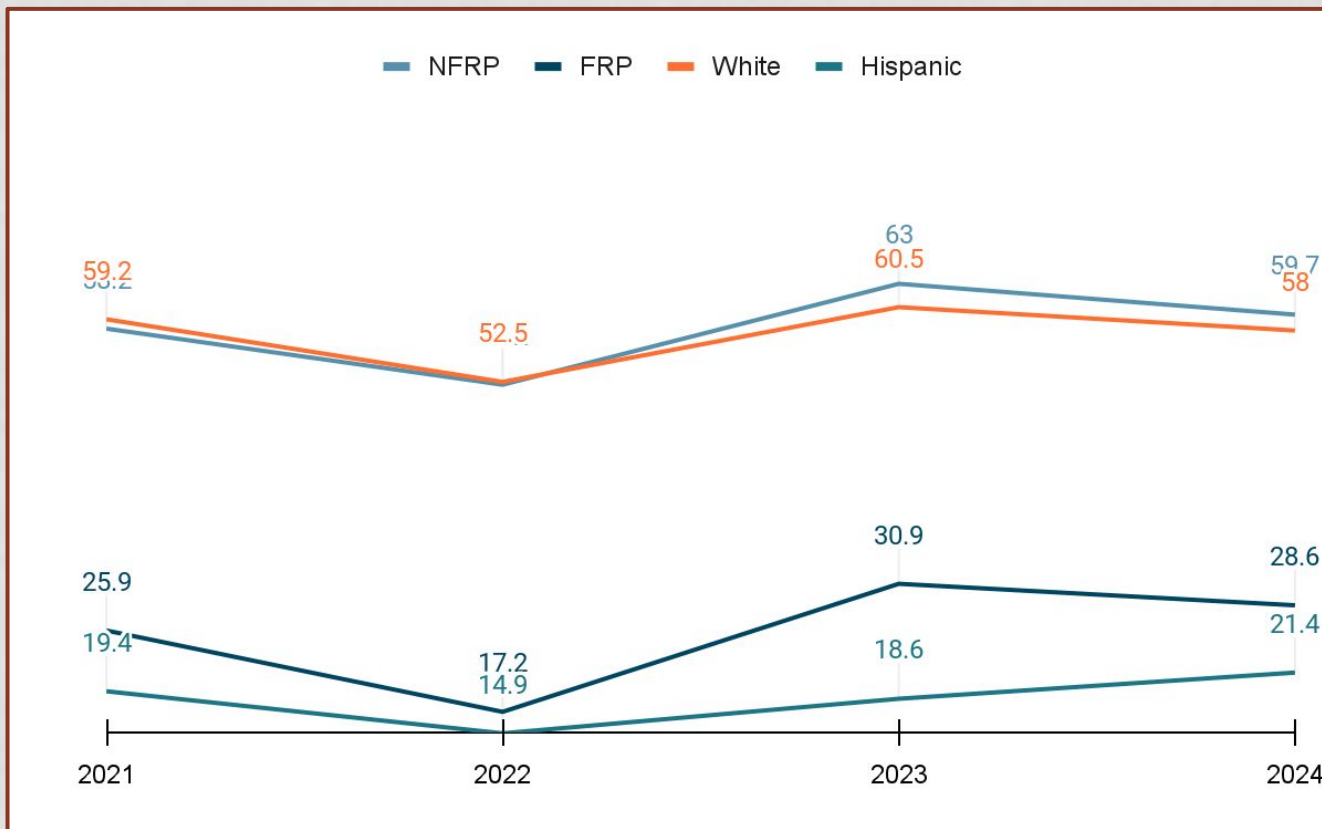




# Math Proficiency Gap



# Science Proficiency Gap



# Action Steps

- **TNTP partnership**
- **Content and Instructional Review (CIRC) work across the district**
- **High Quality Instructional Materials adoption**
  - **Coherence**
  - **Vertical Alignment**
  - **Accessibility**
  - **Grade Level Material**



# Northfield Attendance Pilot



The attendance pilot plan was developed with these key strategies:

1. Target the **correct** students - most at-risk
2. Scale what's **working** - Family Navigators
3. **Collaborate** with partners - HCI, Fernbrook, Carleton
4. Support **Families** - strategies and information
5. Consistently **Communicate** expectations

### Collaboratively Linked Teams

- Collaboratively linked school and **community** teams
- SBMH and Cradle to Career **partners**
- Shared practices
- **Attendance Teams Identified our needs**



### Layered Practices

- Added **secondary attendance liaison**
- Key **intensification** of supports
- **Addresses a current support gap**
- Flexible cohort model
- Liaison attendance team member



### Family Engagement

- Feedback from parent focus groups
- Parents requested **support**
- We will offer **parent groups**
- Home visiting and strategies
- Modeled after **SPACE Treatment** plans



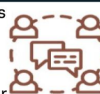
### Assessment

- Identified what was **currently working**
- Elementary attendance liaison evaluation - **scaled up**
- Pilot program evaluation



### Data-based Decision Making

- Partnership with Carleton Statistics group - **deep data dive**
- Identified the **correct** students for cohort
- Outliers distorting data became our **high-risk** cohort



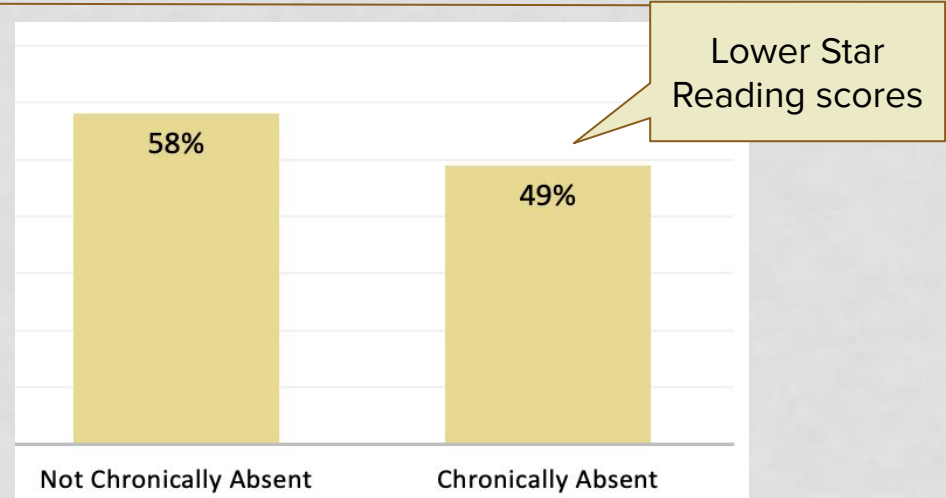
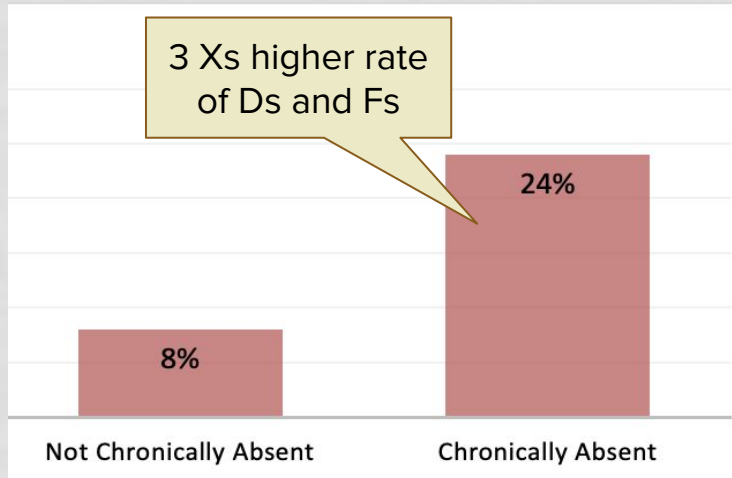
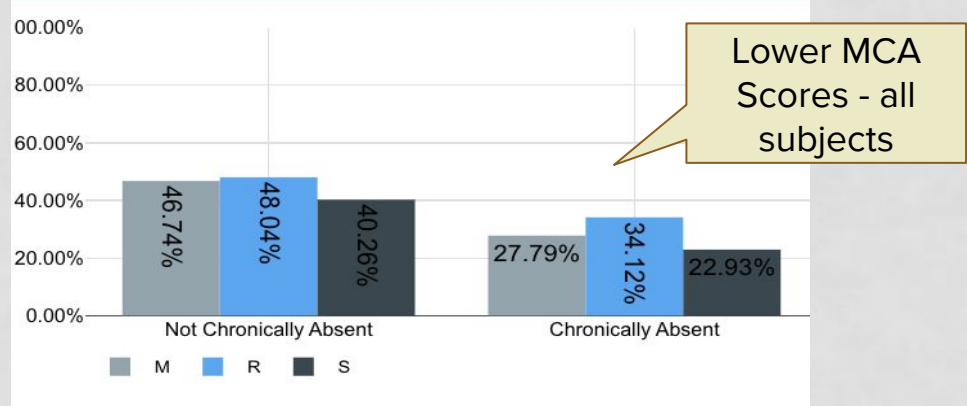
# Northfield Schools Attendance Pilot Project

**Attendance Pilot:** to develop and implement strategies to improve student attendance and help policymakers determine how to effectively support school district efforts to improve student attendance and engagement.

**The Student Attendance and Truancy Legislative Study Group** was established to study and evaluate ways to increase student attendance and reduce truancy. The study group must identify and include in its report any statutory changes needed to implement the study group recommendations.

# Chronic Absence Impact on Engagement

Secondary students who are chronically absent are 10% less likely to report that teachers care about them

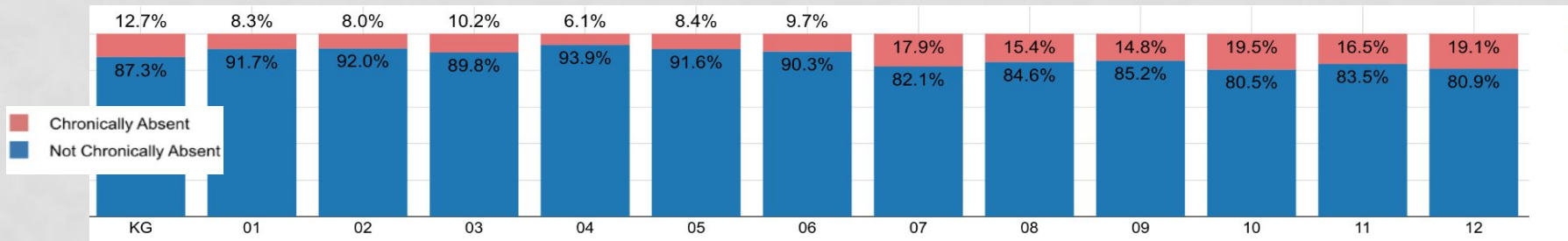


# Attendance - Chronic Absenteeism

- **Chronic Absenteeism** = absent from school for excused or unexcused 10% or more of the school days.
- **Absences add up quickly:** A pattern of missing as few as 2 days a month results in chronic absenteeism that will impact educational performance
- Research shows that students have a harder time learning skills like reading and math, and how to be a student when they are chronically absent

# 13%

Of our students currently meet the definition of a chronically absent student



**Students who are chronically absent are more likely to be:**

- Students of color
- Multilingual learners
- In Kindergarten or first grade OR secondary
- Low income students (*but not like we thought*)



# Barriers for Students and Families

- Transportation
- No medical insurance
- New to country families
- Academic challenges for - students and guardians
- Mental health concerns - students and guardians
- Limited awareness of attendance expectations
- Lack of information about how to help their child (support group)

# Family Engagement Navigator/Attendance Liaison Roles

1. Go to the student and family - supportive 'hopes and dreams' home visits
2. Develop relationships with cohort group
3. Coach and support access to school learning platforms and offering paperwork assistance
4. Connect family to community resources so that they may re-prioritize school
5. They are a trusted resource and consistent point of contact

# Family Engagement Navigator Program Evaluation Data

25%

Reduction in number of students  
meeting the threshold for Chronic  
Absenteeism

75%

Of students in the cohort improved  
their rate of attendance year over  
year

# Data Gathering to Plan Outcomes

## Data Review

- FEN evaluation data
- Carleton Statistics Research Group
- MnMTSS team data reviews
- Family focus meetings

## Learnings

- Families need help
- Families need information
- Our FEN model is effective
- We are lacking support at the secondary level

# District Plan

- Secondary Attendance Navigator
  - ◆ Home Visits
  - ◆ Parent Groups
  - ◆ Student Groups
- SPACE: Supporting Parenting for Anxious Childhood Emotions training for SWs and SBMH
- **Cascade and intentional communication push**

- Attendance Works designed messaging
- Information about our local data on attendance and absence impact
- Awareness about attendance policies, expectations and procedures
- Consistent messaging district-wide

s

nts



# Attendance Project to Date

- Presented to the legislative group
- Meet with the pilot districts monthly
- Consult with the MDE data scientists
  - Pilot progress monitoring
  - Attendance reporting
  - Definitions and Attendance code alignment
- Examined our own district practices and have identified a need to bring the definition of elementary tardy into standard alignment
  - Students arriving before 9:30 am are tardy
  - Students arriving after 9:30 am are half-day absent
  - Students leaving after 2:00 pm have 'left early'
  - Students leaving before 2:00 pm are half-day absent

**Current district language:** Any student that arrives after the bell rings or leaves school early, for any reason, will be counted tardy. You must call the attendance line to report that your child will be tardy.

## Next steps:

1. Further development of student and family cohort for the liaison
2. Identify processes for increased family support with the SPACE strategies
3. Per pilot guidance, develop robust progress monitoring and consistent data reporting strategies
4. Continue to bring our attendance tracking and reporting practices into coherence
5. Edit, finalize and roll - out attendance messaging

# Questions?





**TO:** School Board Members  
Dr. Hillmann, Superintendent

**FROM:** Sara Pratt, Director of Special Services

**DATE:** October 14, 2024

**RE:** Request to hire an additional licensed Special Education Teacher

I am requesting the school board consider approval of the following increase for special education staff:

**1.0 FTE licensed Special Education resource teacher at Spring Creek Elementary:**

Since August 1, 16 students have enrolled with Individualized Education Programs (IEP). Three (3) of these students have speech-language services only and 13 students have more comprehensive services currently being served at the resource level. The total number of students receiving resource-level services at Spring Creek is currently 53. Of those 53 students, 14 (or approximately 25%) have special education services for 30%-70% of their day. We anticipate the number of students requiring special education services will continue to increase throughout the year as it has in past years.

With the increase in students, there are also increased needs in the area of social/emotional/behavioral. The amount of staff support required to maintain safety is significant and the intensity, frequency, and duration of behavior incidents often require 2 or more staff to respond several times per day. This results in disruption to the learning environment for many students and staff as well as the inability to provide required special education services to other students.

In addition to the increase this year at Spring Creek, Northfield has seen an overall increase in the number of students receiving special education services and the level of need for these students. While we don't yet have final numbers for our Dec. 1 Child Count, preliminary reports indicate that there has been an overall increase in the number of students receiving special education services in Northfield for the 24-25 school year. This does not allow us to reassign current staff to support the current need at Spring Creek on a long-term basis.

