

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, January 27, 2014, 7:00 PM  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment  
This is an opportunity for members of the school district to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify himself/herself and the group represented, if any. He/She will then state the reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. Please know that this is not a time to debate an issue, but for you to make your comments.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
  - 1. Transformational Technology Initiative Update.
  - 2. Financial Forecast and 2014-15 General Fund Budget Plan.
- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Facilities Study.
    - 2. 2014-2015 School Year Calendar and Proposed 2013-2014 Staff Make-Up Day.
    - 3. March 24, 2014, Regular School Board Meeting.
  - B. Items for Consent Grouping
    - 1. Canvas Church Contract Addendum and Gymnasium Use Guidelines.
    - 2. Personnel Items.
- VIII. Items for Information
  - 1. School Board Committee Appointments.
- IX. Future Meetings
  - Monday, February 10, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
  - Monday, February 24, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, January 27, 2014, 7:00 PM  
Northfield High School Media Center

TO: **Members of the Board of Education**  
FROM: **L. Chris Richardson, Ph. D., Superintendent**  
RE: **Explanation of Agenda Items for the January 27, 2014, School Board Meeting**

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes  
Minutes of the Organizational School Board meeting and Regular School Board meeting held on January 13, 2014, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
  1. Transformational Technology Initiative Update.  
Director of Administrative Services Matt Hillmann will provide an update on the status of the Transformational Technology initiative. Northfield High School mathematics teachers Paul Eddy and Karl Viesselman will present the strengths, challenges, and opportunities afforded by the 'flipped classroom' approach they have used with some of their courses this year. Mr. Hillmann will also present a potential staffing adjustment to better support the District's instructional technology services, which will be included in the Table File on Monday night.
  2. Financial Forecast and 2014-15 General Fund Budget Plan.  
Val Mertesdorf, Director of Finance, will present the financial forecast and preliminary budget plan parameters and timeline for the 2014-15 school year. The presentation will include discussion of the assumptions used for development of the five year financial forecast.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Facilities Study.  
Director of Administrative Services Matt Hillmann, will share the recommendation for completion of a District facilities study. Quotations were obtained from three well respected architectural firms that specialize in Pre K-12 schools.  
  
**Superintendent's Recommendation:** Motion to approve the proposal from ATS & R to complete the facilities study at a cost not to exceed \$9,500.
    2. 2014-2015 School Year Calendar and Proposed 2013-2014 Staff Make-Up Day.  
Based on the enclosed document concerning the proposed 2014-2015 School Year Calendar and make-up day modifications for the 2013-2014 calendar, administration makes the following recommendations:  
  
2014-2015 School Year Calendar.  
**Superintendent's Recommendation:** Motion to approve the 2014-2015 school year calendar with make-up day modifications as presented.  
  
Proposed 2013-2014 Staff Make-Up Day.  
**Superintendent's Recommendation:** Motion to approve a teacher make-up day on June 9, 2014, should the District have to cancel two more days prior to the end of the 2013-2014 school year.

3. March 24, 2014, Regular School Board Meeting.

Since Spring Break in the Northfield School District begins Saturday, March 22, 2014, and concludes on Monday, March 31, 2014, the Board will be asked to consider canceling the March 24<sup>th</sup> regular meeting of the Northfield Board of Education.

**Superintendent's Recommendation:** Motion to approve canceling the March 24, 2014, Regular School Board meeting.

B. Items for Consent Grouping

**Superintendent's Recommendation:** Motion to approve the following items listed under the Consent Grouping.

1. Canvas Church Contract Addendum and Gymnasium Use Guidelines.

The School Board is asked to approve the addendum to the long-term contract with Canvas Church. This addendum provides for additional time to include a second service and the use of additional spaces in Northfield High School. These spaces include the north balcony gym and a dressing room. This addendum is for the time period of February 2, 2014 to June 30, 2014.

2. Personnel Items.

a. Appointments\*

1. John Buteyn, .8 FTE Long Term Substitute Social Studies Teacher at the High School for 6.4 hours/day beginning 02/19/2014 – 06/06/2014; BA 30, Step 1.
2. Kevin Kowalewski, Community Services Basketball Staff beginning 01/21/2014 – 02/11/2014; \$7.75/hour.
3. Myrna Mibus, Special Education EA-PCA (Class IV) for 3.5 hours/day (Monday-Thursday) beginning 01/29/2014 – 06/06/2014; Class IV, Step 1, \$13.49/hour.
4. Jacob Odell, Special Education EA-PCA (Class IV) at the High School for 4.75 hours/day beginning 01/28/2014 – 06/06/2014; Class IV, Step 1, \$13.49/hour.
5. Brent Rauk, Assistant Baseball Coach (9<sup>th</sup> Grade) at the High School beginning 03/17/2014 – 06/14/2014; Level F, Step 7.
6. Elizabeth Robinson, Early Ventures Site Assistant at Longfellow for 10 hours/week beginning 02/03/2014 – 06/06/2014; Step 1, \$11.25/hour.
7. Anthony Seidl, Community Services Eagle Bluff Coordinator beginning 01/28/2014 – 08/31/2014; \$1500 stipend.
8. Amanda Story, Special Education-PCA (Class IV) for 6 hours/week (Monday & Wednesday) beginning 02/03/2014 – 06/06/2014; Class IV, Step 4, \$14.65/hour.
9. Event Workers – Activities: Monika Burkhead, Matthew Metcalf, Tasha Pasch, Brooke Plotz, Angela Sletten and Brian Szymanski

b. Increase/Decrease/Change in Assignment

1. Danielle Crase, Educational Assistant at the High School, add Targeted Services PLUS Site Assistant at Sibley for 1.25 hours/day, Monday-Thursday beginning 01/06/2014 – 04/24/2014; Step 1, \$11.25/hour.
2. Alisha Traeder, KidVentures Site Assistant at Greenvale Park, add Special Education EA-PCA (Class IV) for 10.5 hours/week (Tuesday-Wednesday-Thursday) beginning 1/28/2014 – 06/06/2014; Class IV, Step 1, \$13.49/hour.

\*Conditional offers of employment are subject to successful completion of a criminal background check.

VIII. Items for Information

1. School Board Committee Appointments.

The list of School Board Committee Appointments for 2014 is enclosed.

IX. Future Meetings

Monday, February 10, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, February 24, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

Organizational School Board Meeting  
January 13, 2014  
Northfield High School Media Center

I. Call to Order.

The Organizational meeting of the School Board of Independent School District 659 was called to order at 7:00 PM by ex-officio member Superintendent L. Chris Richardson for the purpose of organizing the Board for the 2014 calendar year.

II. Organization of the Board.

A. 1. Election of Officers.

a. Election of Board Chair.

Nelson moved and Maple seconded that Ellen Iverson be nominated as Board Chair. Hearing no further nominations, Ellen Iverson was unanimously elected as Board Chair.

Nelson spoke about Iverson's excellent leadership as chair. School Board Chair Ellen Iverson then chaired the remainder of the Organizational School Board meeting.

b. Election of Vice Chair.

Maple moved and Nelson seconded that Julie Pritchard be nominated as Board Vice Chair. Hearing no further nominations, Julie Pritchard was unanimously elected as Board Vice Chair.

c. Election of Clerk.

Pritchard moved and Hardy seconded that Noel Stratmoen be nominated as Board Clerk. Hearing no further nominations, Noel Stratmoen was unanimously elected as Board Clerk.

d. Election of Treasurer.

Stratmoen moved and Pritchard seconded that Anne Maple be nominated as Board Treasurer. Hearing no further nominations, Anne Maple was unanimously elected as Board Treasurer.

2. Set Stipends of Directors and Officers.

Pritchard moved and Maple seconded that the stipends for Board members be maintained at the current amount of \$190 per month for Directors and \$250 per month for the Board Chair. The motion was unanimously approved.

3. 2014 Committee Appointments.

Board Chair Ellen Iverson asked that Board members let her know if there are any committees of particular interest. She will bring to the January 27th meeting the list of committee appointments.

B. Items for Consent Grouping.

On a motion by Maple, seconded by Hardy, the Board unanimously approved the following items listed under the consent grouping.

1. Designated the Director of Administrative Services (Matt Hillmann) and Director of Finance (Valori Mertesdorf) as Deputy Clerk Treasurer.
2. Designated Regular Meetings of the Northfield School Board to begin at 7:00 p.m. on the second and fourth Mondays of each month.
3. The *Northfield News* was designated as the official newspaper of the Northfield School Board.
4. The School Board authorized that facsimile signatures of officers of the Board be utilized in signing school district checks and documents.

5. The 2014 mileage reimbursement rate for use of private automobiles on School District business is 56.0 cents per mile. This is the mileage rate established by the Internal Revenue Service.