The total projected cost of salary and benefits is \$91,716 with approximately 70% of the salary reimbursed through special education revenue for a net cost of \$27,515. This calculation assumes an anticipated hire date of 11/1/24.

**Additional Information:**

School Year	Total Child Count	Federal Setting 2 & 3
2021-2022	686	206
2022-2023	693	234
2023-2024	738	242
2024-2025	preliminary: 746	256

Total child count increase since 2021-2022: 60

Average caseloads for elementary resource teachers in the region are 12-16.



# State of the District 2024

08.14.2024 | Adapted for the Board 10.14.2024

# VISION

We prepare **every** student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

## Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN

### VISION

We prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

### BENCHMARKS

<b>1</b> All children are ready for <b>kindergarten</b> .	<b>2</b> All students are connected to the <b>community</b> .	<b>3</b> All students are at grade level in <b>reading and mathematics</b> by the end of third and sixth grades.
<b>4</b> All students exhibit physical, social and emotional <b>well-being</b> .	<b>5</b> All students have a <b>connection</b> with a caring adult beyond their parents as they transition to middle school.	<b>6</b> All students have interests, goals and a <b>vision</b> for the future by the end of eighth grade.
<b>7</b> All students <b>graduate</b> from high school with a plan to reach their full potential.	<b>8</b> All <b>employees</b> report satisfaction in the workplace.	<b>9</b> All <b>parents</b> report satisfaction with their children's educational experience.
<b>10</b> The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure <b>financial stability</b> .	<b>11</b> <b>Community education</b> provides relevant and accessible learning opportunities for all residents.	<small>Note: The first seven benchmarks are aligned with the language identified by Northfield Promise: a collective impact commitment of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career".</small>



### STRATEGIC COMMITMENTS



#### People

We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



#### Learner Outcomes

We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.



#### Equity

We ensure that every child has a fair opportunity to reach their full potential.



#### Communication

We communicate effectively and transparently with all stakeholders.



#### Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



#### Partnerships

We seek community partnerships that accelerate student achievement of district benchmarks.

# Academics



- Ag returns!
- Mathematics curriculum adoption
- READ Act: science of reading
- Advanced Placement

Coalition to  
Advance **Future**  
**Student Success**

ESSER INVESTMENTS IN ACADEMIC RECOVERY & WELLBEING: NORTHFIELD COMMUNITY SCHOOLS

**CCSSO**

# Employee Experience

**Districtwide  
improvement  
For 19 of 20  
indicators**



# Employee Experience

**At least +0.10  
improvement  
on seven  
indicators**





# Parent Satisfaction

**Districtwide  
improvement  
for 11 of 15  
indicators**

**(one remained the same)**



# Elevating voices



# Finance

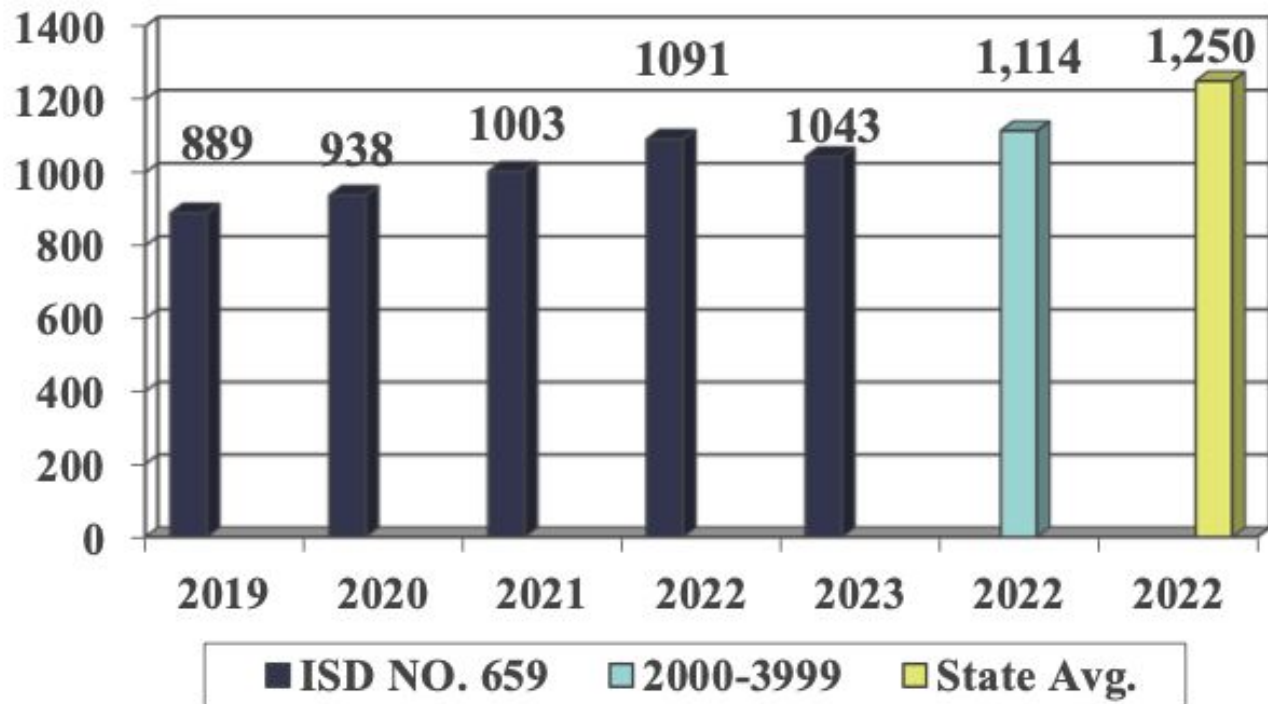
## GENERAL FUND | FINANCIAL SUMMARY

	2021-22 Audit Results	2022-23 Audit Results	2023-24 Revised Budget	2024-25 Proposed Budget
REVENUE	\$ 59,808,842	\$ 61,267,825	\$ 62,956,616	\$ 67,744,818
EXPENDITURES	62,769,665	63,194,494	62,170,588	66,853,904
DIFFERENCE	(2,960,823)	(1,926,669)	786,028	890,914
BEGINNING FUND BALANCE	18,154,039	15,193,216	13,266,547	14,052,575
ENDING FUND BALANCE	\$ 15,193,216	\$ 13,266,547	\$ 14,052,575	\$ 14,943,489
RESTRICTED FUND BALANCE	\$ 6,288,044	\$ 5,561,095	\$ 5,652,983	\$ 5,824,111
UNRESTRICTED FUND BALANCE	\$ 8,905,172	\$ 7,705,452	\$ 8,399,592	\$ 9,119,378
PERCENTAGE OF EXPENDITURES (excl. Capital, LTFM, Scholarships & SAF)	15.2%	13.1%	14.3%	14.3%

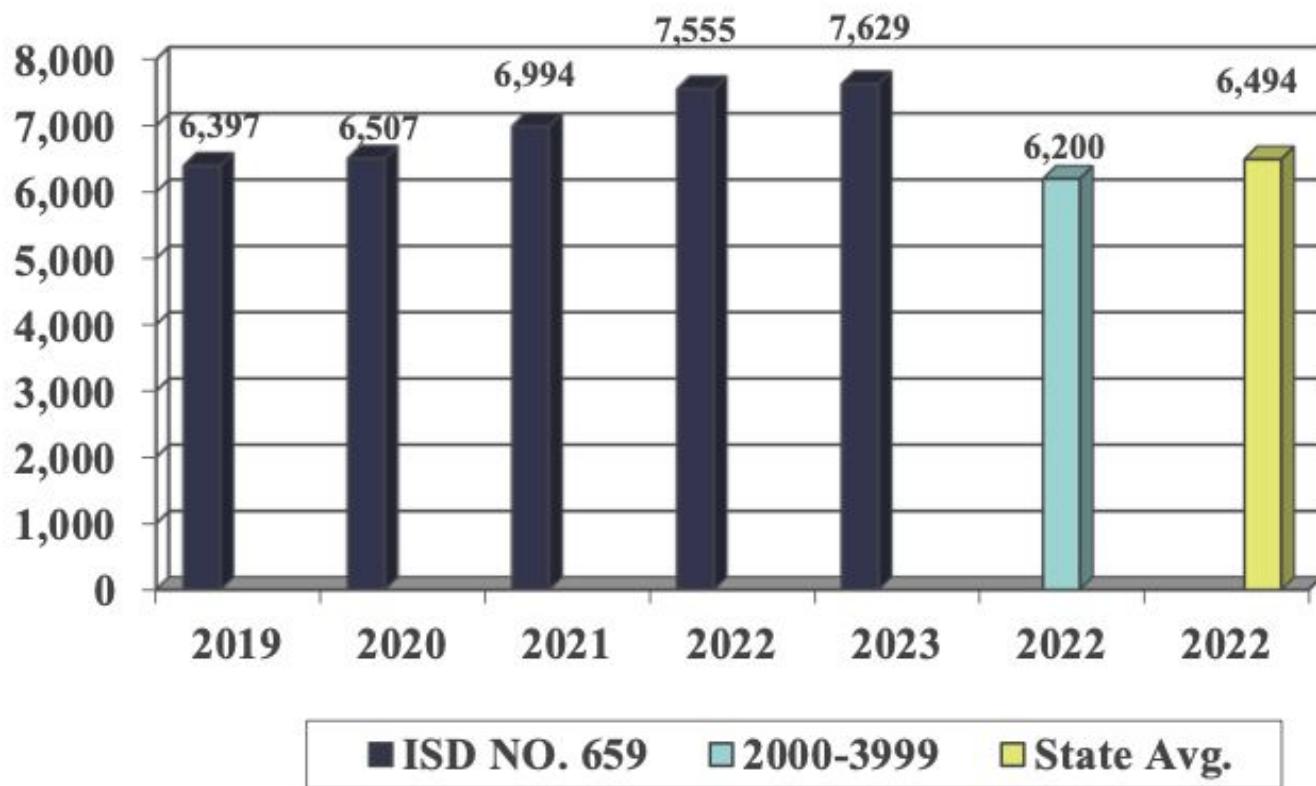
**Back-  
to-Back-  
to-Back-  
to-Back-  
to Back**

**NO audit  
findings**

ISD NO. 659 NORTHFIELD  
District & School Administration & Support  
Cost per Student



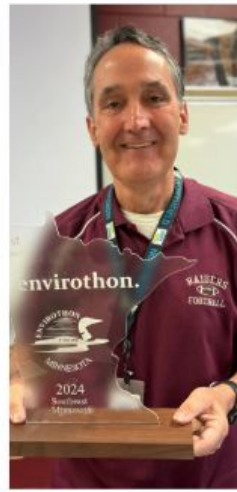
Regular Instruction  
Cost per Student



# Finance



# Alumni







# Did you know?



**Kids  
are  
fantastic!**



# Questions?



— Celebrating 150 years —



## Policy 207 PUBLIC HEARINGS

### I. PURPOSE

The Northfield School District's Board of Education is committed to people, communications, and partnerships, and recognizes the importance of obtaining public input on matters properly before the 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.~~ To effectively gather public feedback on relevant issues, the board has established the following 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.~~ Public notice for a public hearing, as mandated by law, must be given as outlined in the enabling legislation. For other hearings held in conjunction with a regular meeting, the notice should follow the requirements for a regular meeting. Similarly, for hearings held with a special meeting, the notice should adhere to the requirements for a special meeting, or as otherwise decided by the board.

#### C. *Public Participation*

The board maintains ~~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, when applicable, the 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: 12.11.2023; Substantive Update: 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 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; 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)

## Policy 509 ENROLLMENT OF NONRESIDENT STUDENTS

### I. PURPOSE

In alignment with the Northfield School District's strategic commitments to equity and stewardship, the district chooses ~~desires~~ to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes, section 124D.03. ~~The purpose of this policy~~ This policy sets forth the application and exclusion procedures used by the school district in making said determination.

### II. GENERAL STATEMENT OF POLICY

The Northfield Board of Education authorizes the superintendent or their designee to approve applications for enrollment under the school district enrollment options program and enter into nonresident student attendance agreements with other school districts.

### III. DEFINITION OF RESIDENCY

- A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:
1. Space is available for the applicant under enrollment cap standards established by school board policy or other directives.
  2. In considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statutes, section 124D.03.
  3. The applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.
- B. If the district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.
- C. The parent of a student with a disability not yet enrolled in kindergarten and not open enrolled in a nonresident district may elect, in the same manner as the parent of a resident student with a disability, a school in the nonresident district where the child is enrolled in a Head Start program or a licensed child care setting in the nonresident district, provided the child can be served in the same setting as other children in the nonresident district with the same level of disability.

Under this paragraph, parents must demonstrate enrollment in a community preschool or childcare setting.

D. A nonresident preschool aged child with a disability open enrolled in the district may be required to open enroll for kindergarten.

#### **IV. BASIS FOR DECISIONS**

##### **A. *Standards that may be used for rejection of application***

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes, section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. Possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, ~~with~~ except that such term does not include a pocket knife with a blade less than two and one-half inches in length, at school or a school function.
2. Possessing or using an illegal drug at school or a school function.
3. Selling or soliciting the sale of a controlled substance while at school or a school function.
4. Committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

##### **B. *Standards that may not be used for rejection of application***

The district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. Previous academic achievement of a student.
2. Athletic or extracurricular ability of a student.
3. Disabling conditions of a student.
4. A student's proficiency in the English language.
5. The student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. Previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in this policy.

##### **C. *Application***

The student and parent/guardian must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood

Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) ~~or School Readiness Plus (SRP) Application if applicable~~) developed by MDE and available on its website.

The district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 ~~or Laws 2017, First Special Session chapter 5, article 8, section 9~~, to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 ~~or Laws 2017, First Special Session chapter 5, article 8, section 9~~, to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

D. ***Lotteries***

If a district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. The student's resident district does not operate a school building.
2. The municipality is located partially or fully within the boundaries of at least five school districts.
3. The nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality.
4. No other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the district lottery must be established by school board policy and posted on the district's website.

E. ***Exclusion***

1. ***Administrator's initial determination.*** If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion



or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.

2. ***Superintendent's review.*** The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. ***Termination of Enrollment***

The district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes, section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8. The district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the district will send to the student's parents a written notice of the district's belief that the student is not a resident of the district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school

district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

## Policy 509 ENROLLMENT OF NONRESIDENT STUDENTS

Adopted: 09.27.2004; Updated: 05.2013, 12.2013, 12.2014, 06.20.2022; Substantive Update: 07.10.2023, INSERT DATE HERE

Board of Education  
INDEPENDENT SCHOOL DISTRICT NO. 659  
Northfield, Minnesota

**Legal References:** Minn Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)  
Minn Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn Stat. § 124D.03 (Enrollment Options Program)  
Minn Stat. § 125D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minn. Stat. § 125A.13 (School of Parents' Choice)  
Minn. Stat. Ch. 260A (Truancy)  
Minn Stat. § 260C.007, Subd. 19 (Definitions)  
Minn. Op Atty. Gen. 169-f (Aug. 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005  
WL 3111963 (Minn. Ct. App. 2005) (unpublished)  
18 U.S.C. 930, para. (g)(2) (Definition of weapon)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)

## 512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

### I. PURPOSE

The district's vision is to prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society. To align with that vision, the purpose of this policy is to protect students' rights to free speech in the production of ~~official-school-sponsored publications and~~ activities while ~~at the same time~~ balancing the district's role in supervising student publications and the operation of the Northfield School District.

### II. GENERAL STATEMENT OF POLICY

- A. The district may exercise editorial control over the style and content of student expressions in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an ~~official student~~ school-sponsored media publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after the review is requested.
  - 1. Students producing ~~official-school-publications~~ school-sponsored media and activities shall be under the supervision of a faculty adviser and the school principal. ~~Official-publications~~ School-sponsored media and activities shall be subject to the guidelines set forth below.
  - 2. ~~Official-school-publications~~ School-sponsored media may be distributed at reasonable times and locations.

### III. DEFINITIONS

- A. "Distribution" means the electronic or physical circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting, or displaying material in any manner, or placing materials in internal staff or student mailboxes.
- B. "Material and substantial disruption" of a normal school activity means:

Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

~~“Official school publications” means school newspapers, newsletters, literary magazines, yearbooks or material produced in classes as a part of the curriculum and other publications funded and / or sponsored or authorized by the school.~~

C. “Obscene to minors” means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the salacious interest of minors of the age to whom distribution is requested;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct, excretory functions, or lewd exhibition; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. “Minor” means any person under the age of eighteen (18).

E. ~~“Material and substantial disruption” of a normal school activity is defined as any disruption which interferes with or impedes the implementation of a compulsory or voluntary school activity.~~

~~In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.~~

“School activities” means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic

contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

F. "School-sponsored media" means material that is:

1. Prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the district.
2. Distributed or generally made available to students in the school.
3. Prepared by a student journalist under the supervision of a student media adviser.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.

G. ~~"Libelous" or "slanderous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.~~

"Student journalist" means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.

H. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

#### IV. GUIDELINES

A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.

B. Student expression in school-sponsored media, a yearbook, ~~an official school publication~~ or school-sponsored activity is prohibited when the material:

1. Is obscene to minors.
2. Is ~~libelous or slanderous~~ defamatory.

3. Is profane, harassing, threatening, or intimidating.
  4. Constitutes an unwarranted invasion of privacy.
  5. Violates federal or state law.
  6. Causes a material and substantial disruption of school activities.
  7. Is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031.
  8. Advertises or promotes any product or service not permitted for minors by law.
  9. ~~Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities.~~
  9. Expresses or advocates sexual, racial, or religious harassment or violence or prejudice.
  10. Is distributed or displayed in violation of time, place, and manner regulations.
- C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.
- D. ~~Expression in an official school publication or school-sponsored activity is subject to editorial control by the district over the style and content as long as the district's actions are reasonably related to legitimate pedagogical concerns.~~ Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists. These professional standards may include, but are not limited to, efforts to assure that:
1. Participants learn whatever lessons the activity is designed to teach.
  2. Readers or listeners are not exposed to material that may be inappropriate for their level of maturity.
  3. The views of the individual speaker are not erroneously attributed to the school.
  4. The school is not associated with any position other than neutrality on matters of political controversy.
  5. The sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order.
  6. The school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

#### **IV. TIME, PLACE AND MANNER OF DISTRIBUTION**

- A. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.
- B. No one shall coerce a student or staff member to accept any publication. The district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

**[NOTE: This model policy is crafted to fulfill the obligation stated above.]**

## Policy 512 School-Sponsored Student Publications and Activities

Adopted: 10.08.2007; Reviewed: 01.27.2022; Substantive Update: INSERT DATE HERE

Board of Education  
INDEPENDENT SCHOOL DISTRICT NO. 659  
Northfield, Minnesota

***Legal References:*** U. S. Const., amend. I  
*Morse v. Frederick*, 551 U.S. 393 (2007)  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F.2d 747 (8th Cir. 1987)  
Minn. Stat. § 121A.03 (Model Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.80 (Student Journalism: Student Expression)

***Cross References:*** MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

## Policy 513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

### I. PURPOSE

~~The purpose of this policy is to provide guidance to Northfield School District's professional staff, parents, caregivers, and students regarding student promotion, retention, and program design. This policy provides guidance on student promotion, retention, and program design for Northfield School District's staff, parents, caregivers, and students, aligning with the district's vision and commitment to learner outcomes and equity.~~

### II. GENERAL STATEMENT OF POLICY

The Board of Education expects all students to achieve an acceptable level of academic proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

#### A. *Promotion*

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

#### B. *Retention*

Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final.

#### C. *Program Design*

1. The superintendent, with participation of the professional staff and parents/guardians, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the district shall also be developed as additional options. All programs will be aligned with creating comprehensive achievement and civic readiness ~~the World's Best Workforce.~~

2. The district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.

3. The district must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:

- a. Multiple objective criteria.



- b. Assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
4. The district must adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the district will:
  - a. Assess a student's readiness and motivation for acceleration.
  - b. Match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for a student.
5. The district must [adopt procedures](#) consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). The procedures must be sensitive to under-represented groups.

### Policy 513 Student Promotion, Retention, and Program Design

Adopted: 10.22.2007; Updated: 05.23.2022; Substantive Update: 07.10.2023, INSERT DATE HERE

#### Board of Education

#### INDEPENDENT SCHOOL DISTRICT NO. 659

#### Northfield, Minnesota

**Legal References:** Minn. Stat. § 120B.15 (Gifted and Talented Program)  
Minn. Stat. § 123B.143, subd. 1 (Superintendents)

**Cross References:** MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)  
MSBA/MASA Model Policy 620 (Credit for Learning)

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

September 23, 2024  
District Office Boardroom

1. Call to Order  
School Board Chair Claudia Gonzalez-George called the regular meeting of the Board of Education of Independent School District No. 659 to order at 6:00 p.m. Present: Butler, Goerwitz, Gonzalez-George, Hardy, Nelson and Quinnell. 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 Butler, the board unanimously approved the agenda.
3. Public Comment  
There were four public comments.
4. Announcements and Recognitions
  - Congratulations to senior Soren Powers, who has been selected as a 2025 National Merit Scholarship semifinalist. The National Merit Scholarship Corporation announced approximately 16,000 national semifinalists, representing less than 1 percent of high school seniors in the United States. Soren and the other semifinalists across the country will have an opportunity to continue in the competition for 7,140 National Merit Scholarships worth nearly \$28 million that will be offered next spring.
  - Allison Mathews and Noah Berini have been named as Commended Students in the 2025 National Merit Scholarship Program (NMSPP). Commended Students placed among the top 5% of students who entered the 2025 competition by taking the 2024 preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/MNSQT).
  - The Sesquicentennial Minute: The superintendent shared a snippet from Bruce Colwell's "City of Schools" book about the history of the school district.
  - Superintendent Hillmann has been selected by the Minnesota Community Education Association (MCEA) as the recipient of the 2024 Supportive Administrator of the Year Award. This award is a recognition of his exceptional dedication, leadership, and advocacy for community education in the district.
5. Items for Discussion and Reports
  - a. District Youth Council (DYC) Update. DYC co-chairs Annika Reister and Allison Mathews updated the board about the DYC's plans for the 2024-2025 school year.
  - b. Greenvale Park Elementary School Improvement Showcase. Greenvale Park Principal Sam Richardson provided the board with an overview of the school's successes and highlights in 2023-2024 and the focus areas for the 2024-2025 school year.  
  
Board member Miller arrived at 6:25 p.m.
  - c. Bridgewater Elementary School Improvement Showcase. Bridgewater Principal Nancy Antoine provided the board with an overview of the school's successes and highlights in 2023-2024 and the focus areas for the 2024-2025 school year.  
  
Board member Hardy left the meeting at 6:53 p.m. and returned to the meeting at 6:56 p.m.
  - d. Fall 2024 Bond Referendum. Superintendent Hillmann updated the board on the bond referendum informational campaign and highlighted upcoming events.
6. Consent Agenda  
On a motion by Hardy, seconded by Miller, the board unanimously approved the consent agenda.
  - a. Minutes. Minutes of the Regular School Board meeting held on September 9, 2024.

- b. Gift Agreements. Gift agreements included in the board packet.
- c. Overnight Field Trip. Northfield High School FFA Advisor T.J. Austin requested board approval to take FFA members to the National FFA Convention in Indianapolis, IN, Oct. 22-Oct. 26, 2024.
- d. Financial Reports.
- Director of Finance Mertesdorf requested the board approve paid bills totaling \$2,489,698.23, payroll checks totaling \$3,803,738.79, a wire transfer totaling \$400,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$300,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for May 2024. At the end of May 2024 total cash and investments amounted to \$29,642,560.38.
  - Director of Finance Mertesdorf requested the board approve paid bills totaling \$2,596,234.98, payroll checks totaling \$3,503,055.05, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$250,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for June 2024. At the end of June 2024 total cash and investments amounted to \$32,963,253.89.
- e. Personnel Items
- i. Appointments
1. Alexander Altermatt, Instructor Assistant with Community Ed Recreation, beginning 9/21/2024-5/31/2025. Step 2-\$14.76/hr.
  2. Scott Broughton, Cross Country Coach at Northfield High School, beginning 9/19/2024 through 11/2/2024. \$4,435 stipend prorated to the number of days in the season that are worked.
  3. Edward French, Event Worker at the High School, beginning 9/12/2024. \$45/77 event.
  4. Melissa Hanson, Secondary Attendance and Family Support Liaison for 6 hours/day at the High/Middle School, beginning 9/26/2024. \$50,000 salary prorated to \$45,087.12 for the 2024-25 school year. (Working 156 of the 173 work days).
  5. Terry Jensen, Special Education EA/PCA at Greenvale Park for 4.5 hours/day, effective 9/26/2024. Step 4, \$18.05/hour + prorated PCA stipend. Salary subject to change upon settlement of the 2024-26 EA contract.
  6. Cala Landsteiner, General Education EA at Bridgewater Elementary for 2.0 hrs/day, effective 9/26/2024. Step 2 - \$17.03/hour. Salary subject to change upon settlement of the 2024-26 EA contract.
  7. Alise Longo, Event Worker at the Middle School, beginning 9/13/2024. \$45/match.
  8. Lilliana Quiroga, Special Ed EA PCA for 6.75 hours/day at the Middle School, beginning 9/23/2024. Step 1 - \$16.66/hr. + PCA Stipend - subject to change upon settlement of 2024-26 agreement.
  9. Marc Robinson, .20 FTE Fall Musical position, beginning 9/20/2024 through 11/17/2024. \$998 stipend.
  10. Faith Torgeson, Special Ed EA PCA for 7 hours/day at the Middle School, beginning 9/23/2024. Step 1 - \$16.66/hr. + PCA Stipend - subject to change upon settlement of 2024-26 agreement.
  11. Kristin Vatter, Building Supervisor for up to 10 hours/week as needed with Community Education, beginning 9/23/2024. \$19.32/hr.
  12. Nancy Veverka, ABE Teacher at the NCEC, beginning 9/23/2024, MA+40, Step 6.
  13. Justine Voronkova, Special Education EA/PCA at the High School for 4.5 hours/day, effective 10/1/2024. Step 1, \$16.66/hour + prorated PCA stipend. Salary subject to change upon the settlement of the 2024-26 contract with Educational Assistants.
  14. Zehou Zhao, Instructor Lead with Community Ed Recreation, beginning 9/16/2024-5/31/2025. Step 4-\$16.32/hr.
  15. Jennifer Bowens, Special Ed EA PCA for 6.5 hours/day and Gen Ed EA Supervision for .50 hours/day at the High School, beginning 9/26/2024. Step 4, \$18.05/hour + prorated PCA stipend. Salary subject to change upon settlement of the 2024-26 EA contract.
  16. Correction: McKenzie Foley, 1.0 FTE Fourth Grade Teacher at Bridgewater, beginning 8/22/2024. BA, Step 6.

17. Estella Freeman, Instructor Lead with Community Ed Recreation, beginning 9/21/2024-5/31/2025. Step 2-\$15.80/hr.
  18. Aubree Klein, Instructor Assistant with Community Ed Recreation, beginning 9/28/2024 - /31/2025. Step 4 - \$15.28/hr.
  19. Brennan Ludwig, 1.0 FTE Custodian Engineer at the High School, beginning 10/7/2024. Step 5-\$29.06/hr. + \$0.30/hr night lead stipend.
  20. Kari Selchow, 1.0 FTE Long Term Substitute Grade 3 Teacher at Greenvale Park, beginning 9/23/2024-10/14/2024. Daily sub rate.
- ii. Increase/Decrease/Change in Assignment
1. Alexander Altermatt, Instructor Assistant with Community Ed Recreation, add Instructor Lead with Community Ed Recreation, effective 9/21/2024-5/31/2025. Step 2-\$15.80/hr.
  2. Natalie Amy, Guidance Counselor at the Middle School, add Event Worker at the High School, effective 9/11/2024.
  3. Adriana Bermudez, Early Childhood Special Ed EA for 28.5 hours/week at the NCEC, add Gen Ed EA for for 1 hour/week at the NCEC, effective 9/11/2024.
  4. Lynnsey Carlsen, Special Ed EA for 30.25 hours/week at Bridgewater, add .75 hours/week at Bridgewater, effective 9/16/2024.
  5. Robert Coleman, Gen Ed EA for 5 hours/day at Spring Creek, change to Gen Ed EA for 5.75 hours/day at Spring Creek, effective 9/3/2024.
  6. Michele Cruz, Child Nutrition Associate at the Middle School, add KidVentures Site Assistant for up to 11 hours/week at Greenvale Park, effective 9/16/2024. Step 1, \$17.80/hour.
  7. Natalie Deane, Special Ed Teacher Greenvale Park, add Bridges Math Implementation Lead at Greenvale Park, effective 7/1/2024-6/6/2025. \$1,000 stipend.
  8. Brent Dunkelberger, Math Teacher at the Middle School, add Targeted Services Teacher at the Middle School Youth Center for 1.25 hour/day Monday-Thursday. \$40/hour.
  9. Catherine Lovrien, Teacher at the Middle School, add Event Worker at the High School, effective 9/10/2024.
  10. Armando Martinez Rosas, Night Engineer at the High School, change to Head Custodian at Greenvale Park, effective 8/30/2024. Step 5 Head Custodian.
  11. Beth McClune, Special Ed EA PCA for 6.25 hours/day and Special Ed Bus EA for 1.25 hours/day at the Middle School, change to Special Ed EA PCA for 6.416 hours/day and Special Ed Bus EA for 1.25 hours/day at the Middle School, effective 9/11/2024-6/6/2025.
  12. Karen Murphy, Night Engineer at the Middle School, change to Temporary Head Custodian at the Middle School, effective 8/1/2024-9/6/2024.
  13. Brody Nygaard, KidVentures Student Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Student Site Assistant for up to 15 hours/week at Greenvale Park, effective 9/12/2024.
  14. Katie Rimmey, Special Ed EA for 6.75 hours/day at the Middle School, change to Special Ed EA for 6.92 hours/day at the Middle School, effective 9/17/2024-6/6/2025.
  15. Libby Stanton, Early Childhood Teacher and Screener for .69 FTE Teacher at the NCEC, Change to Early Childhood Teacher for .73 FTE Teacher and Screener for up to 11 hours/week at the NCEC, effective 9/16/2024.
  16. Jade Suhsen, Special Ed EA for 17.5 hours/week at the NCEC, change to Special Ed EA for 17.75 hours/week at the NCEC, effective 9/11/2024-6/6/2025.
  17. Lilian Tharp, .5 FTE Special Ed Teacher at the NCEC, change to .568 FTE Special Ed Teacher at the NCEC, effective 9/11/2024-6/6/2025.
  18. Beth E Winter, Special Ed EA for 3.75 hours/day and Gen Ed EA for 3.5 hours/day at Greenvale Park, change to Special Ed EA for 3.55 hours/day and Gen Ed EA for 3.25 hours/day at Greenvale Park, effective 9/3/2024.
  19. Laura Vind, Special Ed EA for 28.75 hours/week and Gen Ed EA for 2.5 hours/week at the High School, change to Special Ed EA for 29.75 hours/week and Gen Ed EA for 2.5 hours/week at Greenvale Park, effective 9/13/2024-6/6/2025.
  20. Jasmine Bos, Special Ed EA and KidVentures Site Assistant at Bridgewater/Greenvale Park, change to Special Ed EA for 6.75 hours/day at Bridgewater, effective 9/23/2024.
  21. Robyn Dietz, EA-Media Floater with the District, add Event Worker at the High School, effective 9/20/2024.
  22. Kimberly Kohaut, Summer Site Leader with Community School, change to Community School Site Lead for up to 30 hours/week at Greenvale Park, effective 8/12/2024.