III. On a motion by Stratmoen, seconded by Nelson, the Board adjourned the Organizational meeting at 7:06 PM.

Noel Stratmoen  
Clerk

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

School Board Minutes

January 13, 2014

Northfield High School Media Center

- I. Call to Order.  
Board Chair Ellen Iverson called the Regular meeting of the Northfield Board of Education to order at 7:06 PM. No one was absent.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
Angel Dockendorf, 1207 Sunset Court, Northfield, expressed her opposition to moving the District DCD Moderate program from Sibley Elementary to Greenvale Park Elementary.
- IV. Approval of Minutes  
On a motion by Nelson, seconded by Pritchard, minutes of the Regular School Board meeting held on December 9, 2013, were unanimously approved.
- V. Announcements and Recognitions
  - The PRIMEtime collaborative learned that it received a \$10,000 grant from the Southeastern Minnesota Arts Council (SEMAC). The grant will support bringing artists into the PLUS, Summer PLUS and Middle School Youth Center sites to lead art workshops with students between now and September 2014. The grant will support over 90 such visits.
  - The Northfield Middle School Student Council has used their school dance proceeds to make a donation of \$2901.50 to the Northfield Community Action Center.
  - The Minnesota Interscholastic Athletic Administrators Association has named Tom Graupmann as the State Activities Administrator of the year. Congratulations Tom!
  - The Senate Education Finance Committee is undertaking a tour of several school districts across the state and will be stopping at Northfield High on January 17.
  - Northfield Public Schools and the Northfield Chamber of Commerce are holding a Business Summit on Monday, January 27 from 7 – 9 a.m. at College City Beverage. The purpose of this summit is to help the school district gain an understanding of the workforce needs of businesses in the Northfield community, inform the business community of school programs that could support students in gaining needed skills and seek ways to enhance collaboration between the school district and the business community.
  - Becki Harr has been selected as the VFW Post 4393 Teacher of the Year. Becki qualified for the District 1 teacher of the year honors, and she won that too! Becki will be honored as the District 1 VFW Teacher of the Year at a district meeting in Austin on February 1. After that, she will be entered into the state contest. Congratulations Becki!
  - The district is holding two meetings in January for the public to provide feedback on the transformational technology initiative, from 7 – 8:30 PM at the middle school on January 16 and January 21.
  - Four students from Northfield High School and two students from Northfield Middle School were selected by the Minnesota String and Orchestra Teachers Association (MNSOTA) to play in the 2014 Middle Level Honors Orchestra. Their performance will take place on February 15, as part of the Minnesota Music Educators Association convention.
  - Thank you to Allyson and Matt Bernstorf for their fundraiser; Sweet Charity Holiday Benefit – Giving Never Tasted So Good. The three recipients of the year's fundraiser were Ruth's House, the Community Action Center food shelf and the school district's ALC Backpack Program. The event raised \$13,000 and the ALC Backpack Program directly received a little over \$4000.
- VI. Items for Discussion and / or Reports
  1. Prairie Creek Community School and Arcadia Charter School Annual Reports.  
Simon Tyler, Director of Prairie Creek Community School, and Ryan Krominga, Director of Arcadia, provided a joint presentation of the programs being provided in their two charter schools.

Simon Tyler presented a review of Prairie Creek's eleventh year of operation as a charter school under the sponsorship of the Northfield Public Schools and an overview of this current school year. Ryan Krominga reviewed Arcadia's program and presented their 2012-2013 Annual Report. Arcadia, formerly ARTech, is in its tenth year of operation. Prairie Creek and Arcadia's 2012-2013 annual reports and data sheets were distributed to board members. These reviews and written reports fulfill state requirements for annual reporting as well as our District's request that each charter school authorized by the Northfield Public Schools present an annual report to the School Board. The power point presented will be emailed to board members.

VII. Superintendent's Report

A. Items for Individual Action

1. All Day Kindergarten Space in Elementary Buildings.

On a motion by Pritchard, seconded by Maple, the Board unanimously approved providing space for four Kindergarten classrooms at Sibley Elementary School by relocating the District DCD Moderate program from Sibley Elementary to Greenvale Park Elementary beginning in the 2014-15 school year. This provides a minimum of four full day kindergarten classrooms in each elementary building in order to support the implementation of state funded all day kindergarten in the Northfield Public Schools for the 2014-15 school year and beyond.

2. Demographic Study.

On a motion by Fossum, seconded by Stratmoen, the Board unanimously approved the proposal of Hazel Reinhardt Consulting Services to complete an Enrollment Projection Study and Housing Unit Study at a cost not to exceed \$9,300.00.

3. School/Site Improvement Plans.

On motion by Nelson, seconded by Fossum, the Board unanimously approved the seven school site improvement plans for the 2013-14 school year.

B. Items for Consent Grouping

On a motion by Fossum, seconded by Maple, the Board unanimously approved the following items listed under the Consent Grouping.

1. Region Facilities Use Agreement.

The School Board approved the Region Facilities Use Agreement with the Minnesota State High School League (MSHSL). The MSHSL is formalizing a process that has been in place in Northfield for several years. Anyone employed for a Region game needs to be an employee of the Northfield Public Schools and not the MSHSL.

2. Grant Application to the MN State High School League Foundation.

The School Board approved a \$5,000 grant request from Northfield High School to the MSHSL Foundation to be used as core funding for the RALIE and Life of an Athlete programs.

3. Student Activity Account – Speech.

The Board approved designating up to \$2000 from the Speech Team's student activity account to pay for additional coaches to work with participants. The rate of pay will be \$12 - \$14 per hour. The Speech Team intentionally fundraised so that more coaches could be secured.

4. Gift Agreement.

The Board accepted a \$13,248.29 gift from the Greenvale Park PTO to Greenvale Park Elementary School to be used at Greenvale Park as follows:

Field Trip Fund for Students - \$5,258.00; Licensed Staff Classroom Funds - \$4,200.00;

Funds for Specialists - \$2,573.72; Music Teacher Funds - \$600.00; Music Bleachers - \$616.57

4. Personnel Items.

a. Appointments\*

1. Trisha Beacom, Early Ventures Site Assistant at Longfellow/Community Services for 19 hours/week beginning 01/06/2013; Step 3 - \$11.84/hour.

2. Nikki Elliott, Early Ventures Site Assistant at Longfellow/Community Services for 36 hours/week beginning 01/06/2014; Step 3 - \$11.84/hour.
  3. Daniel Ericksen, 1.0 FTE Long Term Substitute Orchestra Teacher at the MS & HS, beginning on or about 01/10/2014 – 03/21/2014; BA-Step 1.
  4. Amy Franklin, ECFE Long Term Substitute Teacher at the NCRC beginning 01/13/2014 – 03/21/2014 for 4 hours/day Monday-Thursday; Year 2 - \$24.36/hour.
  5. Karen Roback, Middle School EA-PCA (Class IV) at the Middle School for 20 hours/week beginning 01/08/2014 – 06/06/2014; Class IV, Step 1 \$13.49/hour.
  6. Elizabeth Robinson, PLUS Site Assistant at Greenvale Park Elementary for 1.25 hours/day beginning 01/10/2014 – 04/24/2014; Step 1, \$11.25/hour.
  7. Maelynn Rosas, Middle School Youth Center Site Assistant for up to 7 hours/week beginning 01/08/2014 – 05/15/2014; Step 1, \$11.25/hour.
  8. Emily Shimota, Community Services Swimming Lessons & Birthday Party Staff \$7.50/hour; Lifeguard \$8.00/hour beginning 12/09/2013 – 04/01/2014.
  9. Elizabeth Schmidt, Long Term Substitute EA-PCA (Class I .17 hours/day & Class IV 6.75 hours/day) at Sibley for 6.92 hours/day beginning 01/08/2014 – 06/06/2014; Class I-Step 2 \$12.95/hour; Class IV-Step 2 \$14.00/hour.
  10. Tom Sola, Weight Room Assistant at the High School beginning 12/16/2013 – 03/21/2014; Level K, Step 1 (25% stipend shared position).
  11. Paul Stanaway, Middle School Weight Room Coach (Spring) beginning 02/03/2014 – 03/22/2014; Level K, Step 1.
  12. Bob Sullivan, Weight Room Assistant at the High School beginning 12/16/2013 – 03/21/2014; Level K, Step 1 (25% stipend shared position).
  13. Alisha Traeder, KidVentures Site Assistant at Greenvale Park Elementary for 2.5 hours/day beginning 01/06/2013; Step 1 - \$11.25/hour.
  14. Event Workers – Activities:  
John Bade, Fred Beumer, Sydney Delp, Rosemary Fink, Amanda George, Stacy Gustafson, Candace Hard, Anne Jarvis, Mark Langevin, Elizabeth Robinson, Jennifer Severson, Alisha Traeder, Nicole Wagner and Connor Wray
  15. Community Services Fall/Winter Recreations Positions – beginning 02/01/2014 – 04/01/2014:  
Savannah Dimick, Basketball Staff, \$7.50/hour; Derek Henle, Basketball Coach, \$9.00/hour; Michael Hodges, Boys Basketball Program Supervisor, \$10.00/hour; Christopher Kragness, Basketball Coach, \$9.00/hour; Anna Pfefferle, Basketball Staff, \$7.75/hour; Claire Vasilis, Basketball Staff, \$7.75/hour.
  16. Debra Miller, KidVentures Site Assistant at Sibley for 2 hours/week beginning 01/22/2014 – 06/04/2014; Step 3, \$11.84/hour.
  17. Elizabeth Robinson, KidVentures Site Assistant at Bridgewater for 2 hours/week beginning 01/15/2014 – 06/04/2014; Step 1, \$11.25/hour.
  18. Nicole Wagner, Assistant Speech Coach (shared) at the High School beginning 01/15/2014 – 04/12/2014; Level H, Step 1 (1/2 stipend).
  19. Michael Zell, Community Services Fall/Winter Recreation Tennis Supervisor beginning 01/14/2014 – 04/01/2014; \$10.00/hour.
- b. Increase/Decrease/Change in Assignment
1. Carol Beumer, Educational Assistant-PCA (Class IV) at the High School, change from 6.5 hours/day to 6.75 hours per day, retroactive to 09/03/2013 – 06/06/2014.
  2. Elaine Harries, ALC Special Education Instructor, add homebound instructor for 5 hours/week beginning 01/06/2014.
  3. Katherine Klein, Long-Term Substitute Life Science Teacher at the Middle School, extended time to begin 01/06/2014 – 01/27/2014.
  4. Karen Koester, Business Education Teacher at the High School, change from 1.0 FTE to .60 FTE for semester 2 beginning 01/28/2014 – 06/06/2014.
  5. Margaret Paradise, LTS 5<sup>th</sup> Grade Teacher at Bridgewater from 11/18/2013 – 12/20/2013; change last day of work to 12/13/2013.
  6. Kristy Severson (Endersby), LTS teacher at Sibley, add additional substitute hours for ½ day beginning 12/11/2013 – 12/20/2013.