23. Josh Spitzack, Teacher at the Middle School, add Assistant Boys Basketball Coach 9B at the High School, effective 11/18/2024. \$4,435 stipend.
24. Jade Suhsen, Early Childhood EA for 17.75 hours/week at the NCEC, change to Early Childhood EA for 18 hours/week at the NCEC, effective 9/18/2024-6/6/2025.
25. Grace Swanson, Summer Site Leader with Community School, change to Community School Site Lead for up to 30 hours/week at Bridgewater, effective 8/12/2024.
26. Mason Zick, PE Teacher at the Middle School, add Assistant Boys Basketball Coach at the High School, effective 9/19/2024. \$5,544 stipend.

iii. Leave of Absence

1. Peggy Christensen, CNA I at Bridgewater Elementary, medical leave of absence beginning 9/13/2024. Return to work date is still to be determined.
2. Kristine Farmer, Office Generalist at the NCEC, medical leave of absence, beginning 10/24/2024-1/24/2025.
3. Naomi Golden, Teacher at the High School, FMLA Leave of Absence, beginning 11/25/2024 through the end of the 2024-2025 school year.
4. Danielle Goodfellow, EarlyVentures Teacher at the NCEC, FMLA Leave of Absence, beginning 10/23/2024-11/20/2024.
5. Craig Johnson, FMLA leave beginning 10/3/2024 through 10/11/2024.

iv. Retirements/Resignations/Terminations

1. Anna Hershberger, Media Center EA at Greenvale Park, resignation effective 9/20/2024.
2. Christopher Scoville-Riazi, Art Teacher at the ALC, resignation effective 9/18/2024.
3. Wendy Newman, Administrative Assistant at the NCEC, resignation effective 9/25/2024.
4. Jasmine Bos, KidVentures Site Assistant with Community Education, resignation effective 9/23/2024. Will continue as an EA.
5. Terry Jensen, EA at Greenvale Park, declined position effective 9/23/2024.

7. Items for Individual Action

- a. LMR Media Contract. On a motion by Butler, seconded by Hardy, the board approved the LMR Media contract for the time frame September 1, 2024 - August 31, 2029 as presented.
- b. NCC Builders Contract. On a motion by Nelson, seconded by Miller, the board approved the NCC Builders contract for the time frame July 1, 2024 - June 30, 2029 as presented.
- c. Proposed 2024 Payable 2025 Preliminary Property Tax Levy. Director of Finance Mertesdorf, reviewed the levy certification timelines and analysis of the preliminary levy. The amount of the preliminary levy for 2025 is \$21,836,963.45 and represents a 0.50% decrease over last year. This represents the maximum levy amount as of this publication.  
On a motion by Gonzalez-George, seconded by Butler, the board certified to County Auditors the 2024 Payable 2025 Preliminary Levy Limitation and Certification at the maximum authority.

8. Items for Information

- a. Retired Educators Luncheon. Board members are invited to attend the district's annual retired educators luncheon on Friday, October 4. The luncheon will be held at Ruth's on Stafford beginning at 11:30 a.m. If you plan to attend please RSVP to Anita Aase no later than Sept. 26.

9. Future Meetings

- a. Monday, October 14, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, October 28, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Tuesday, November 12, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Quinnell, seconded by Nelson, the board unanimously approved to adjourn the regular board meeting at 8:24 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 below:

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

<b>Date of the bequest, donation, or gift:</b>	<b>Amount:</b>	<b>Who the bequest, donation, or gift is from:</b>	<b>What is the bequest, donation, or gift for?</b>
9/19/24	\$15.00	Coty and Sean Dodd parents of Shelby Dodd	Supplies for Nurse's Clinic
9/20/2024	\$200.00	Northfield Ford Chrysler	Senior Celebration Community Donation
9/20/2024	\$200.00	KYMN Radio	Senior Celebration Community Donation
9/20/2024	\$10.00	Jason Wood	NMS Music T-Shirts 2024-25 Scholarship Donation [From Kit:NMS Music T-Shirts 2024-25]
9/20/24	\$300.00	Premier Banks	Chess Club Donation
9/23/2024	\$10.00	Andrea Peterson	GVP Gr. 5 Farm America Field Trip Donation Amount [From Kit:GVP Gr. 5 Farm America Field Trip]
9/23/2024	\$16.00	Christy Propson	GVP Gr. 5 Farm America Field Trip Donation Amount [From Kit:GVP Gr. 5 Farm America Field Trip]
9/23/2024	\$16.00	Kiandra Judge	GVP Gr. 5 Farm America Field Trip Donation Amount [From Kit:GVP Gr. 5 Farm America Field Trip]
9/23/2024	\$5.00	Laura Cruz	GVP Gr. 5 Farm America Field Trip Donation Amount [From Kit:GVP Gr. 5 Farm America Field Trip]
9/23/2024	\$16.00	Natalie Berg-Wall	GVP Gr. 5 Farm America Field Trip Donation Amount [From Kit:GVP Gr. 5 Farm America Field Trip]
9/23/2024	\$1.00	Samantha Jansen	GVP PTO Gecko Fall Fundraiser (Classroom 3)
9/23/2024	\$1.00	Samantha Jansen	GVP PTO Gecko Fall Fundraiser (Classroom 4)
9/23/2024	\$16.00	Stephanie Graff	GVP Gr. 5 Farm America Field Trip Donation Amount [From Kit:GVP Gr. 5 Farm America Field Trip]
9/23/2024	\$16.00	Todd Zwolensky	GVP Gr. 5 Farm America Field Trip Donation Amount [From Kit:GVP Gr. 5 Farm America Field Trip]
9/23/2024	\$5.00	Samantha Shimota	GVP 3rd Gr. Gibbs Farms Field Trip
9/24/2024	\$4.00	Abrial Marroquin	GVP Gr. 5 Farm America Field Trip Donation Amount [From Kit:GVP Gr. 5 Farm America Field Trip]
9/24/2024	\$16.00	Amy Santere	GVP Gr. 5 Farm America Field Trip Donation Amount [From Kit:GVP Gr. 5 Farm America Field Trip]
9/24/2024	\$10.00	Jolene McHale	GVP PTO Gecko Fall Fundraiser (Classroom 4)
9/24/2024	\$10.00	Jolene McHale	GVP PTO Gecko Fall Fundraiser (Classroom 5)
9/24/2024	\$100.00	Jose Becerra	GVP Gr. 5 Farm America Field Trip Donation Amount [From Kit:GVP Gr. 5 Farm America Field Trip]
9/24/2024	\$10.00	Mike Yerxa	GVP PTO Gecko Fall Fundraiser (Classroom 3)
9/24/2024	\$10.00	Sybil Betsinger	NMS Music T-Shirts 2024-25 Scholarship Donation [From Kit:NMS Music T-Shirts 2024-25]
9/24/2024	\$10.00	Nicole McEathron	GVP 3rd Gr. Gibbs Farms Field Trip
9/25/2024	\$50.00	Abby Haefner	GVP PTO Gecko Fall Fundraiser (Classroom 3)
9/25/2024	\$50.00	Abby Haefner	GVP PTO Gecko Fall Fundraiser (Classroom 4)
9/25/2024	\$105.00	Amber Barsness	GVP PTO Gecko Fall Fundraiser
9/25/2024	\$16.00	Charlie Mosman	GVP Gr. 5 Farm America Field Trip Donation Amount [From Kit:GVP Gr. 5 Farm America Field Trip]
9/25/2024	\$150.00	Grant Modory	Senior Celebration Community Donation
9/25/2024	\$10.00	Jolene McHale	GVP PTO Gecko Fall Fundraiser (Classroom 3)
9/25/2024	\$1.00	Samantha Jansen	GVP PTO Gecko Fall Fundraiser (Classroom 1)
9/25/2024	\$1.00	Samantha Jansen	GVP PTO Gecko Fall Fundraiser (Classroom 2)
9/25/2024	\$500.00	Candace Davison	2025 Senior Class Celebration/ General Donation
9/25/2024	\$5.00	Geoffrey Maritta	NMS Music T-Shirts 2024-25 Scholarship Donation [From Kit:NMS Music T-Shirts 2024-25]
9/26/2024	\$100.00	Alyssa Melby	GVP PTO Gecko Fall Fundraiser (Classroom 1)
9/26/2024	\$100.00	Alyssa Melby	GVP PTO Gecko Fall Fundraiser (Classroom 2)
9/26/2024	\$10.00	Jolene McHale	GVP PTO Gecko Fall Fundraiser (Classroom 1)
9/26/2024	\$10.00	Jolene McHale	GVP PTO Gecko Fall Fundraiser (Classroom 2)
9/26/2024	\$5.00	Nicole Krawczyk	NMS Music T-Shirts 2024-25 Scholarship Donation [From Kit:NMS Music T-Shirts 2024-25]
9/26/24	\$25.00	Bierman, Benson & Langehough Funeral Home	Senior Celebration 25
9/27/2024	\$200.00	Abby Haefner	GVP PTO Gecko Fall Fundraiser (Classroom 1)
9/27/2024	\$200.00	Abby Haefner	GVP PTO Gecko Fall Fundraiser (Classroom 2)
9/27/2024	\$5.00	Kelly Johnson	GVP PTO Gecko Fall Fundraiser (Classroom 1)
9/27/2024	\$5.00	Kelly Johnson	GVP PTO Gecko Fall Fundraiser (Classroom 2)
9/27/2024	\$5.00	Mike Yerxa	GVP PTO Gecko Fall Fundraiser (Classroom 1)
9/27/2024	\$5.00	Mike Yerxa	GVP PTO Gecko Fall Fundraiser (Classroom 2)
9/27/2024	\$11.00	Kristi Sammon	GVP 3rd Gr. Gibbs Farms Field Trip
9/30/24	\$25.00	Fine Fettle, LLC	Senior celebration - 25
9/30/24	\$100.00	Community Resource Bank	Senior Class Celebration - 25
10/1/24	200	Josh & Erin Zimmerman	Snack fee donation
10/3/24	\$350	Sarah & Kenneth Betzold	FFA Donation
9/13/24	\$300	St. John's Church	Snack Cart
10/4/24	\$1,200.00	Robyn Peterson	boys and girls golf teams at Middle school and high school
10/5/24	\$4.00	Elizabeth Cox	GVP Ordway - 4th & 5th Grade Companeros Donation Amount
10/6/24	\$10.00	Natalie Berg-Wall	GVP Ordway - 4th & 5th Grade Companeros Donation Amount
10/7/24	\$16.00	Tyrell McElroy	GVP Ordway - 4th & 5th Grade Companeros Donation Amount
10/8/24	\$40.00	Allison Thorkelson	GVP Ordway - 4th & 5th Grade Companeros Donation Amount
10/8/24	\$10.00	Jennifer Jones	GVP Ordway - 4th & 5th Grade Companeros Donation Amount
10/6/24	\$1.00	Anne Waterland	NMS Music T-Shirts 2024-25 Scholarship Donation [From Kit:NMS Music T-Shirts 2024-25]
10/9/2024	\$5.00	Mary Franz	BW Kindergarten Produce Field Trip Donation [From Kit:BW Kindergarten Produce Field Trip]
10/9/2024	\$5.00	Danielle Miller	BW Kindergarten Produce Field Trip Donation [From Kit:BW Kindergarten Produce Field Trip]
10/9/2024	\$5.00	Tanner Schieck	BW Kindergarten Produce Field Trip Donation [From Kit:BW Kindergarten Produce Field Trip]
10/9/2024	\$5.00	Caitlin Meyer	BW Kindergarten Produce Field Trip Donation [From Kit:BW Kindergarten Produce Field Trip]
10/10/2024	\$24,560.26	Bridgewater Booster Club	Supplies, Subscriptions for classrooms



*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 26-28 2024

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 26, 7:00 AM

Date/Time of Return: December 28, 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: 10/7/24

Principal/Administrator Signature and Date: [Signature]

Approved: [Signature] Not Approved: \_\_\_\_\_

\*\*\*\*\*  
Superintendent Signature and Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

\*\*\*\*\*  
School Board Review Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

TO: Dr. Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance *VM*  
DATE: October 14, 2024  
RE: Board Approval of Financial Reports – July 2024

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of July 2024.

Bills totaling \$3,383,302.86 were paid in July 2024.

Payroll checks totaling \$3,268,049.55 were issued in July 2024.

Bond payments in the amount of \$787,504.38 were paid in July 2024.

At the end of July 2024 Total Cash and Investments amounted to \$26,669,510.11.  
Wire transfers initiated by the district during July 2024:

\$350,000.00 From Frandsen General to Frandsen Sweep

\$350,000.00 From Frandsen Sweep to Frandsen General

The following financial reports for July 2024 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

July 2024 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	11,559,645.22	549,476.80	5,485,484.18	(620,932.25)	6,002,705.59 *
FOOD SERVICE	1,053,107.62	43,692.65	36,131.51	831.86	1,061,500.62
COMMUNITY ED	861,017.56	318,587.63	410,026.67	(7,319.22)	762,259.30
CONSTRUCTION ACCOUNT	-	-	-	-	-
DEBT SERVICE	3,053,519.24	136,911.84	789,241.88	-	2,401,189.20
SELF INSURANCE	4,029,346.78	37,980.56	717,972.55	685,883.14	4,035,237.93
<b>TOTALS</b>	<b>20,556,636.42</b>	<b>1,086,649.48</b>	<b>7,438,856.79</b>	<b>58,463.53</b>	<b>14,262,892.64</b>
GENERAL FUND INVESTMENT	12,406,617.47	-	-	-	12,406,617.47 *
CONSTRUCTION INVESTMENT	-	-	-	-	-
	12,406,617.47	-	-	-	12,406,617.47
<b>GRAND TOTALS</b>	<b>32,963,253.89</b>	<b>1,086,649.48</b>	<b>7,438,856.79</b>	<b>58,463.53</b>	<b>26,669,510.11</b>

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

July 2024

Disbursements:

Bills Paid:

General Fund	\$ 2,548,933.59	
Food Service Fund	11,748.36	
Community Services Fund	102,910.86	
Construction Fund	-	
Trust & Agency Fund	1,737.50	
Self Insurance Fund	<u>717,972.55</u>	
Total Bills Paid		3,383,302.86

Payroll:

General Fund	2,936,550.59	
Food Service Fund	24,383.15	
Community Services Fund	307,115.81	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,268,049.55

Bond Payments:

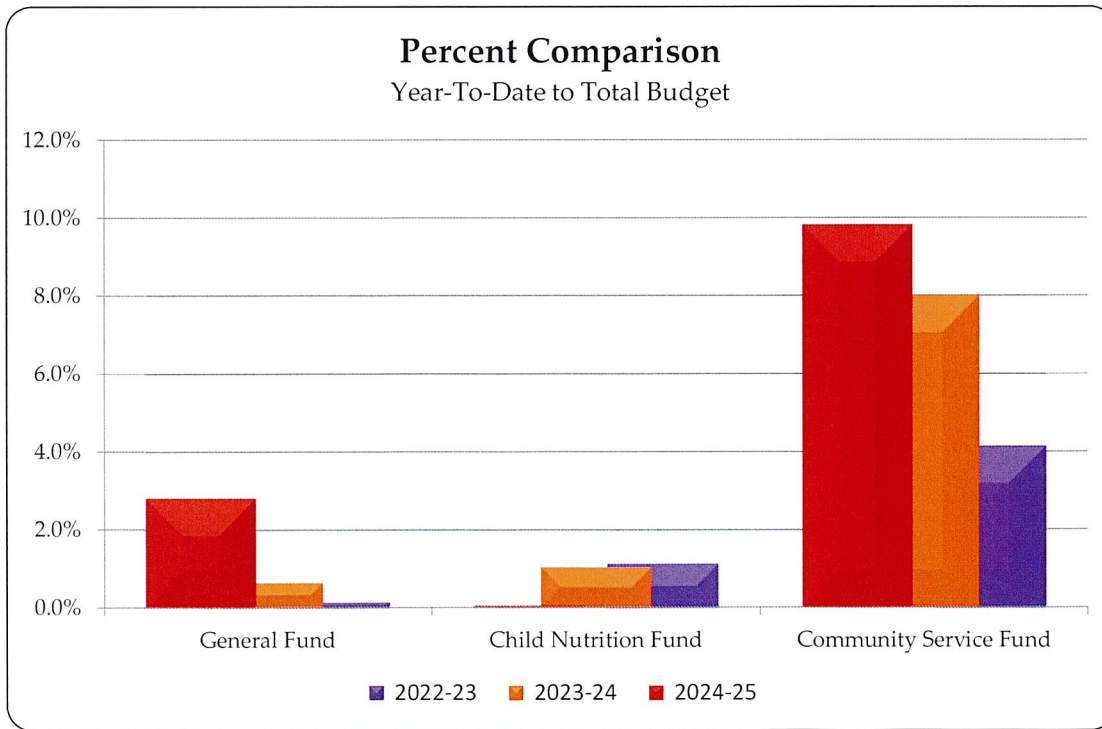
Debt Redemption Fund	<u>787,504.38</u>	
Total Bond Payments		<u>787,504.38</u>
Total Disbursements		<u><u>\$7,438,856.79</u></u>



## STATEMENT OF REVENUES

For the month ended July 31, 2024

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2024-25	2023-24	2022-23
<b>General Fund</b>					
Property Taxes	\$ 71,996	\$ 18,429,798	0.4%	0.5%	0.2%
State Sources	404,721	46,103,824	0.9%	0.0%	0.0%
Federal Sources	1,183,734	1,371,005	86.3%	7.7%	0.0%
Local Sources	241,489	1,840,191	13.1%	10.9%	5.2%
<b>Total</b>	<b>\$ 1,901,940</b>	<b>\$ 67,744,818</b>	<b>2.8%</b>	<b>0.6%</b>	<b>0.2%</b>
Child Nutrition Fund	\$ 1,152	\$ 2,550,906	0.0%	1.0%	1.1%
Community Service Fund	356,809	3,633,084	9.8%	8.0%	4.1%
Debt Service Fund	136,912	4,322,700	3.2%	2.8%	3.4%
Internal Service Fund	723,217	11,298,342	6.4%	6.0%	6.2%
<b>Total All Funds</b>	<b>\$ 3,120,030</b>	<b>\$ 89,549,850</b>	<b>3.5%</b>	<b>1.8%</b>	<b>1.4%</b>

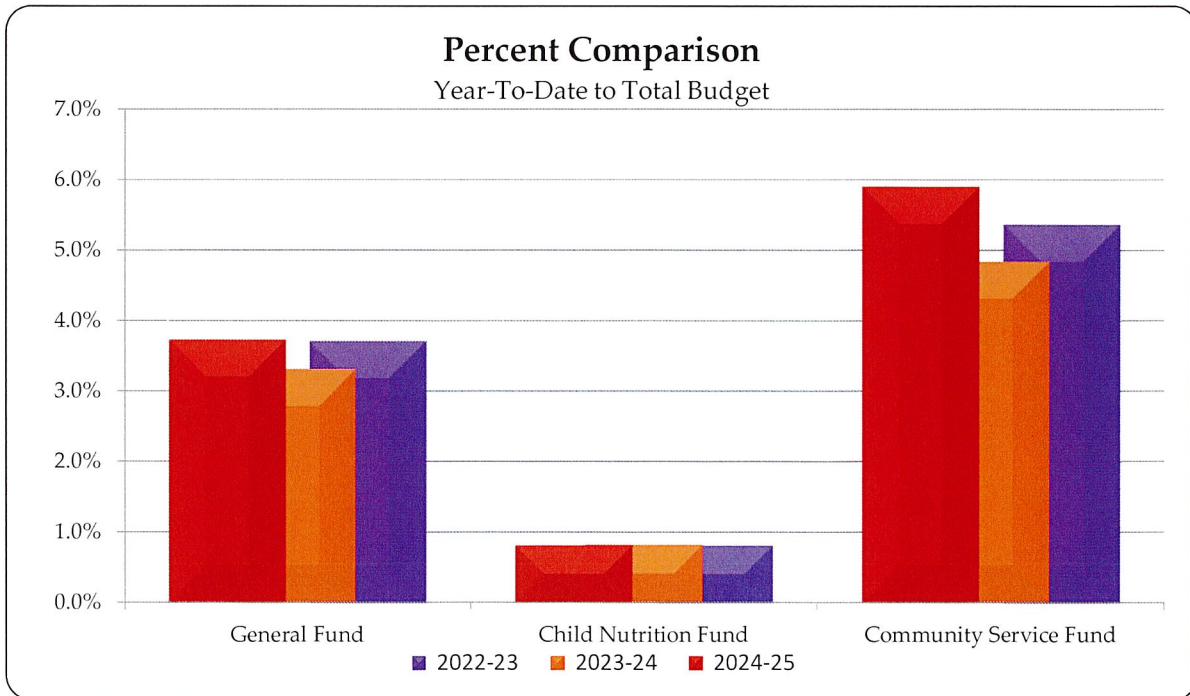




**STATEMENT OF EXPENDITURES**

For the month ended July 31, 2024

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2024-25	2023-24	2022-23
<b>General Fund</b>					
Salaries	\$ 610,290	\$ 37,881,246	1.6%	1.5%	1.6%
Benefits	382,647	15,380,900	2.5%	2.4%	2.2%
Purchased Services	135,532	7,144,821	1.9%	2.0%	2.5%
Supplies & Materials	379,603	3,137,600	12.1%	16.9%	23.8%
Capital Expenditures	732,271	2,949,084	24.8%	22.5%	21.1%
Other Expenses	251,757	360,253	69.9%	12.6%	13.1%
<b>Total General Fund</b>	<b>\$ 2,492,100</b>	<b>\$ 66,853,904</b>	<b>3.7%</b>	<b>3.3%</b>	<b>3.7%</b>
Child Nutrition Fund	\$ 22,290	\$ 2,746,877	0.8%	0.8%	0.8%
Community Service Fund	234,024	3,964,204	5.9%	4.8%	5.4%
Debt Service Fund	789,242	4,027,009	19.6%	15.0%	16.6%
Internal Service Fund	503,557	11,336,200	4.4%	7.8%	6.6%
<b>Total All Funds</b>	<b>\$ 4,041,213</b>	<b>\$ 88,928,194</b>	<b>4.5%</b>	<b>4.7%</b>	<b>5.0%</b>



# FORM A

## RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Northfield Public Schools ISD 659 recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Northfield Public Schools ISD 659 supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Claudia Gonzalez-George  
Date: 10.14.2024

\_\_\_\_\_  
Board Chair/Head of School

Valori Mertesdorf  
Date: 10.14.2024

\_\_\_\_\_  
Board Clerk – Treasurer/ Finance Director

## FORM B

### RESOLUTION OF SCHOOL BOARD/GOVERNING BOARD SUPPORTING FORM B APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Northfield Public Schools ISD #659 recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools to provide seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Northfield Public Schools ISD #659 supports the school's application to the Minnesota State High School League Foundation for a **FORM B** grant.

Claudia Gonzalez-George

Date: 10.14.2024

\_\_\_\_\_  
Board Chair/Head of School

Valori Mertesdorf

Date: 10.14.2024

\_\_\_\_\_  
Board Clerk - Treasurer

**A RESOLUTION submitted by an Activity Conference or Region Committee must adhere to the same form and context of the School Board Resolution above.**



## ADDENDUM TO COMMERCIAL PURCHASE AGREEMENT: DUE DILIGENCE

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1. Date 5/7/2024

2. Page 1

3. Addendum to Purchase Agreement between parties, dated May 7 2024  
4. (Date of this Purchase Agreement), pertaining to the purchase and sale of the Property at  
5. XXX Gleason Rd Dundas MN 55019

6. In the event of a conflict between this Addendum and any other provision of the Purchase Agreement the language  
7. in this Addendum shall govern.

8. This Purchase Agreement is contingent upon Buyer's reasonable approval of due diligence matters as agreed to in  
9. this Addendum.

10. Title and examination and title corrections and remedies are excluded from this Addendum and shall be handled in  
11. accordance with terms specified in the Examination of Title and Title Corrections and Remedies section of this  
12. Purchase Agreement.

13. Buyer shall satisfy himself/herself/itself with respect to the physical condition of the Property and the feasibility  
14. and suitability of the Property for Buyer's intended purpose within the respective time period(s) specified herein. Buyer  
15. acknowledges that any information provided by Seller, a third party, or broker representing or assisting Seller regarding  
16. dimensions, square footage, or acreage of land or improvements is approximate. Buyer shall verify the accuracy of  
17. information to Buyer's satisfaction, at Buyer's sole cost and expense.

18. Buyer may declare this Purchase Agreement canceled by providing written notice to Seller, or licensee representing  
19. or assisting Seller, within the respective time period(s) specified herein, in which case this Purchase Agreement is  
20. canceled. Buyer and Seller shall immediately sign a written cancellation confirming said cancellation and directing  
21. all earnest money paid hereunder to be refunded to Buyer, unless provided otherwise in this Purchase Agreement.

22. Buyer's failure to give written notice of cancellation of this Purchase Agreement, within the respective time period(s)  
23. specified herein shall conclusively be deemed Buyer's election to proceed with the transaction without correction of  
24. any disapproved items that Seller has not agreed in writing to correct or remedy.

25. **Buyer's Responsibility Regarding Due Diligence:** Buyer shall keep the Property free and clear of all liens, shall  
26. indemnify, defend, and hold Seller harmless from all liability, claims, demands, damages, costs or expenses, incurred  
27. by Seller by reason of any physical damage to the Property or injury to persons caused by Buyer or its agents or  
28. contractors in exercising its rights under this Addendum, and shall return the Property to the same condition it was  
29. in prior to Buyer's testing. Buyer shall not disturb any tenants, employees or occupants of the Property.

30. **Seller's Responsibility Regarding Due Diligence:** Seller agrees to allow reasonable access to the Property for  
31. performance of any surveys, due diligence or inspections agreed to herein. Seller understands that the inspections  
32. may require that all utilities be on and the Seller is responsible for providing same at Seller's expense. If the Property  
33. is occupied by someone other than Owner, Owner shall comply with Minnesota law and existing Owner's lease, if  
34. any, to provide tenant with proper notice in advance of any Property showing.

35. **A. ENVIRONMENTAL ASSESSMENTS/INSPECTIONS:**

36. (i) **Phase I:** This Purchase Agreement  IS  IS NOT contingent upon  BUYER  SELLER  
------(Check one.)-----

37. obtaining a Phase I environmental site assessment of the Property at  BUYER'S  SELLER'S expense  
------(Check one.)-----

38. within 60 days of Final Acceptance Date of this Purchase Agreement.

39. Buyer shall provide reasonable approval of the Phase I environmental site assessment within

40. 15 days of either:

41. (a) Final Acceptance Date of this Purchase Agreement if the Phase I environmental site assessment is  
42. obligated to be obtained by Buyer; or

43. (b) receipt of the Phase I environmental site assessment if Seller is obligated to obtain.

45. Property located at XXX Gleason Rd Dundas MN 55019

46. (ii) **Phase II:** This Purchase Agreement  IS  IS NOT contingent upon  BUYER  SELLER  
-----*(Check one.)*-----

47. obtaining a Phase II environmental site assessment of the Property at  BUYER  SELLER  
-----*(Check one.)*-----

48. expense within \_\_\_\_\_ days of Final Acceptance Date of this Purchase Agreement.

49. Buyer shall provide reasonable approval of the Phase II environmental site assessment within

50. \_\_\_\_\_ days of either:

51. (a) Final Acceptance Date of this Purchase Agreement if the Phase II environmental site assessment is  
52. obligated to be obtained by Buyer; or

53. (b) receipt of the Phase II environmental site assessment if Seller is obligated to obtain.

54. (iii) **Other Testing:** This Purchase Agreement  IS  IS NOT contingent upon  BUYER  SELLER  
-----*(Check one.)*-----

55. obtaining other Intrusive Testing of the Property at  BUYER'S  SELLER'S expense within  
-----*(Check one.)*-----

56. \_\_\_\_\_ days of Final Acceptance Date of this Purchase Agreement.

57. Buyer shall provide reasonable approval of the assessment/inspection within

58. \_\_\_\_\_ days of either:

59. (a) Final Acceptance Date of this Purchase Agreement if the assessment/inspection is obligated to be obtained  
60. by Buyer; or

61. (b) receipt of the assessment/inspection if Seller is obligated to obtain.

62. For purposes of this form, "Intrusive Testing" shall mean any testing, inspection(s) or investigation(s) that  
63. changes the Property from its original condition or otherwise damages the Property.

64. Buyer  SHALL  SHALL NOT be required to provide Seller with a copy of any assessment/inspection  
-----*(Check one.)*-----

65. reports obtained by Buyer.

66. (iv) **Seller's Representations on Environmental Concerns:** To the best of Seller's knowledge, there are no  
67. hazardous substances or underground storage tanks except herein noted:

68. \_\_\_\_\_

69. \_\_\_\_\_

70. \_\_\_\_\_

71. **B. GOVERNMENTAL APPROVAL:** The following items, if applicable, shall be completed within  
72. 150 days of Final Acceptance Date of this Purchase Agreement.