7. Rustianna Mechura, Targeted Services PLUS Site Lead, add Targeted Services PLUS Enrichment Coordinator at Sibley, Greenvale Park and Bridgewater beginning 12/10/14 – 04/24/2014; \$18.00/hour.
  8. Alisha Traeder, KidVentures Site Assistant at Greenvale Park, change from 14.5 hours/week to 18.5 hours/week beginning 01/13/2014.
- c. Leaves of Absence
1. Teresa Findlay, FMLA leave of absence beginning 12/06/2013 – 12/18/2013, partial days 12/19/2013 – 12/20/2013.
  2. Dana Holden, FMLA leave of absence beginning 01/06/2014 on an intermittent basis as needed for up to 60 work days.
  3. Jeff Jasan, FMLA leave of absence beginning 12/16/2013 to continue for up to 60 work days.
- d. Retirement / Resignations
1. Asia Black, Early Ventures Site Assistant, resignation effective 12/13/2013.
  2. Nicole Gill, Education Assistant, resignation effective 12/30/2013.
  3. Samantha Glowacki, PLUS Site Assistant, resignation effective 12/19/2013.
  4. Amber Iwanski, Educational Assistant/Plus Site Assistant, resignation effective 12/17/2013.
  5. Lois Kelly, Read 180 Education Assistant, resignation effective 01/06/2014. Lois will continue to work as a substitute Education Assistant.
  6. Karen Koester, Business Education Teacher at the High School, retirement effective 01/24/2014. Karen will continue to teach part time .60 FTE for the remainder of the 2013-14 school year – Semester 2 beginning 01/28/2014 – 06/06/2014.
  7. Lacey Neumann Bissonnette, Family School Education Assistant, resignation effective 12/13/2013. Lacey will continue to work as a substitute EA with the ECFE classes, including Family School and Sibling Care.
  8. Heidi Peterson, MS Life Science Teacher, resignation effective 12/28/2013.
  9. Rachel Woldum, MS Youth Center Site Assistant, resignation effective 01/01/2014.
  10. Amber Iwanski, Educational Assistant/Plus Site Assistant, amended date of resignation effective 12/31/2013.

\*Conditional offers of employment are subject to successful completion of a criminal background check.

#### VIII. Items for Information

1. 2014-2015 School Year Calendar.  
The 2014-15 School Year calendar, as recommended by the District Meet and Confer Committee, which met on January 7, 2014, was presented to the Board. The calendar maintains 174 student contact days and reflects the interests identified by the District. Finally, it addresses the need to identify student make-up days in the event that we continue to experience multiple weather-related closings in the coming years. The Board will be asked to take action on the proposed 2014-2015 school year calendar at its meeting on January 27, 2014, after additional consultation between District and Association leadership.
2. Proposed 2013-14 Student Make-Up Day.  
Due to the extremely cold temperatures associated with this January's 'Polar Vortex', we already have had two weather-related full day school cancellations. The Board was asked to consider authorizing administration to convert a current non-student day to a student contact day (students attend school) should the District need to cancel two additional full-day, student-contact days (bringing the total to four) before March 24, 2014, the beginning of Spring Break. The Board will be asked to take action on the proposed 2013-14 student make-up day at its meeting on January 27, 2014, after additional consultation between District and Association leadership.
3. Educational Assistant Recognition Week – January 12-18, 2014.  
This week has been designated as Educational Assistant Recognition Week. Buildings are recognizing the contributions of Educational Assistants this week.

4. TIES Exceptional Teachers.

Northfield Middle School Science teachers Amy Allin and Katrina Meehan were recognized as TIES Exceptional Teachers at the TIES 2013 Education Technology Conference on December 17.

5. Facilities Study

The Superintendent's Cabinet proposed that the District undertake a comprehensive facilities study. The study would review all of the current district facilities and provide a thorough report reflecting the ability of our current facilities to meet the needs of our students and educational programming in the future. It will also provide facilities recommendations based on this review and the results of the Enrollment Projection Study and Housing Unit Study. The Board will be asked to take action on the proposed Facilities Study at its meeting on January 27, 2014.

6. Enrollment Report – January 2014

IX. Future Meetings

Monday, January 27, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, February 10, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Maple, the Board adjourned at 9:51 PM.

Noel Stratmoen  
School Board Clerk

## Financial Forecast and Budget Plan | 2014-2015 • Narrative

Val Mertesdorf, Director of Finance

### Financial Forecast

The financial forecast is based on the information that we know along with a set of assumptions for the next several years. We ended fiscal year 2013 in a positive manner. The general fund essentially broke even. We want to spend our resources on quality programming that provides an excellent educational experience for kids. Our revenue and expenditures for fiscal year 2013 were \$41M.

Enrollment drives over 70% of our total revenue. Our enrollment has been very steady the last several years. Our budget for 2013-2014 has revenues of \$41.6M and expenditures of \$41.7M. This is a 0.2% deficit or approximately \$100K. 78% of our total expenditures are for salaries and benefits. We are a “people business.”

What we don’t know is our future enrollment, the amount of state aid provided by the legislature and the amount of contract settlements. We utilize the information we have at the current time, our professional judgment and historical trends to make assumptions.

#### Revenue Assumptions:

- Enrollment will decline slightly over the next several years, we look forward to the demographic study for better information
- 1% increase in basic general education revenue formula
- Referendum inflationary increases
- Continued sequestration of our federal funding
- All other local and non-formula revenue will be held flat

#### Expenditure Assumptions:

- Salaries and Benefits will average 5.3% increase across all employee groups
- .5% increase in Teachers Retirement Association rate
- Non-salary items will be increased 1% based on historical data

We project the aggregate revenue increase to be 3.4% and the aggregate expenditure increase to be 4.7%. We anticipate revenues of \$42.9M and expenditures of \$43.6. The District will use a portion of the unassigned fund balance to cover this deficit. We project to end the 14-15 school year with a 19% fund balance. This is a similar forecast to what was presented in January 2013. The state has consistently underfunded schools by legislating increases that were less than inflation or by providing new revenue tied to specific programs.

We currently have a 23% unassigned fund balance, well above the 16% board goal. The District is financially sound. We pride ourselves in being conservative and realistic. We want to make decisions proactively so we can make the right decisions for our kids. This projection shows that the District will most likely look at budget adjustments for the 2015-16 school year.

There are many decision points to be had before we would realize this type of forecast. There will be two more legislative sessions, several rounds of contract negotiations, the demographic study, a facility study and many more district level decisions that will be made. The forecast is really a tool for awareness and information sharing to guide our decision making process.



## Financial Forecast and Budget Plan

### Discussion Items

- What we know
- Enrollment Projections
- Financial Assumptions
- Summary of 14-15 Budget Parameters
- Budget Presentation Timeline

## What we know...

- The general fund “broke even” in 12-13 with revenues and expenditures being \$41M
- Enrollment drives over 70% of our total revenue
- 78% of our expenditures are for salaries and benefits
- The 13-14 budget has revenues of \$41.6M and expenditures of \$41.7M. A deficit projection of 0.2% or approximately \$100K

## Average Daily Membership

- ADM is calculated over the entire school year.
- A weighting is applied to each ADM to calculate our WADM (weighted ADM).

	Pre-K	SPED KG	KG	1-3	4-6	7-12
13-14 Weights	1.25	1.0	.612	1.115	1.06	1.3
14-15 Weights	1.0	1.0	1.0	1.0	1.0	1.2

## Enrollment Projections

Weighted Average Daily Membership (WADM)							
	Pre-K	KG	1-3	4-6	7-12	Total	Change
2013-14	44.5	143.0	913.1	900.5	2,423.6	4,424.7	-
WADM calculation using new weights							
2013-14	35.6	223.8	818.9	849.6	2,237.2	4,165.0	-
2014-15	35.8	238.7	807.1	839.5	2,253.6	4,174.7	.23%
2015-16	31.7	211.6	800.0	836.3	2,277.8	4,157.3	(.42%)
2016-17	30.7	204.9	728.9	859.9	2,297.6	4,122.0	(.85%)
2017-18	30.0	188.7	666.7	845.5	2,329.4	4,065.4	(1.37%)

Note: The new weights will be effective beginning in 2014-15. The 2013-14 WADM with the new weights is just for comparison.