73. (i) This Purchase Agreement  IS  IS NOT contingent upon Buyer obtaining approval of governing body of  
-----*(Check one.)*-----

74. development or subdivision plans, as described below, at  BUYER  SELLER expense. If IS, Seller shall  
-----*(Check one.)*-----  
75. cooperate with Buyer to obtain such approval.

76. \_\_\_\_\_

77. (ii) This Purchase Agreement  IS  IS NOT contingent upon Buyer obtaining approval of governing body for  
-----*(Check one.)*-----

78. rezoning or use permits, as described below, at  BUYER  SELLER expense. If IS, Seller shall  
-----*(Check one.)*-----  
79. cooperate with Buyer to obtain such approval.

80. \_\_\_\_\_

81. \_\_\_\_\_

83. Property located at XXX Gleason Rd Dundas MN 55019.

84. **C. OTHER CONTINGENCIES:** This Purchase Agreement is contingent upon Buyer's reasonable approval of the  
85. following items, if checked. Buyer shall approve the items within 120 days of either:  
86. (a) Final Acceptance Date of this Purchase Agreement if Buyer is obligated to obtain the item; or  
87. (b) receipt of the item if Seller is obligated to obtain the item.  
88. (Select appropriate options i-vi.)

89.  (i)  BUYER  SELLER obtaining a certificate of survey of the Property, at  BUYER  SELLER  
90. expense. ------(Check one.)-----

91.  (ii)  BUYER  SELLER obtaining soil tests which indicate that the Property may be improved without  
92. extraordinary building methods or costs, at  BUYER  SELLER expense. ------(Check one.)-----

93.  (iii)  BUYER  SELLER obtaining copies of all covenants, reservations and restrictions affecting the Property,  
94. at  BUYER  SELLER expense. ------(Check one.)-----

95.  (iv)  BUYER  SELLER obtaining and approving copies of Association documents at  BUYER  SELLER  
96. expense. ------(Check one.)-----

97.  (v) Buyer obtaining from Seller copies of all documents in Seller's possession or control relating to the rights  
98. of tenants, including but not limited to, rent rolls, leases, common area maintenance fees, and estoppel  
99. certificates.

100. Seller assigns all right, title, and interest in and to the tenant security deposits and the interest earned, if  
101. any, and credited thereon (collectively, the Security Deposits) for the Property at closing. Seller warrants  
102. that the Security Deposits being assigned are all of the Security Deposits being held for tenants at the  
103. Property. Seller shall, immediately after closing, notify tenant of the Security Deposit transfer and of Buyer's  
104. name and address as required under MN Statute 504B.178, Subd. 5. Buyer agrees to hold and apply all  
105. of the Security Deposits in accordance with the terms of the leases of the Property pursuant to MN Statute  
106. 504B.178 and indemnify and agree to hold and defend Seller, its legal representatives, successors and  
107. assigns harmless from and against any and all claims, actions, suits, proceedings, demands, assessments,  
108. judgments, liabilities and costs including, without limitation, reasonable attorney's fees and expenses of  
109. any kind whatsoever, arising from and after the date of closing asserted by said tenants or any person  
110. or persons claiming under any of them with respect to any of the Security Deposits.

111.  (vi) Buyer obtaining from Seller copies of all permits applicable to the Property, operating statements for the  
112. last \_\_\_\_\_ years, vendor contracts, and any other documents in Seller's possession or  
113. control and relating to the Property.

114. Buyer acknowledges that Seller makes no representations or warranties by providing any documents to  
115. Buyer. Buyer agrees to return all such documents to Seller upon Seller's written request.

117. Property located at XXX Gleason Rd Dundas MN 55019

118. **D. BUYER INVESTIGATIONS:** This Purchase Agreement  IS  IS NOT contingent upon Buyer's investigations  
-----*(Check one.)*-----

119. of the Property for Buyer to satisfy himself/herself/itself with respect to the physical condition of the Property and  
120. the feasibility and suitability of the Property for Buyer's intended purpose. Any Buyer investigations shall be  
121. completed within 150 days of Final Acceptance Date of this Purchase  
122. Agreement. All Buyer investigations shall be at Buyer's sole cost and expense.

123. **SELLER**

**BUYER**

124. Northfield School District ISD No. 659  
(Business Entity or Individual Name)

Lance Manty  
(Business Entity or Individual Name)

125. By: Matthew J Hillmann  
(Seller) Matthew J. Hillmann

By: Lance Manty  
(Buyer) Lance Manty

126. Its: Superintendent  
(Title)

Its: \_\_\_\_\_  
(Title)

127. June 11, 2024  
(Date)

5/7/24  
(Date)

128. **SELLER**

**BUYER**

129. Northfield School District ISD No. 659  
(Business Entity or Individual Name)

\_\_\_\_\_  
(Business Entity or Individual Name)

130. By: Val Mertesdorf  
(Seller) Val Mertesdorf

By: \_\_\_\_\_  
(Buyer)

131. Its: Director of Finance/Deputy Clerk  
(Title)

Its: \_\_\_\_\_  
(Title)

132. June 11, 2024  
(Date)

\_\_\_\_\_  
(Date)

133. **THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER(S) AND SELLER(S).**  
134. **IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.**

**PURCHASE AGREEMENT:  
LAND (NON-RESIDENTIAL)**

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1. Page 1 Date May 7th 2024

2. BUYER(S) is/are: Lance Manty, (Check one.)

3.  individual(s); or  a business entity organized under the laws of the State of \_\_\_\_\_.

4. SELLER(S) is/are: \_\_\_\_\_, (Check one.)

5.  individual(s); or  a business entity organized under the laws of the State of \_\_\_\_\_.

6. Buyer's earnest money in the amount of \_\_\_\_\_

7. One Thousand Dollars

8. (\$ 1,000.00) shall be delivered no later than two (2) Business Days after

9. Final Acceptance Date to be deposited in the trust account of: (Check one.)

10.  listing broker; or

11.  Edina Realty,  
(Trustee)

12. **within three (3) Business Days of receipt of the earnest money or Final Acceptance Date whichever is later.**

13. Said earnest money is part payment for the purchase of the property legally described as

14. Section/Township/Range TBD to be provided by a new survey

15. \_\_\_\_\_

16. Street Address XXX Gleason Rd

17. City of Dundas, County of Rice,

18. State of Minnesota, Zip Code 55019, PID # (s) \_\_\_\_\_

19. \_\_\_\_\_ including all fixtures, if any,

20.  INCLUDING  EXCLUDING all emblements within the Property at the time of this Purchase Agreement, if any,  
------(Check one.)-----

21. (collectively the "Property") and  INCLUDING  EXCLUDING the following personal property, if any, which shall  
------(Check one.)-----

22. be transferred with no additional monetary value, and free and clear of all liens and encumbrances:

23. \_\_\_\_\_

24. \_\_\_\_\_

25. \_\_\_\_\_,

26. all of which Property Seller has this day agreed to sell to Buyer for the sum of (\$ 18,000.00 )

27. \_\_\_\_\_

28. Eighteen Thousand Dollars,

29. which Buyer agrees to pay in the following manner:

30. **CASH** of \$ 3,600.00 or more in Buyer's sole discretion, which includes the earnest

31. money and the balance to be paid at the time of closing.

32. **The date of closing shall be** November 27th 2024.

33. **DUE DILIGENCE:** This Purchase Agreement  IS  IS NOT subject to a due diligence contingency. (If answer is  
------(Check one.)-----

34. **IS**, see attached *Addendum to Commercial Purchase Agreement: Due Diligence.*)

**PURCHASE AGREEMENT:  
LAND (NON-RESIDENTIAL)**

35. Page 2 Date May 7th 2024

36. Property located at XXX Gleason Rd Dundas MN 55019.

37. This Purchase Agreement  IS  IS NOT subject to cancellation of a previously executed purchase agreement dated \_\_\_\_\_  
-----*(Check one.)*-----

38. \_\_\_\_\_ . (If answer is **IS**, said cancellation shall be obtained no later than

39. \_\_\_\_\_ .

40. If said cancellation is not obtained by said date, this Purchase Agreement is canceled. Buyer and Seller shall  
41. immediately sign a written cancellation of Purchase Agreement confirming said cancellation and directing all earnest  
42. money paid here to be refunded to Buyer.)

43. **OTHER CONTINGENCIES:** This Purchase Agreement is subject to the following contingencies, and if  
44. the checked contingencies specified below, if any, are not satisfied or waived, in writing, by Buyer by

45. July 31st 2024 , this Purchase Agreement is canceled as of said date. Buyer and Seller  
46. shall immediately sign a written cancellation of Purchase Agreement confirming said cancellation and directing all  
47. earnest money paid here to be refunded to Buyer. *(Check all that apply.)*

48.  **FINANCING CONTINGENCY:** Buyer shall provide Seller, or licensee representing or assisting Seller, with the  
49. Written Statement, on or before the date specified on line 45.

50. For purposes of this Contingency, "**Written Statement**" means a Written Statement prepared by Buyer's  
51. mortgage originator(s) or lender(s) after the Final Acceptance Date that Buyer is approved for the loan(s) specified  
52. in this Purchase Agreement, including both the first mortgage and any subordinate financing, if any, and stating  
53. that an appraisal, satisfactory to the lender(s) has been completed or the lender(s) has waived the appraisal and  
54. stating conditions required by lender(s) to close the loan.

55. Upon delivery of the Written Statement to Seller, or licensee representing or assisting Seller, the responsibility  
56. for satisfying all conditions, except work orders, required by mortgage originator(s) or lender(s) are deemed  
57. accepted by Buyer. Upon delivery of the Written Statement, if this Purchase Agreement does not close on the  
58. stated closing date for ANY REASON relating to financing, other than Seller's failure to complete work orders to  
59. the extent required by this Purchase Agreement, including but not limited to interest rate and discount points, if  
60. any, Seller may, at Seller's option, declare this Purchase Agreement canceled, in which case this Purchase  
61. Agreement is canceled. If Seller declares this Purchase Agreement canceled, Buyer and Seller shall immediately  
62. sign a written cancellation of Purchase Agreement confirming said cancellation and directing all earnest money  
63. paid here to be forfeited to Seller as liquidated damages. In the alternative, Seller may seek all other remedies  
64. allowed by law.

65. If the Written Statement is not provided by the date specified on line 45, Seller may, at Seller's option, declare  
66. this Purchase Agreement canceled by written notice to Buyer at any time prior to Seller receiving the Written  
67. Statement, in which case this Purchase Agreement is canceled. In the event Seller declares this Purchase  
68. Agreement canceled, Buyer and Seller shall immediately sign a written cancellation of Purchase Agreement  
69. confirming said cancellation and directing all earnest money paid here to be refunded to Buyer.

70. If the Written Statement is not provided, and Seller has not previously canceled this Purchase Agreement, this  
71. Purchase Agreement is canceled as of the closing date specified in this Purchase Agreement. Buyer and Seller  
72. shall immediately sign a written cancellation of Purchase Agreement confirming said cancellation and directing  
73. all earnest money paid here to be refunded to Buyer.

74.  **OTHER CONTINGENCIES:**  
75. **Contingent on Buyer's ability to purchase part of real estate PID #17.14.2.00.002 with a  
signed purchase agreement by July 31, 2024.**

76.

77.

78.

79.

80.

81. Seller's expenses for these contingencies, if any, shall not exceed \$ 0.00.

**PURCHASE AGREEMENT:  
LAND (NON-RESIDENTIAL)**

82. Page 3 Date May 7th 2024

83. Property located at XXX Gleason Rd Dundas MN 55019

84. **DEED/MARKETABLE TITLE:** Upon performance by Buyer, Seller shall deliver a: *(Check one.)*

85.  **WARRANTY DEED**  **PERSONAL REPRESENTATIVE'S DEED**  **CONTRACT FOR DEED**

86.  **TRUSTEE'S DEED**  **OTHER:** \_\_\_\_\_ **DEED** joined in by spouse, if any, conveying  
87. marketable title, subject to

88. (a) building and zoning laws, ordinances, state and federal regulations;

89. (b) restrictions relating to use or improvement of the Property without effective forfeiture provisions;

90. (c) reservation of any mineral rights by the State of Minnesota;

91. (d) utility and drainage easements which do not interfere with existing improvements; and

92. (e) others (must be specified in writing): \_\_\_\_\_

93. \_\_\_\_\_

94. **TENANTS/LEASES:** Property  **IS**  **IS NOT** subject to rights of tenants. (If answer is **IS**, see attached *Addendum*  
-----*(Check one.)*-----

95. *to Commercial Purchase Agreement: Due Diligence.*)

96. Seller shall not execute leases from the Date of this Purchase Agreement to the date of closing, the term of which lease  
97. extends beyond the date of closing, without the prior written consent of Buyer. Buyer's consent or denial shall be

98. provided to Seller within \_\_\_\_\_ days of Seller's written request. Said  
99. consent shall not be unreasonably withheld.

100. **REAL ESTATE TAXES:** Real estate taxes due and payable in the year of closing shall be prorated between Seller and  
101. Buyer on a calendar year basis to the actual date of closing unless otherwise provided in this Purchase Agreement.  
102. Real estate taxes, including penalties, interest, and any associated fees, payable in the years prior to closing shall  
103. be paid by Seller. Real estate taxes payable in the years subsequent to closing shall be paid by Buyer.

104. **DEFERRED TAXES/SPECIAL ASSESSMENTS:**

105.  **BUYER SHALL PAY**  **SELLER SHALL PAY** on date of closing any deferred real estate taxes  
-----*(Check one.)*-----

106. (e.g. Green Acres) or special assessments, payment of which is required as a result of the closing of this sale.

107.  **BUYER AND SELLER SHALL PRORATE AS OF THE DATE OF CLOSING**  **SELLER SHALL PAY ON**  
-----*(Check one.)*-----

108. **DATE OF CLOSING** all installments of special assessments certified for payment, with the real estate taxes due and  
109. payable in the year or closing.

110.  **BUYER SHALL ASSUME**  **SELLER SHALL PAY** on date of closing all other special assessments levied as  
-----*(Check one.)*-----

111. of the Date of this Purchase Agreement.

112.  **BUYER SHALL ASSUME**  **SELLER SHALL PROVIDE FOR PAYMENT OF** special assessments pending as  
-----*(Check one.)*-----

113. of the Date of this Purchase Agreement for improvements that have been ordered by any assessing authorities.  
114. (Seller's provision for payment shall be by payment into escrow of two (2) times the estimated amount of the  
115. assessments or less, as required by Buyer's lender.)

116. Buyer shall pay any unpaid special assessments payable in the year following closing and thereafter, the payment of  
117. which is not otherwise here provided.

118. As of the Date of this Purchase Agreement, Seller represents that Seller  **HAS**  **HAS NOT** received a notice  
-----*(Check one.)*-----

119. regarding any new improvement project from any assessing authorities, the costs of which project may be assessed  
120. against the Property. Any such notice received by Seller after the Date of this Purchase Agreement and before  
121. closing shall be provided to Buyer immediately. If such notice is issued after the Date of this Purchase Agreement and  
122. on or before the date of closing, then the parties may agree in writing, on or before the date of closing, to pay, provide  
123. for the payment of, or assume the special assessments. In the absence of such agreement, either party may declare  
124. this Purchase Agreement canceled by written notice to the other party, or licensee representing or assisting the other  
125. party, in which case this Purchase Agreement is canceled. If either party declares this Purchase Agreement canceled,  
126. Buyer and Seller shall immediately sign a written cancellation of Purchase Agreement confirming said cancellation and  
127. directing all earnest money paid here to be refunded to Buyer.

**PURCHASE AGREEMENT:  
LAND (NON-RESIDENTIAL)**

128. Page 4 Date May 7th 2024

129. Property located at xxx Gleason Rd Dundas MN 55019.
130. **POSSESSION:** Seller shall deliver possession of the Property: *(Check one.)*
131.  **IMMEDIATELY AFTER CLOSING;** or
132.  **OTHER:** \_\_\_\_\_.
133. Seller agrees to remove ALL DEBRIS AND ALL PERSONAL PROPERTY NOT INCLUDED HERE from the Property
134. by possession date.
135. **PRORATIONS:** All interest and rents shall be prorated between the parties as of date of closing, unless otherwise
136. agreed to in writing. Buyer shall pay Seller for remaining gallons of fuel oil or liquid petroleum gas on the day of
137. closing, at the rate of the last fill by Seller.
138. **TITLE AND EXAMINATION:** Within a reasonable time period after Final Acceptance Date, Seller shall provide one of
139. the following title evidence options, at Seller's selection, which shall include proper searches covering bankruptcies,
140. state and federal judgments, and liens, and levied and pending special assessments to Buyer or Buyer's designated
141. title service provider:
142. (a) A commitment for an owner's policy of title insurance on a current ALTA form issued by an insurer licensed to write
143. title insurance in Minnesota as selected by Buyer. Seller shall be responsible for the title search and exam costs
144. related to the commitment. Buyer shall be responsible for all additional costs related to the issuance of the title
145. insurance policy(ies), including but not limited to the premium(s), Buyer's name search, and plat drawing, if
146. any. Seller shall deliver any abstract of title and a copy of any owner's title insurance policy for the Property,
147. if in Seller's possession or control, to Buyer or Buyer's designated title service provider. Any abstract of title or
148. owner's title insurance policy provided shall be immediately returned to Seller, or licensee representing or
149. assisting Seller, upon cancellation of this Purchase Agreement.
150. (b) An abstract of title certified to date if Abstract Property or a Registered Property Abstract ("RPA") certified to date
151. if Registered (Torrens) Property. Seller shall pay for the abstracting or RPA costs and deliver any abstract for
152. this Property in Seller's possession or control to Buyer or Buyer's designated title service provider. Any abstract
153. shall be immediately returned to Seller, or licensee representing or assisting Seller, upon cancellation of this
154. Purchase Agreement. If Property is abstract and Seller does not have an abstract of title, Option (a) will
155. automatically apply.
156. Seller shall use Seller's best efforts to provide marketable title by the date of closing. In the event that Seller has not
157. provided marketable title by the date of closing, Seller shall have an additional thirty (30) days to make title marketable
158. or, in the alternative, Buyer may waive title defects by written notice to Seller. In addition to the thirty (30)-day
159. extension, Buyer and Seller may by mutual agreement further extend the closing date. Lacking such extension,
160. either party may declare this Purchase Agreement canceled by written notice to the other party, or licensee
161. representing or assisting the other party, in which case this Purchase Agreement is canceled. If either party declares
162. this Purchase Agreement canceled, Buyer and Seller shall immediately sign a written cancellation of Purchase
163. Agreement confirming said cancellation and directing all earnest money paid here to be refunded to Buyer.
164. **SUBDIVISION OF LAND, BOUNDARIES, AND ACCESS:** If this sale constitutes or requires a subdivision of land
165. owned by Seller, Seller shall pay all subdivision expenses and obtain all necessary governmental approvals. Seller
166. warrants the legal description of the real Property to be conveyed has been or shall be approved for recording as of
167. the date of closing. Seller warrants that there is a right of access to the Property from a public right of way.
168. **MECHANIC'S LIENS:** Seller warrants that prior to the closing, payment in full will have been made for all labor, materials,
169. machinery, fixtures, or tools furnished within the 120 days immediately preceding the closing in connection with
170. construction, alteration, or repair of any structure on, or improvement to, the Property.
171. **NOTICES:** Seller warrants that Seller has not received any notice from any governmental authority as to condemnation
172. proceedings or violation of any law, ordinance, or regulation. If the Property is subject to restrictive covenants, Seller
173. warrants that Seller has not received any notice from any person or authority as to a breach of the covenants. Any
174. such notices received by Seller shall be provided to Buyer immediately. Discriminatory restrictive covenants (e.g.
175. provisions against conveyance of property to any person of a specified religious faith, creed, national origin, race, or
176. color) are illegal and unenforceable. An owner of real property may permanently remove such restrictive covenants
177. from the title by recording a statutory form in the office of the county recorder of any county where the property is
178. located.



**PURCHASE AGREEMENT:  
LAND (NON-RESIDENTIAL)**

179. Page 5 Date May 7th 2024

180. Property located at XXX Gleason Rd Dundas MN 55019.
181. **DIMENSIONS:** Buyer acknowledges any dimensions or acreage of land or improvements provided by Seller, third party, or broker representing or assisting Seller are approximate. Buyer shall verify the accuracy of information to Buyer's satisfaction, if material, at Buyer's sole cost and expense.
184. **ACCESS AGREEMENT:** Seller agrees to allow Buyer reasonable access to the Property for performance of any surveys, inspections, or tests as agreed to here. Buyer shall restore the premises to the same condition it was in prior to the surveys, inspections, or tests and pay for any restoration costs.
187. **RISK OF LOSS:** If there is any loss or damage to the Property between Date of this Purchase Agreement and the date of closing for any reason, including fire, vandalism, flood, earthquake, or act of God, the risk of loss shall be on Seller. If the Property is destroyed or substantially damaged before the closing date, this Purchase Agreement is canceled, at Buyer's option, by written notice to Seller, or licensee representing or assisting Seller. If Buyer cancels this Purchase Agreement, Buyer and Seller shall immediately sign a written cancellation of Purchase Agreement confirming said cancellation and directing all earnest money paid here to be refunded to Buyer.
193. **TIME OF ESSENCE:** Time is of the essence in this Purchase Agreement.
194. **CALCULATION OF DAYS:** Any calculation of days begins on the first day (calendar or Business Days as specified) following the occurrence of the event specified and includes subsequent days (calendar or Business Days as specified) ending at 11:59 P.M. on the last day.
197. **BUSINESS DAYS:** "Business Days" are days which are not Saturdays, Sundays, or state or federal holidays unless stated elsewhere by the parties in writing.
199. **CALENDAR DAYS:** For purposes of this Agreement, any reference to "days" means "calendar days." "Calendar days" include Saturdays, Sundays, and state and federal holidays.
201. **DEFAULT:** If Buyer defaults in any of the agreements here, Seller may cancel this Purchase Agreement, and any payments made here, including earnest money, shall be retained by Seller as liquidated damages and Buyer and Seller shall affirm the same by a written cancellation agreement.
204. If Buyer defaults in any of the agreements here, Seller may terminate this Purchase Agreement under the provisions of MN Statute 559.21.
206. If this Purchase Agreement is not canceled or terminated as provided here, Buyer or Seller may seek actual damages for breach of this Purchase Agreement or specific performance of this Purchase Agreement; and, as to specific performance, such action must be commenced within six (6) months after such right of action arises.
209. **METHAMPHETAMINE PRODUCTION DISCLOSURE:**  
210. (A Methamphetamine Production Disclosure is required by MN Statute 152.0275, Subd. 2 (m).)  
211.  Seller is not aware of any methamphetamine production that has occurred on the Property.  
212.  Seller is aware that methamphetamine production has occurred on the Property.  
213. (See Disclosure Statement: Methamphetamine Production.)
214. **NOTICE REGARDING AIRPORT ZONING REGULATIONS:** The Property may be in or near an airport safety zone with zoning regulations adopted by the governing body that may affect the Property. Such zoning regulations are filed with the county recorder in each county where the zoned area is located. If you would like to determine if such zoning regulations affect the Property, you should contact the county recorder where the zoned area is located.
218. **NOTICE REGARDING PREDATORY OFFENDER INFORMATION:** Information regarding the predatory offender registry and persons registered with the predatory offender registry under MN Statute 243.166 may be obtained by contacting the local law enforcement offices in the community where the Property is located or the Minnesota Department of Corrections at (651) 361-7200, or from the Department of Corrections web site at <https://coms.doc.state.mn.us/publicregistrantsearch>
223. **SUBJECT TO RIGHTS OF TENANTS, IF ANY, BUYER HAS THE RIGHT TO VIEW THE PROPERTY PRIOR TO CLOSING TO ESTABLISH THAT THE PROPERTY IS IN SUBSTANTIALLY THE SAME CONDITION AS OF THE DATE OF THIS PURCHASE AGREEMENT.**

226. BUYER IS NOT RELYING ON ANY ORAL REPRESENTATIONS REGARDING THE CONDITION OF THE PROPERTY.

**PURCHASE AGREEMENT:  
LAND (NON-RESIDENTIAL)**

227. Page 6 Date May 7th 2024

228. Property located at XXX Gleason Rd Dundas MN 55019

229. **SPECIAL DISCLOSURES:** Seller discloses, to the best of Seller's knowledge, that the Property described in this

230. Purchase Agreement consists of approximately .313 acres and is currently zoned

231. B-2 Highway Commercial District

232.

233.

234. Seller discloses, to the best of Seller's knowledge, that the Property  IS  IS NOT in a designated flood zone.  
------(Check one.)-----

235. **PREFERENTIAL TAX TREATMENT:** Seller discloses, to the best of Seller's knowledge, that the Property

236.  DOES  DOES NOT currently receive preferential tax treatment (e.g., Green Acres, Managed Forest Land, Non-  
------(Check one.)-----

237. Profit Status, Rural Preserve, SFIA, etc.).

238. **GOVERNMENT PROGRAMS:** Seller discloses, to the best of Seller's knowledge, that the Property  IS  IS NOT  
------(Check one.)-----

239. enrolled in any federal, state, or local governmental programs (e.g., conservation programs, CREP, CRP, EQIP, Green

240. Acres, Managed Forest Land, RIM, riparian buffers, Rural Preserve, SFIA, WRP/RIM-WRP, etc.).

241. **ENVIRONMENTAL CONCERNS:** To the best of Seller's knowledge there are no hazardous substances or

242. underground storage tanks, except where noted here:

243. \_\_\_\_\_

244. \_\_\_\_\_

245. \_\_\_\_\_

246. **(Check appropriate boxes.)**

247. SELLER WARRANTS THAT THE PROPERTY IS EITHER DIRECTLY OR INDIRECTLY CONNECTED TO:

248. **CITY SEWER**  YES  NO / **CITY WATER**  YES  NO

249. **SUBSURFACE SEWAGE TREATMENT SYSTEM**

250. SELLER  DOES  DOES NOT KNOW OF A SUBSURFACE SEWAGE TREATMENT SYSTEM ON OR SERVING  
------(Check one.)-----

251. THE PROPERTY. (If answer is **DOES**, and the system does not require a state permit, see *Subsurface Sewage*

252. *Treatment System Disclosure Statement*.)

253. **PRIVATE WELL**

254. SELLER  DOES  DOES NOT KNOW OF A WELL ON OR SERVING THE PROPERTY. (If answer is **DOES** and well  
------(Check one.)-----

255. is located on the Property, see *Well Disclosure Statement*.)

256. To the best of Seller's knowledge, the Property  IS  IS NOT in a Special Well Construction Area.  
------(Check one.)-----

257. THIS PURCHASE AGREEMENT  IS  IS NOT SUBJECT TO AN *ADDENDUM TO PURCHASE AGREEMENT*:  
------(Check one.)-----

258. *SUBSURFACE SEWAGE TREATMENT SYSTEM AND WELL INSPECTION CONTINGENCY*.

259. (If answer is **IS**, see attached *Addendum*.)

260. **IF A WELL OR SUBSURFACE SEWAGE TREATMENT SYSTEM EXISTS ON THE PROPERTY, BUYER HAS**

261. **RECEIVED A DISCLOSURE STATEMENT: WELL AND/OR A DISCLOSURE STATEMENT: SUBSURFACE**

262. **SEWAGE TREATMENT SYSTEM .**

263. There  IS  IS NOT a storage tank located on the Property that is subject to the requirements of MN Statute 116.48.  
------(Check one.)-----

264. (If answer is **IS**, see *Commercial Disclosure Statement: Storage Tank(s)*.)

**PURCHASE AGREEMENT:  
LAND (NON-RESIDENTIAL)**

265. Page 7 Date May 7th 2024

266. Property located at XXX Gleason Rd Dundas MN 55019

**AGENCY NOTICE**

267. \_\_\_\_\_  
268. \_\_\_\_\_  
(Licensee)

is  Seller's Agent  Buyer's Agent  Dual Agent.  
-----  
(Check one.)

269. \_\_\_\_\_  
(Real Estate Company Name)

270. Jesse R Steed  
(Licensee)

is  Seller's Agent  Buyer's Agent  Dual Agent.  
-----  
(Check one.)

271. Edina Realty, Inc.  
(Real Estate Company Name)

272. **DUAL AGENCY DISCLOSURE:** Dual agency occurs when one broker or salesperson represents both parties to a  
273. transaction, or when two salespersons licensed to the same broker each represent a party to the transaction. Dual  
274. agency requires the informed consent of all parties, and means that the broker or salesperson owes the same fiduciary  
275. duties to both parties to the transaction. This role limits the level of representation the broker and salespersons can  
276. provide, and prohibits them from acting exclusively for either party. In dual agency, confidential information about price,  
277. terms, and motivation for pursuing a transaction will be kept confidential unless one party instructs the broker or  
278. salesperson in writing to disclose specific information about him or her. Other information will be shared. Dual agents  
279. may not advocate for one party to the detriment of the other.

**CONSENT TO DUAL AGENCY**

280. \_\_\_\_\_  
281. Broker represents both parties involved in the transaction, which creates a dual agency. This means that Broker and  
282. its salespersons owe fiduciary duties to both parties. Because the parties may have conflicting interests, Broker and its  
283. salespersons are prohibited from advocating exclusively for either party. Broker cannot act as a dual agent in this  
284. transaction without the consent of both parties. Both parties acknowledge that  
285. (1) confidential information communicated to Broker which regards price, terms, or motivation to buy, sell, or lease will  
286. remain confidential unless the parties instruct Broker in writing to disclose this information. Other information will  
287. be shared;  
288. (2) Broker and its salespersons will not represent the interest of either party to the detriment of the other; and  
289. (3) within the limits of dual agency, Broker and its salesperson will work diligently to facilitate the mechanics of the  
290. sale.  
291. With the knowledge and understanding of the explanation above, the parties authorize and instruct Broker and its  
292. salespersons to act as dual agents in this transaction.