## Financial Assumptions

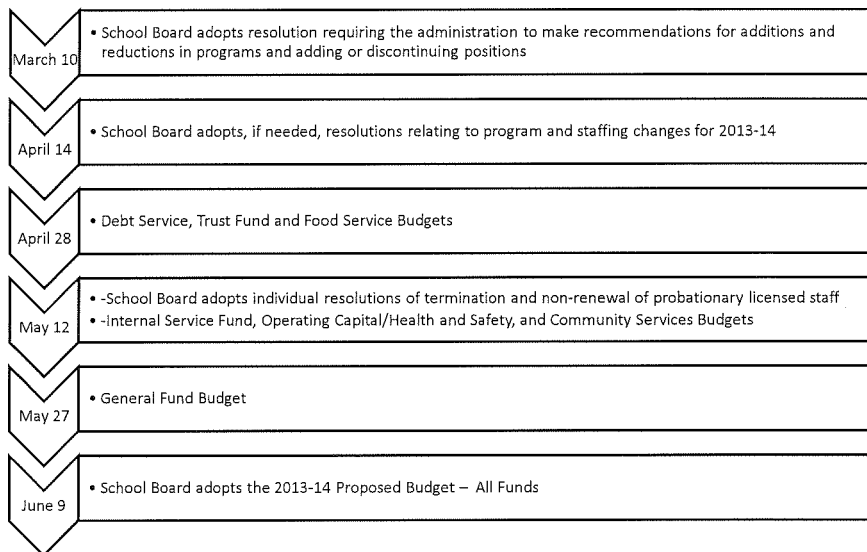
- Unassigned fund balance minimum set at 16% of total general fund expenditures
- Assigned fund balance is held flat
- Revenue Assumptions
  - 1% increase in basic formula revenue beginning in 15-16
  - Referendum inflationary increase applied
  - 5% decrease in federal for proposed sequestration
  - Everything else was held flat
  - Aggregate increase of 3.4%

## Financial Assumptions cont.

- Expenditure Assumptions
  - Salaries and Benefits: average for all employee groups is 5.3%
    - Includes the additional .5% increase in TRA for 14-15
  - Non-Salary: average increase of 2%
  - Aggregate increase for 14-15 = 4.7%

		Budget Year					
REVENUE WORKSHEET		2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Estimated Adjusted Pupil Units		4,434.73	4,174.73	4,157.34	4,127.00	4,065.38	
BASIC		\$23,489,907	\$24,238,509	\$24,378,881	\$24,413,359	\$24,318,820	
DECLINING ENROLLMENT		\$0	\$0	\$18,281	\$57,452	\$92,039	
GIFTED AND TALENTED		\$53,097	\$54,572	\$54,045	\$53,566	\$52,850	
REFERENDUM		\$7,301,772	\$5,936,556	\$6,056,873	\$6,134,843	\$6,180,412	
LOCATION EQUITY		\$0	\$1,770,067	\$1,762,711	\$1,747,727	\$1,723,722	
Other Formula Revenue	See Revenue Worksheet	\$1,856,622	\$3,051,021	\$2,958,462	\$2,958,490	\$2,915,517	
Total Projected Non-Formula Revenue		\$7,803,870	\$7,818,786	\$7,762,093	\$7,864,596	\$7,931,431	
<b>TOTAL Rev. (Gen/Trans/Capital)</b>		<b>\$41,069,277</b>	<b>\$41,475,267</b>	<b>\$42,900,231</b>	<b>\$43,031,347</b>	<b>\$43,356,054</b>	<b>\$43,216,791</b>
EXPENDITURE WORKSHEET		2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Salaries and Wages		\$13,458,130	\$14,031,903	\$15,310,779	\$16,196,657	\$16,726,590	\$17,255,001
Employee Benefits		\$8,333,162	\$8,795,071	\$9,178,813	\$9,603,571	\$9,795,643	\$9,991,556
Non-Salary and Non-Benefits		\$9,217,687	\$8,898,000	\$9,094,945	\$9,185,394	\$9,277,753	\$9,370,531
Total Expenditures		\$41,008,997	\$41,724,974	\$43,684,537	\$44,985,122	\$45,799,586	\$46,617,088
RESERVE WORKSHEET		2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
TOTAL BEGINNING FUND EQUITY		\$14,462,642	\$14,522,922	\$14,273,215	\$13,488,909	\$11,534,134	\$9,090,202
TOTAL RESTRICTED AMOUNTS		\$5,327,114	\$5,019,453	\$4,965,573	\$4,965,573	\$4,965,573	\$4,965,573
Variation in Reserves from Prior Year			-\$208,661	-\$51,880	\$0	\$0	\$0
UNRESTRICTED - UNASSIGNED		\$9,295,808	\$9,254,762	\$8,523,336	\$6,568,561	\$4,124,629	\$724,333
Unrestricted/EOY WADM	#DIV/0!	\$2,091,601	\$2,041,651	\$1,579,991	\$1,000,641	\$1,000,641	\$1,781,171
S.O.D. Reserve Amount		\$9,295,808	\$9,254,762	\$8,523,336	\$6,568,561	\$4,124,629	\$724,333
S.O.D. Reserve %%		12.07%	12.18%	19.51%	14.60%	9.01%	1.55%
2.5% or less is S.O.D.	O.K.	O.K.	O.K.	O.K.	O.K.	O.K.	O.K.
GOAL RESERVE AMOUNT	\$6,561,440	\$6,675,996	\$6,989,526	\$7,197,730	\$7,327,038	\$7,458,734	
GOAL ACHIEVED	YES	YES	YES	NO	NO	NO	
PLAN CHANGES NEEDED TO GOAL	\$0	\$0	\$0	-\$629,219	-\$3,202,409	-\$6,734,401	

## 2014-15 BUDGET DEVELOPMENT CALENDAR



Questions?

Thank you!



### **Facilities Study Recommendation**

Northfield Public Schools | January 22, 2014 | Matt Hillmann, Director of Administrative Services

The District requested quotations from three architectural firms for a comprehensive facilities study. All three firms are widely respected for their work with Minnesota schools.

1. ATS & R
2. I & S
3. TSP

All three vendors met the criteria of the District's Request for Proposal (RFP). In summary, the District's interests for the facility study include:

1. Building and site reviews
2. Facility assessments
3. Programming review
4. Analysis of Community Services needs
5. Development of a multi-faceted facility utilization plan with multiple options/alternatives
6. A final report and recommendation to the Board of Education

The firms were invited to participate in a project review session on January 2nd, 2014. The submitted quotations ranged from \$9,500 to \$34,000.

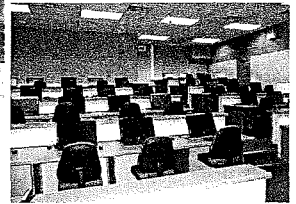
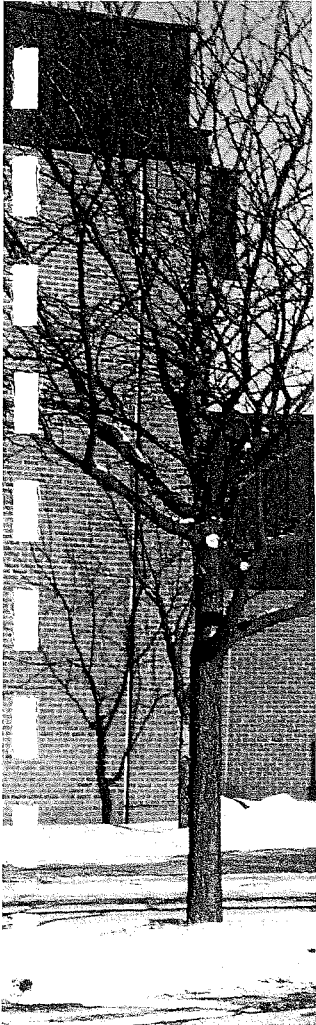
I recommend ATS & R complete the facilities study for Northfield Public Schools. They submitted the lowest responsible quotation (\$9,500) and will complete the study based on the scope of work expected by the District. ATS & R has recently completed similar facilities studies for Austin, Burnsville-Eagan-Savage, Fergus Falls, and Owatonna.

With the Board's approval, we look forward to working with ATS & R to complete the facilities study over the next several months.

DELIVERING EDUCATIONAL EXCELLENCE

## Northfield Public Schools

### District-wide Facilities Master Plan



#### Contact

Mark Hayes, AIA

ATS&R Planners/Architects/Engineers

mhayes@atsr.com

p: 763.525.3238

f: 763.525.3289

**ATS&R**  
PLANNERS / ARCHITECTS / ENGINEERS



ARMSTRONG TORSETH SKOLD & RYDEEN INC

January 8, 2014

Mr. Paul Bell, Director of Buildings and Grounds  
Mr. Matt Hillmann, Director of Administrative Services  
Northfield Public Schools  
1400 Division Street South  
Northfield, MN 55057

RE: District-wide Facilities Master Plan

Dear Mr. Bell and Mr. Hillmann:

It was a pleasure to visit with both of you and learn more about Northfield Public Schools' building facilities, land and physical plant operations as well as your educational and community use goals. ATS&R Planners/Architects/Engineers has enjoyed working with Northfield Public Schools on past projects. John Jurichko, ATS&R's food service designer, recently provided design services for your high school serving area and food service alterations. Our team is excited at the opportunity to continue our relationship with your district in assisting you with your facilities master plan.