293. **SELLER:** \_\_\_\_\_  
(Business Entity or Individual Name)

**BUYER:** \_\_\_\_\_  
(Business Entity or Individual Name)

294. By: \_\_\_\_\_  
(Seller's Signature)

By: \_\_\_\_\_  
(Buyer's Signature)

295. \_\_\_\_\_  
(Seller's Printed Name)

Lance Manty

(Buyer's Printed Name)

296. Its: \_\_\_\_\_  
(Title)

Its: \_\_\_\_\_  
(Title)

297. \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

298. **SELLER:** \_\_\_\_\_  
(Business Entity or Individual Name)

**BUYER:** \_\_\_\_\_  
(Business Entity or Individual Name)

299. By: \_\_\_\_\_  
(Seller's Signature)

By: \_\_\_\_\_  
(Buyer's Signature)

300. \_\_\_\_\_  
(Seller's Printed Name)

(Buyer's Printed Name)

301. Its: \_\_\_\_\_  
(Title)

Its: \_\_\_\_\_  
(Title)

302. \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**PURCHASE AGREEMENT:  
LAND (NON-RESIDENTIAL)**

303. Page 8 Date May 7th 2024

304. Property located at XXX Gleason Rd Dundas MN 55019

305. **CLOSING COSTS:** Buyer or Seller may be required to pay certain closing costs, which may effectively increase the  
306. cash outlay at closing or reduce the proceeds from the sale.

307. **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT ("FIRPTA"):** Section 1445 of the Internal Revenue Code  
308. provides that a transferee ("Buyer") of a United States real property interest must be notified in writing and must withhold  
309. tax if the transferor ("Seller") is a foreign person and no exceptions from FIRPTA withholding apply. Buyer and Seller  
310. agree to comply with FIRPTA requirements under Section 1445 of the Internal Revenue Code.

311. Seller shall represent and warrant, under the penalties of perjury, whether Seller is a "foreign person" (as the same  
312. is defined within FIRPTA), prior to closing. Any representations made by Seller with respect to this issue shall survive  
313. the closing and delivery of the deed.

314. Buyer and Seller shall complete, execute, and deliver, on or before closing, any instrument, affidavit, or statement  
315. reasonably necessary to comply with the FIRPTA requirements, including delivery of their respective federal taxpayer  
316. identification numbers or Social Security numbers.

317. Due to the complexity and potential risks of failing to comply with FIRPTA, including the Buyer's responsibility for  
318. withholding the applicable tax, Buyer and Seller should **seek appropriate legal and tax advice regarding FIRPTA**  
319. **compliance, as the respective licensees representing or assisting either party will be unable to assure either**  
320. **party whether the transaction is exempt from FIRPTA withholding requirements.**

321. **NOTE:** MN Statute 500.221 establishes certain restrictions on the acquisition of title to agricultural land by aliens  
322. and non-American corporations. Please seek appropriate legal advice if this Purchase Agreement is for the  
323. sale of agricultural land and Buyer is a foreign person.

324. **FULLY EXECUTED PURCHASE AGREEMENT AND FINAL ACCEPTANCE:** To be binding, this Purchase Agreement  
325. and all addenda must be fully executed by both parties and a copy must be delivered.

326. **ELECTRONIC SIGNATURES:** The parties agree the electronic signature of any party on any document related to  
327. this transaction constitute valid, binding signatures.

328. **ENTIRE AGREEMENT:** This Purchase Agreement and all addenda and amendments signed by the parties shall  
329. constitute the entire agreement between Buyer and Seller. Any other written or oral communication between Buyer  
330. and Seller, including, but not limited to, e-mails, text messages, or other electronic communications are not part of this  
331. Purchase Agreement. This Purchase Agreement can be modified or canceled only in writing by Buyer and Seller or by  
332. operation of law. All monetary sums are deemed to be United States currency for purposes of this Purchase  
333. Agreement.

334. **SURVIVAL:** All warranties specified in this Purchase Agreement shall survive the delivery of the deed or contract  
335. for deed.

336. **DATE OF THIS PURCHASE AGREEMENT:** Date of this Purchase Agreement to be defined as the date on line one  
337. (1) of this Purchase Agreement.

338. **OTHER:**

339. \_\_\_\_\_  
340. \_\_\_\_\_  
341. \_\_\_\_\_  
342. \_\_\_\_\_  
343. \_\_\_\_\_  
344. \_\_\_\_\_  
345. \_\_\_\_\_

**PURCHASE AGREEMENT:  
LAND (NON-RESIDENTIAL)**

346. Page 9 Date May 7th 2024

347. Property located at XXX Gleason Rd Dundas MN 55019

348. **ADDENDA:** Attached addenda are a part of this Purchase Agreement.

349. **NOTE:** Disclosures and optional Arbitration Agreement are not part of this Purchase Agreement.

350. I agree to sell the Property for the price and on the  
351. terms and conditions set forth above.

352. **I have reviewed all pages of this Purchase  
353. Agreement.**

354. **I have reviewed all pages of this Purchase Agreement.**

355.  **If checked, this Agreement is subject to attached  
356. Addendum to Purchase Agreement: Counteroffer.**

357. **FIRPTA:** Seller represents and warrants, under penalty  
358. of perjury, that Seller  **IS**  **IS NOT** a foreign person (i.e., a  
-----*(Check one.)*-----

359. non-resident alien individual, foreign corporation, foreign  
360. partnership, foreign trust, or foreign estate for purposes of  
361. income taxation. (See lines 303-319.) This representation  
362. and warranty shall survive the closing of the transaction  
363. and the delivery of the deed.

364. **SELLER**

365. Northfield School District ISD No. 659

(Business Entity or Individual Name)

366. By: Matthew J Hillmann

(Seller's Signature)

367. Matthew J. Hillmann

(Seller's Printed Name)

368. Its: Superintendent

(Title)

369. June 11, 2024

(Date)

370. **SELLER**

371. Northfield School District ISD No. 659

(Business Entity or Individual Name)

372. By: Val Mertendorf

(Seller's Signature)

373. Val Mertendorf

(Seller's Printed Name)

374. Its: Director of Finance/Deputy Clerk

(Title)

375. June 11, 2024

(Date)

376. **FINAL ACCEPTANCE DATE:** June 11, 2024 The Final Acceptance Date

377. is the date on which the fully executed Purchase Agreement is delivered.

378. **THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER(S) AND SELLER(S).**

379. **IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.**

I agree to purchase the Property for the price and on the  
the terms and conditions set forth above.

**I have reviewed all pages of this Purchase  
Agreement.**

**BUYER**

(Business Entity or Individual Name)

By: Lance Manty

(Buyer's Signature)

Lance Manty

(Buyer's Printed Name)

Its: \_\_\_\_\_

(Title)

5/7/24

(Date)

**BUYER**

(Business Entity or Individual Name)

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

(Buyer's Signature)

\_\_\_\_\_  
(Buyer's Printed Name)

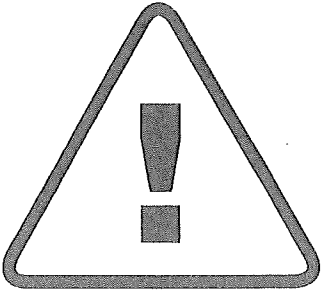
Its: \_\_\_\_\_

(Title)

\_\_\_\_\_  
(Date)



# WIRE FRAUD ALERT



Internet fraud — the use of Internet services or software with Internet access to defraud victims — is on the rise in real estate transactions.

## THESE SOPHISTICATED CRIMINALS COULD:

- **HACK INTO YOUR E-MAIL ACCOUNT** or the e-mail of others involved in your real estate transaction and may direct you to wire money to the hacker's account.
- **SEND FRAUDULENT E-MAILS** that appear to be from your real estate licensee, lender, or closing agent.
- **CALL YOU** claiming they have revised wiring instructions.

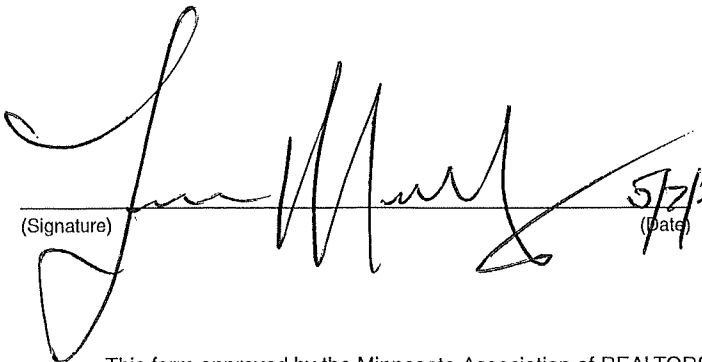
## Buyers/Tenants and Sellers/Owners are advised to:

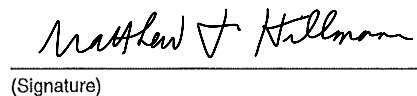
- (1) Never wire funds without confirming the wiring instructions directly with the intended recipient.
- (2) Verify that the contact information for the wire transfer recipient is legitimate by calling a known phone number for the broker or closing agent. Do not rely on the information given to you in an e-mail communication.
- (3) Never send personal information through unsecured/unencrypted e-mail.

## If you suspect wire fraud in your transaction:

- (1) Immediately notify your bank, closing agent, and real estate licensee.
- (2) File a complaint online at the Internet Crime Complaint Center (IC3) at <http://www.ic3.gov>.

The undersigned acknowledge receipt of this wire fraud alert and understand the importance of taking proactive measures to avoid being a victim of wire fraud in a real estate transaction.

  
(Signature) \_\_\_\_\_ 5/7/24  
(Date)

  
(Signature) \_\_\_\_\_ 06.11.2024  
(Date)

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AMENDMENT TO PURCHASE AGREEMENT

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1. Date 09/27/2024

2. Page \_\_\_\_\_ of \_\_\_\_\_ pages

3. The undersigned parties to a Purchase Agreement, dated May 07 2024

4. (Date of this Purchase Agreement), pertaining to the purchase and sale of the Property at

5. XXX Gleason Rd Dundas MN 55019

6. hereby mutually agree to amend said Purchase Agreement as follows:
7. The following contingency dates shall be:

- 8. DUE DILIGENCE ADDENDUM
Line 36 - Phase 1: June 1, 2025.
Line 71 - Governmental Approval: June 1, 2025.
Line 84 - Other Contingencies: June 1, 2025.

10. Buyer removes contingencies for the following:

- 11. PURCHASE AGREEMENT
Line 48 - Financing
Line 74 - Other Contingencies

13. Closing shall be on or before June 1, 2025.

- 14. Buyer's name is changed to Timber Bluff Holdings, LLC.
15. Purchase Agreement Line 2 shall be: Timber Bluff Holdings, LLC
16. Purchase Agreement Line 3 shall be: A business entity organized under the laws of the State of Minnesota

- 17.
18.
19.
20.
21.
22.
23.
24.
25.
26.
27.
28.
29.

30. All other terms and conditions of the Purchase Agreement to remain the same.

31. [Signature: Lance Manty] 09/27/24
(Seller) (Date) (Buyer) Lance Manty (Date)

32. \_\_\_\_\_ (Seller) (Date) (Buyer) (Date)

33. THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER(S) AND SELLER(S).
34. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.





**Greenvale Park**

Grade	Teacher	
K	Flicck	17
K	Kortbein	15
K	Schroyer	17
K	Swenson	19
1	Borgerding	22
1	Landry	21
1	Ziemann	20 C
2	Amundso	26 C
2	Bulfer	18
2	Ellerbusch	19
2	Feldmann	19
2	Nivala	19
3	Dimick	22
3	Johnson	22 C
3	Larson	19
3	Timerson	20
4	Garcia	25 C
4	Hetzel	19
4	McLaughli	20
4	Stowe	19
5	Bloom	23
5	Carlson	23
5	Sickler	22
5	Tacheny	22 C
<b>TOTAL</b>		<b>488</b>

**Spring Creek**

Grade	Teacher	
K	Berkvam Peter	22
K	Heil, G	22
K	Matson	19
1	Born	19 C
1	Craft	16
1	Nelson	15
1	Sjoberg	15
2	Rud	15
2	Russell	25 C
2	Soderlund	16
2	Spitzack	17
3	Cornell	20
3	Healy	21
3	Olson	20
3	Sasse	18 C
4	Fox	25
4	Haar	26
4	McManus	17 C
5	Baragary	25
5	Malecha	25
5	Ostermann	19 C
5	Stulken	25
<b>TOTAL</b>		<b>442</b>

**Bridgewater**

Grade	Teacher	
K	Cade	18
K	Danielson	19
K	Rodgers	18
K	Tran	19
1	Bevans	20
1	Bischoff	21
1	Hall	19
1	Lanza	26 C
1	Stuemke	20
2	LaVoy	23
2	Lofquist	22
2	Schwaab	23
2	Swenson	19 C
3	Bell	23
3	Larson	20 C
3	Sickler	24
3	Truman	24
4	Foley	28
4	Hehr/Tem	27
4	Rodriguez	24 C
4	Ryan/Kohl	27
5	Duchene/K	28
5	Holden	27
5	Peterson	27
5	Rubin/DeV	18 C
<b>TOTAL</b>		<b>564</b>

**Middle School Total**

Grade 6-2031	292
Grade 7-2030	293
Grade 8-2029	278
<b>TOTAL</b>	<b>863</b>

**High School Total**

Grade 9-2028	325
Grade 10-2027	316
Grade 11-2026	296
Grade 12-2025	305
<b>TOTAL</b>	<b>1242</b>

ALC	F/T	**P/T	**I/S Total
Grade 0		0	0
Grade 4		12	0 16
Grade 16		0	0 16
Grade 43		2	18 63
<b>TOTAL</b>	<b>63</b>	<b>14</b>	<b>18 95</b>

	Regular	Big 9	Total
Early Childhood**	119		119
Kindergarten-2037	205	0	205
Grade 1-2036	234	0	234
Grade 2-2035	261	1	262
Grade 3-2034	253	0	253
Grade 4-2033	257	0	257
Grade 5-2032	284	1	285
<b>Total K-5</b>	<b>1613</b>	<b>2</b>	<b>1615</b>
<b>Total Middle Sch.</b>	<b>863</b>	<b>7</b>	<b>870</b>
<b>Total High School</b>	<b>1242</b>	<b>41</b>	<b>1283</b>
<b>GRAND TOTAL</b>	<b>3718</b>	<b>50</b>	<b>3768</b>
<b>ALC 9-12</b>			<b>95</b>
<b>GRAND TOTAL w/ALC and Porta</b>			<b>3863</b>
<b>**Full Time only</b>			<b>3712</b>

**Early Childhood\*\***

Dorey	16
Hubbard	11
Karsky	3
Lane	4
Ludwig	11
O'Connor	11
Palmquist	13
Roth	11
Sanders	10
Tharp	7
Townzen	8
Webster	14
<b>TOTAL</b>	<b>119</b>

**Big 9 Online**

Grade	Teacher	
Grade K-	Kehler	0
Grade 1-2	Kehler	0
Grade 2-2	Kehler	1
Grade 3-2	Kehler	0
Grade 4-2	Kehler	0
Grade 5-2	Kehler	1
Grade 6-2	Kehler	2
Grade 7-2	Kehler	1
Grade 8-2	Kehler	4
Grade 9-2	Kehler	2
Grade 10-	Kehler	12
Grade 11-	Kehler	17
Grade 12-	Kehler	10
<b>TOTAL</b>		<b>50</b>