ATS&R brings a high level of expertise and proficiency in the creation of educational and facility master plans and studies. We recently performed similar services for the school districts of Austin, Burnsville-Eagan-Savage, Owatonna and Fergus Falls. Please contact them for their feedback on our understanding of 21st century teaching and learning trends, facility planning, building assessments, and design services. We feel strongly that our team of architects, engineers, and educational planners offers the experience and expertise needed to prepare a comprehensive district-wide master plan that will serve as your working document for years to come.

The strategic advantages ATS&R brings to Northfield Public Schools include:

- 150+ school facilities planning studies that serve as the foundation for successful project outcomes
- 98% of our annual work is schools / Knowledge experts for PK-12 schools with educators on staff
- In-house services all specializing in schools including planning, programming, architecture, mechanical and electrical engineering, technology, site development, and interior design
- Leaders in PK-12 education at local and national levels, bringing innovative design solutions that enhance learning and are the pride of the community with educators involved in the planning process
- Specialists in creating cost saving efficiencies in schools facilities
- Almost 70 years of serving Minnesota school districts with superior overall performance

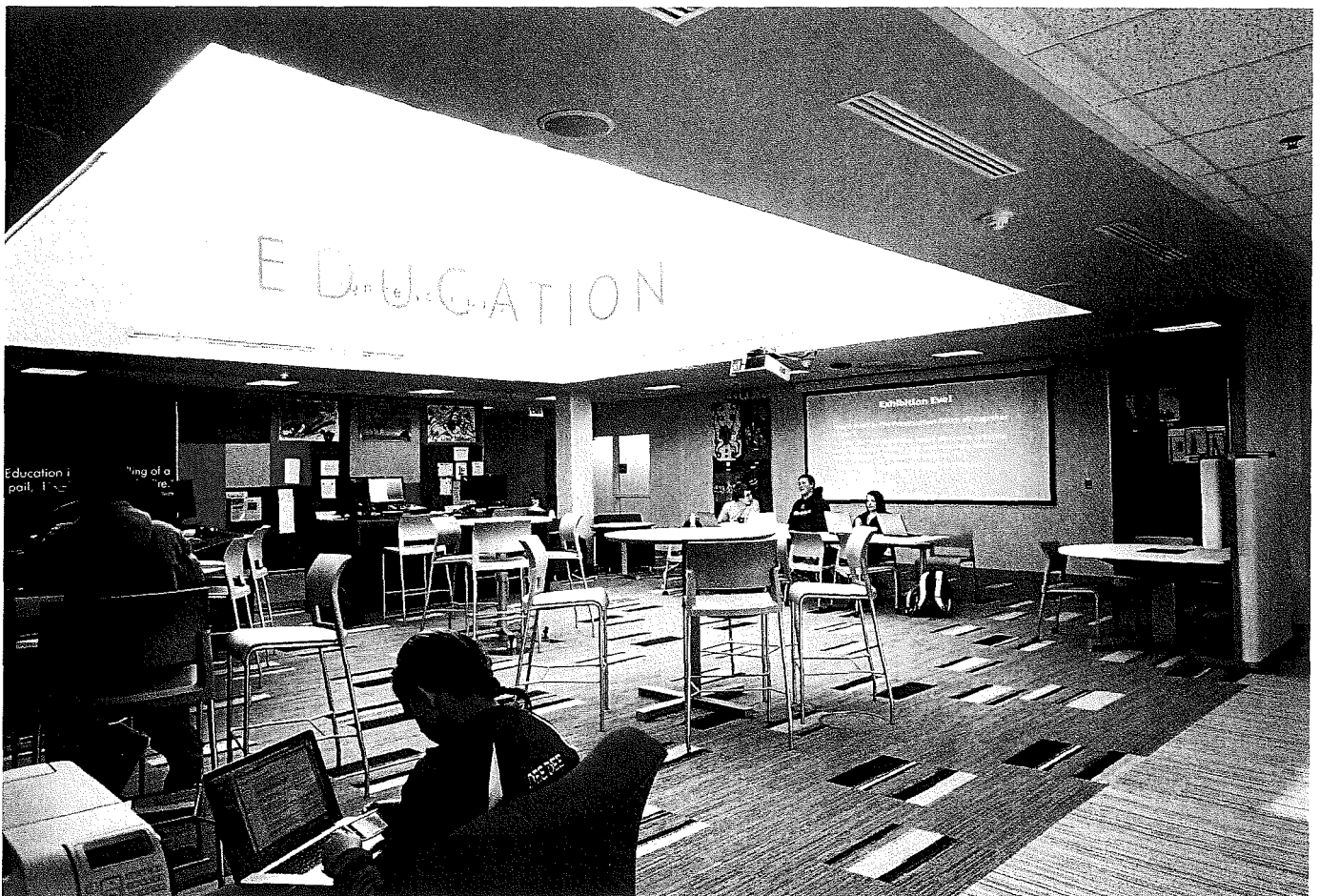
ATS&R looks forward to leading, guiding, and inspiring Northfield Public Schools with creative solutions for your current and long-term needs that will provide an environment that encourages educational excellence among your students and staff. We look forward to meeting with your selection committee to share our ideas and qualifications. If you have any questions, please contact me at 763-525-3238 or mhayes@atsr.com.

Sincerely,

Mark G. Hayes, AIA  
ATS&R Partner

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# FIRM PROFILE

## FIRM INFORMATION

### **ATS&R Planners/Architects/Engineers**

8501 Golden Valley Road, Suite 300

Minneapolis, Minnesota 55427

T 763.545.3731 / F 763.525.3289

Contact: Mark G. Hayes, AIA

Email: [mhayes@atsr.com](mailto:mhayes@atsr.com)

Direct phone: 763.525.3238

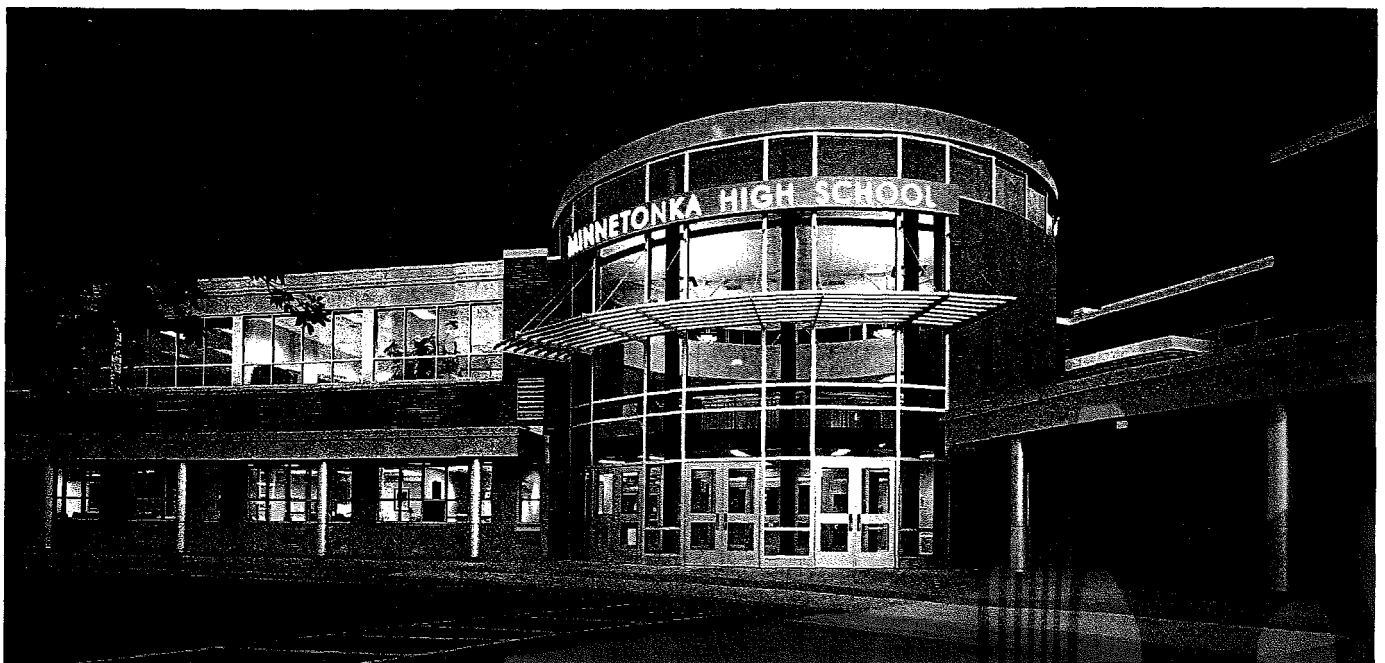
ATS&R, located in Minneapolis, is a nationally recognized, multi-disciplinary planning, architectural, and engineering firm specializing in PK-12 school facilities. Founded in 1944, ATS&R is registered as an "S" corporation in the State of Minnesota and it is privately held by active partners in the firm. **We are proud to successfully provide long-term relationships with school districts, some for more than 60 years.**

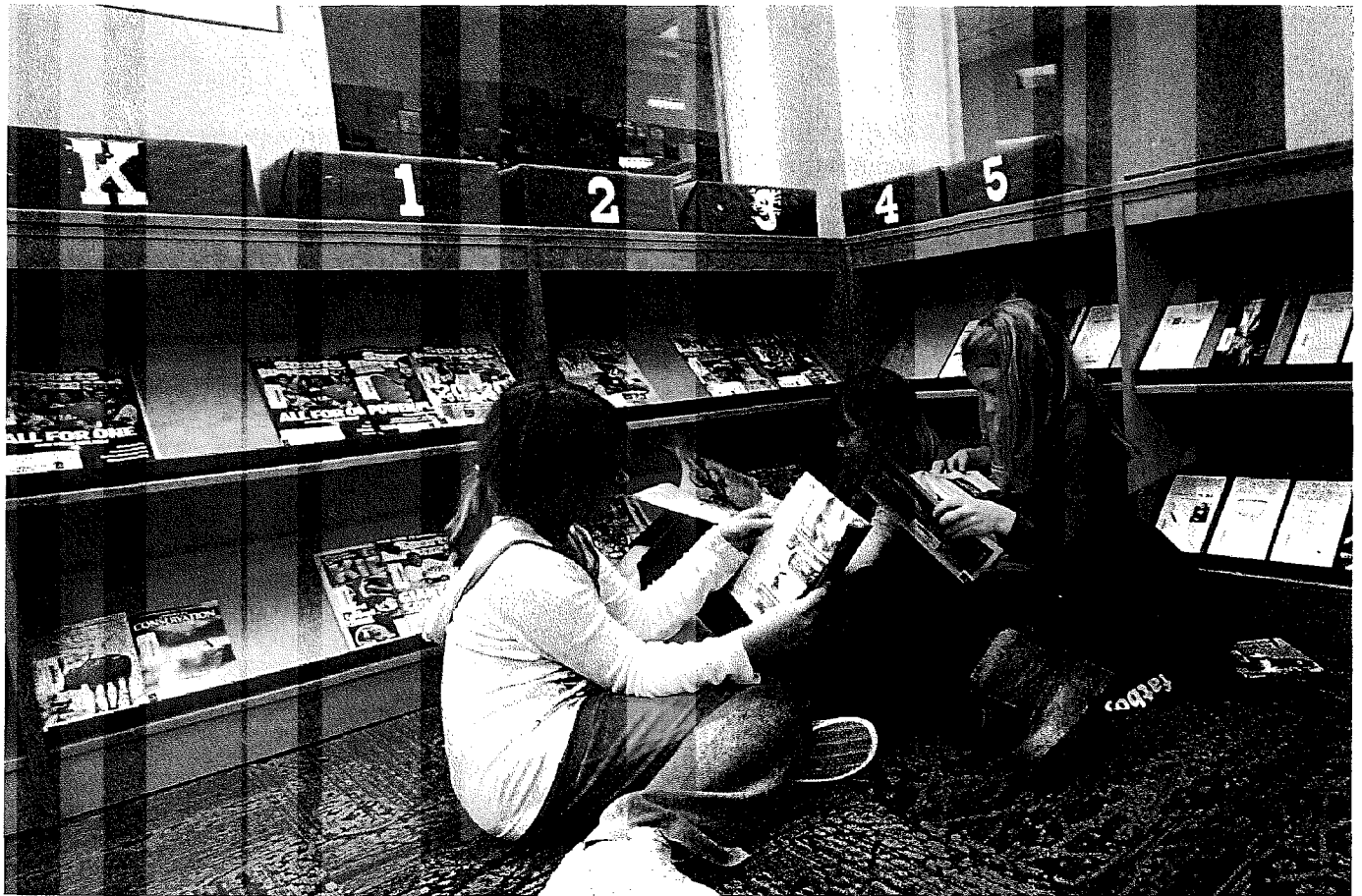
## EXPERIENCE

Over the past ten years, ATS&R has designed approximately \$2 billion of school construction. As PK-12 school specialists, 98% of our work is the planning and design of educational facilities.

ATS&R provides comprehensive services to our education clients with these in-house specialties:

- Educational Facilities Planning & Programming
- Long-range Facilities Master Planning
- Bond Referendum Planning and Support
- Educational Specifications
- Architecture
- Mechanical Engineering
- Electrical Engineering
- Civil Engineering
- Landscape Architecture
- Interior Design
- Cost Estimating
- Life/ Health Safety / ADA
- Sustainable Design / LEED
- Curriculum Based Design
- Food Service Design
- Educational Technology (Voice, Data, Video, Security, Infrastructure)
- Hardware Design
- Theater Design
- Commissioning
- Code and ADA Accessibility Compliance
- Schematic Design, Design Development, Construction Documents, Bidding & Construction Administration (All disciplines)
- Project Substantial Completion Punchlists
- Systems Start-up
- CADD System
- One-Year Warranty Period Punchlist and Follow-up
- Project Final Completion
- Project Closeout





## FIRM PROFILE

### COMMITMENT TO EDUCATION

ATS&R has made a corporate commitment to provide quality professional services to the educational community. We maintain active involvement in professional educational organizations and lead the way with new ideas and accurate information to serve as a valued partner to our clients. ATS&R partners have made numerous presentations and authored articles on school design issues at international, national and state levels. We recently participated in CEFPI's Classroom of the Future competition and were voted fan favorite.

Based upon past experience, current schedule of work, and future projections, the demographic and facility needs study fits well with our workload so that we may devote our best efforts towards your project.

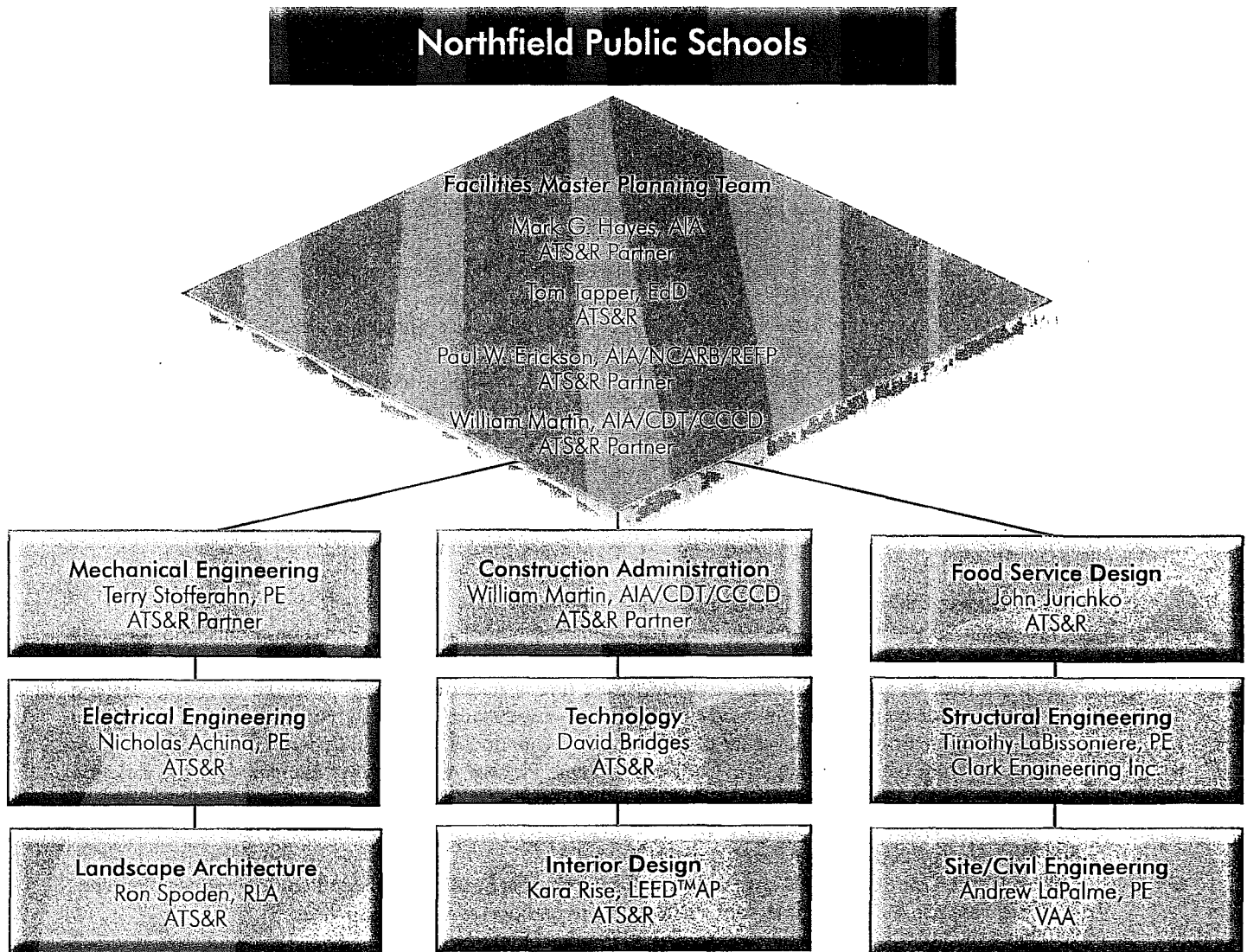
Our educational projects in the past ten years include:

- 150+ facility assessments and long-range educational facility planning studies
- 500+ major additions and alterations
- 1000+ deferred maintenance projects
- 36 new elementary schools
- 18 new middle/junior high schools
- 28 new high schools
- 12 K-12 schools
- 3 K-8 schools & 9 1-10 schools
- 17 district service centers
- 150+ ADA surveys
- 3 Level V EBD special education schools
- 2 senior centers
- 3 bus garages
- 35 reroofing projects
- 35 fire protection projects
- 500+ educational technology projects (voice, video, data, security)



# KEY TEAM MEMBERS

## TEAM ORGANIZATION



## WORKING RELATIONSHIPS

The project team selected to provide the facilities master plan to Northfield Public Schools combines ATS&R members with extensive experience in long-range master planning, educational adequacy, facility analysis, space utilization, building condition assessments, pre-referendum assistance, design and construction of building additions, new facilities, technology design, landscape architecture, site and civil engineering, sustainability, scheduling, furnishings and equipment, food service design, and mechanical, electrical and structural engineering systems for school districts. ATS&R has worked closely with Clark Engineering and VAA on many projects where they have served as our specialty consultants in structural engineering and site/civil engineering.

## KEY TEAM MEMBERS



### **Mark G. Hayes, AIA—ATS&R Project Manager**

ATS&R Partner, Mark Hayes, has over 26 years of experience, with 23 years focusing on educational design. Mark encompasses all phases of educational projects including schematic design, design development, construction documents, bidding, and contract administration. He has worked on a variety of project types, including new construction, additions, and alterations. Mark recently worked with Austin Public Schools, Burnsville-Eagan-Savage Public Schools and Fergus Falls Public Schools on long-range facilities master planning, deferred maintenance, renovations and additions to numerous facilities. These studies have resulted in projects including new facilities and building improvements. He is a registered architect in the State of Minnesota and graduated with a Bachelor of Architecture from the University of Minnesota.

### ***Facilities Studies and Master Plans (partial listing)***

Austin Public Schools, MN, Facilities planning

Long Prairie-Grey Eagle Public Schools, MN, Facilities planning and pre-referendum services

Burnsville-Eagan-Savage Area Schools, Burnsville, MN, Facility planning

St. Charles Community Unit School District #303, St. Charles, IL, Comprehensive, district-wide facilities plan

Fergus Falls School District, MN, District facilities plan

Oswego CUSD 308, IL, Elementary and secondary school facilities evaluation

Holy Family Academy and Church, St. Louis Park, MN, Master planning/Facility study

Eden Valley-Watkins School District, MN, District Feasibility Study

South Washington County School District, MN, District facility needs task force

Byron School District, MN, Facilities study

Northland Community School District, MN, Facilities study



### **Tom Tapper, EdD—ATS&R Senior Educational Planner**

With over 40 years of experience, Tom has facilitated school organizations, non-profits and for-profit companies in the development of strategic and facility plans. He has helped to lead school change in areas such as technology and school structure and is a leader in gifted and talented programming and alternative education. Tom received an Ed.D. in Educational Leadership and a M.A. in Educational Administration from the University of Minnesota, Minneapolis, with his undergraduate degree from Mankato State University. He is a Certified Strategic Planner and a Senior Examiner for the Baldrige National Quality Award Program.

### ***Facilities Studies and Master Plans (partial listing)***

Light of Christ Catholic Schools of Excellence, Bismarck, ND, Facilities study and comprehensive planning

Rushford-Peterson Public Schools, MN, Facilities study and pre-referendum services

Worthington Public Schools, MN, Facility plan review and update

Virginia Public Schools, MN, Project planning facilitation

Mahtomedi Public Schools, MN, Strategic plan

North St. Paul Public Schools, MN, Facility plan

Marshall Public Schools, MN, Strategic plan and facility plan

Owatonna Public Schools, MN, Strategic plan

Northeast Metro Intermediate School District 916, MN, Strategic plan

Hayfield Public Schools, MN, Strategic plan

**"...what really sets ATS&R apart from other firms is your ability to respond to a challenging time frame. While facilitating stakeholders, you can quickly move from an initial need to the exploration of many options and approaches. This is accomplished with your years of service dedicated only to schools, and the firm's portfolio of completed projects, both of which are extensive."**

**Donald Schlomann, Ph.D., Superintendent of Schools  
Community Unit School District 303**



## KEY TEAM MEMBERS

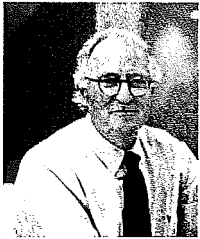


### **Paul W. Erickson, AIA/NCARB/REFP—ATS&R Educational Facilities Planner**

ATS&R President and Partner Paul Erickson is a nationally-licensed architect and Recognized Educational Facility Planner (REFP) experienced in numerous aspects of the planning, design, and construction of school facilities including educational facility planning, working with committees and user groups, cost estimating, project management, and educational programming and design for all types of schools and special focus learning environments. His 30+ years of experience encompasses all aspects of educational architecture, including educational specifications, long-range facility studies, master planning, and facility design. Paul has gained recognition for his leadership ability, extensive knowledge in planning educational facilities, and in consensus building with user groups on projects for new school facilities, and addition and alterations. He provides cost estimating on projects with budgets up to \$140,000,000 with keen accuracy, based on ATS&R's extensive database developed over the past 30 years. Paul is a frequent contributor and author of columns and articles for American School and University Magazine and Learning by Design.

### ***Facilities Studies and Master Plans (partial listing)***

Worthington Public Schools, Worthington, MN, Facility plan review and update  
Virginia Public Schools, Virginia, MN, Project planning facilitation  
Owatonna Public Schools, Owatonna, MN, Long-range facilities plan  
Minnetonka Public Schools, Minnetonka, MN, Long-range master plan  
Rochester School District, MN, Long-range facilities planning studies  
Anoka-Hennepin School District, MN, District-wide facilities study, 39 schools  
Duluth Public Schools, Duluth, MN, Facilities Master Plan Review, 19 buildings  
Osseo Area Schools, MN, Comprehensive district-wide facilities study, 27 buildings  
Maranatha Christian Academy, Brooklyn Park, MN, Long-range facilities plan  
School District of Hudson, WI, Long-range facilities planning and space utilization study  
River Falls School District, River Falls, WI, Long-Range Facilities Plan for 7 buildings



### **William W. Martin, AIA/CDT/CCCD — ATS&R Facilities Specialist**

ATS&R Partner, William Martin, is a school facilities specialist with 29 years of experience. Bill's architectural background includes building code analysis for new and existing facilities, cost feasibility studies, programming and educational specifications, site analysis, new facility design, additions and alterations. Bill will assist Dean in the facilities review, useful life of the buildings, site utilization recommendations, security and safety needs, traffic and zoning.

### ***Facilities Studies and Master Planning (partial listing)***

School District of River Falls, WI, Facilities study/master planning  
Campbellsport School District, WI, Facilities planning study  
Arcadia School District, WI, Comprehensive design services  
Clayton School District, WI, Facilities planning study  
Fridley Public Schools, MN, Facilities study  
Burnsville-Eagan-Savage Area Schools, Burnsville, MN, Facility planning  
N. St. Paul/Maplewood/Oakdale School District, MN, Long-range district-wide facilities master planning,

"One area of expertise that sets ATS&R apart from others is their ability to provide in-depth analyses of school building utilization. Using building schedules coupled with interview data and site visits, ATS&R provided us with a detailed analysis, which is extremely useful in planning renovations, considering academic program changes, and addressing attendance boundaries. The level of analysis is the most data-driven and well documented information I have ever received from any architectural firm!"

**Randall Clegg, Ed.D, Former Superintendent of Schools  
Burnsville Public Schools**

## KEY TEAM MEMBERS



### **Terry L. Stofferahn, PE— ATS&R Mechanical Engineer**

ATS&R Partner, Terry Stofferahn, is a registered mechanical engineer with extensive experience in planning, design, and construction phases of educational facilities mechanical systems. His 36+ years of work experience encompasses engineering, acoustics, fire protection, plumbing, HVAC, energy management, temperature control systems, initiating and performing energy audit programs, analysis of mechanical infrastructure, and management of project design and construction. Terry has worked on several studies with school districts throughout Minnesota and Illinois. He has designed mechanical systems for a variety of new educational facilities and participated in many master plans and facilities studies.



### **Nicholas S. Achina, PE - ATS&R Electrical Engineer**

With over 22 years of extensive experience in the design of lighting systems, power distribution systems, fire alarm systems, communication systems, and special systems for public and private facilities including municipal, retail, industrial, educational, healthcare, commercial, and government buildings, Nick excels at problem solving, cost estimating, design calculations, design schedules, equipment selection and layout, specifications, quality assurance, review of shop drawings, and construction coordination. He received a Bachelor of Electrical and Electronics Engineering from North Dakota State University.



### **Ron Spoden, RLA —ATS&R Landscape Architect/Site Development**

Ron has 15 years experience in landscape design and land planning related projects. He is a registered landscape architect in Minnesota and Wisconsin. He develops campus master plans and is responsible for the development and coordination of construction documents and specifications. Ron has worked with several school districts on enhancing their exterior spaces while improving safety and implementing sustainable design strategies. He has worked on facilities plans, new building projects, and facility renovations with school districts throughout Minnesota and Wisconsin.



### **David Bridges — ATS&R Technology Systems Designer**

David Bridges is an experienced communication systems designer specializing in the design of communications systems cabling for voice data and video, video distribution systems, interactive video systems, paging and intercom systems, high performance sound reinforcement for auditoriums, gymnasiums and stadiums, and audio video systems for forum and presentation rooms. Dave will review the existing safety and security systems and provide recommendations for upgrades. He will also analyze the current space used to house computer network equipment and provide recommendations for each building that appropriately addresses future computer networking equipment needs. His 40 years of project design includes hands-on experience with the actual construction of sound, telecommunications, data and video communications systems.



"The creativity of the design team helped us to identify additional savings by building minimal additions and more efficiently maximizing the usable spaces within the existing building. The solution and final design will save the district \$780,000 annually in operating costs."

Jerry Ness, Superintendent  
Fergus Falls Public Schools, ISD #544

## KEY TEAM MEMBERS



### **Kara Rise, LEED™AP— ATS&R Interior Designer**

Kara Rise is an interior designer specializing in educational and institutional projects. She will work with the team to integrate 21st century teaching and learning solutions into the facilities plan. With over five years of experience, she provides research and programming, space planning and layout, cost estimating, construction documents preparation, client presentations, selection of interior finishes and building materials for new school construction and remodels, color renderings, management of small to medium scale projects, and ordering and budget verification of furnishings, fixtures and equipment (FF&E). Kara most recently worked with Austin, Minnetonka and Fergus Falls Public Schools on improvement projects as well as several facility studies.



### **John Jurichko, CDT— ATS&R Food Service Design Specialist**

John is a Construction Document Technician (CDT) with 21 years of experience at ATS&R, specializing in food service design for schools. He is a recognized expert in PK-12 food service design and specifications and is highly regarded by the Minnesota School Nutrition Association. His food design experience includes facility studies, new facilities and retrofit/upgrades. He is currently working with Northfield Public Schools on their high school serving line and food service alterations. He recently assisted Hopkins Public Schools on upgrades to their food service facilities as well as kitchen additions and renovations for Minnetonka Public Schools.



### **Timothy G. LaBissoniere, PE — Clark Engineering Structural Engineer**

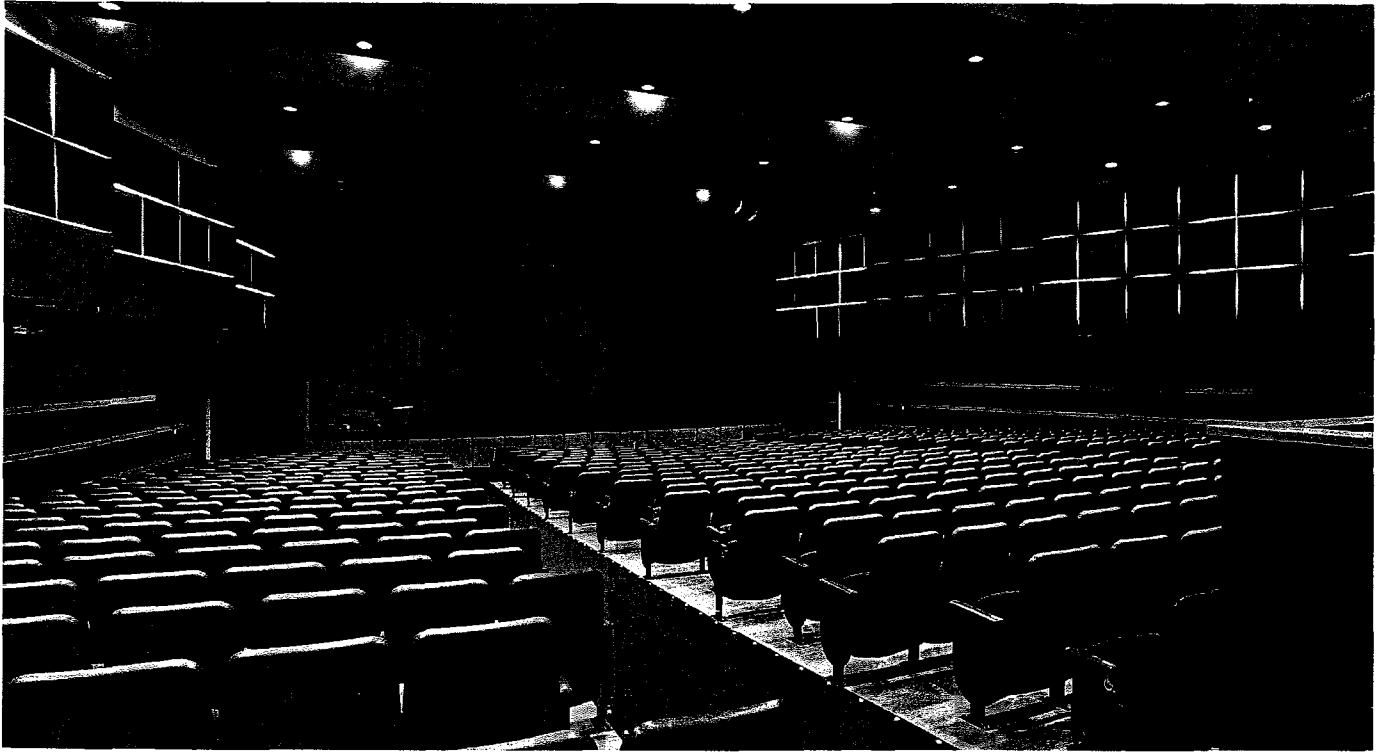
Timothy LaBissoniere is a professional engineer with over 22 years of structural engineering experience. He offers expertise in the design of a wide range of structure types for many different markets. Tim has worked on many education projects in Minnesota and throughout the US. He is a registered professional engineer in Minnesota with a MSCE, in Civil Engineering with Structural Emphasis and a Bachelor of Science in Civil and Environmental/Structural Engineering from the University of Wisconsin. Tim has worked on many facility studies throughout Minnesota with ATS&R.



### **Andrew LaPalme, PE — VAA Senior Civil Engineer**

Andrew is a Senior Civil Engineer, with over ten years of experience. He is involved in providing site / civil engineering design. His work involves grading plans, stormwater plan preparation, and coordination with both utilities and regulatory agencies. He is responsible for project budget maintenance, construction coordination, project management, rail design, client communication and field observation in both the private and public sectors. Andrew has worked on several K-12 projects in Minnesota and Wisconsin.





## MASTER PLANNING APPROACH

### PASSION FOR EDUCATION

ATS&R's core belief is the understanding that school buildings are the physical expression and shape of a community's vision for educating its children. Our team members are passionate about identifying existing facility needs, pricing replacement and repair accurately, and creating spaces for 21st century teaching and learning. We enjoy working with school districts, staff, educators and other stakeholders to discover each community's unique educational objectives, and to work with the community to design spaces that support the day-to-day work that leads to the fulfillment of those objectives.

A successful project begins with strong design leadership that will guide you through a process where engineers can identify cost saving replacement of systems, energy efficient improvements, and indoor air quality improvements that improve learning. Educators have the opportunity to share and explore how teaching and learning can be enhanced by the facility and how the facility can serve the overall needs of the community. We will be good listeners and we are also intelligent questioners.

Working with Northfield Public Schools, we will provide you with a district-wide facilities master plan that provides for your children's expanding educational needs for today and the future. Our team is available to begin working with your district to craft a master plan that meets your vision of empowering your students to participate in our dynamic world.

### OUR FOCUS FOR NORTHFIELD

From our extensive experience in performing space utilization studies and facilities master plans nationwide, ATS&R understands that each project is unique. One size does not fit all. Even though there are standard evaluation practices in facilities planning, each district has its own unique needs, programs, concerns, and circumstances that require special attention by ATS&R to deliver a meaningful and workable product.

This proposal details the successful planning approach we will provide Northfield Public Schools, including **what** services we will provide, **how** those services will be implemented, and the **deliverables** the District will receive as a result of our work together.

# MASTER PLANNING APPROACH

The **What** of our work together will include:

- The setting of project goals
- A review of enrollment projections and recommendation for future space needs
- Programming meetings with administration and key staff for each school
- Detailed capacity analysis of all District facilities
- Current scheduling review and review of curriculum offerings, class sizes, etc.
- An analysis of the impact of Northfield enrollment trends on current facility/educational space
- Community use of school district space
- Visual assessment of existing conditions of the facilities at Northfield Public Schools
- Blueprint review and visual assessment of district sites including analysis of outdoor play fields, playgrounds, site circulation, and parking areas

The **How** of our work together will include:

- Engaging administrators, staff, and school board members to determine what changes or additions they would like to see regarding district facilities. Community input is not initially planned, but we suggest that input from students, parents, and community members be incorporated into this process.
- Collaborating in the organization of key 'communities' into work groups to serve as participants and advisors to the board as desired
- Facilitating key stakeholder meetings as a means of ensuring decisions of the board are grounded in objective community input

The **Deliverables** of our work together will include at least the following:

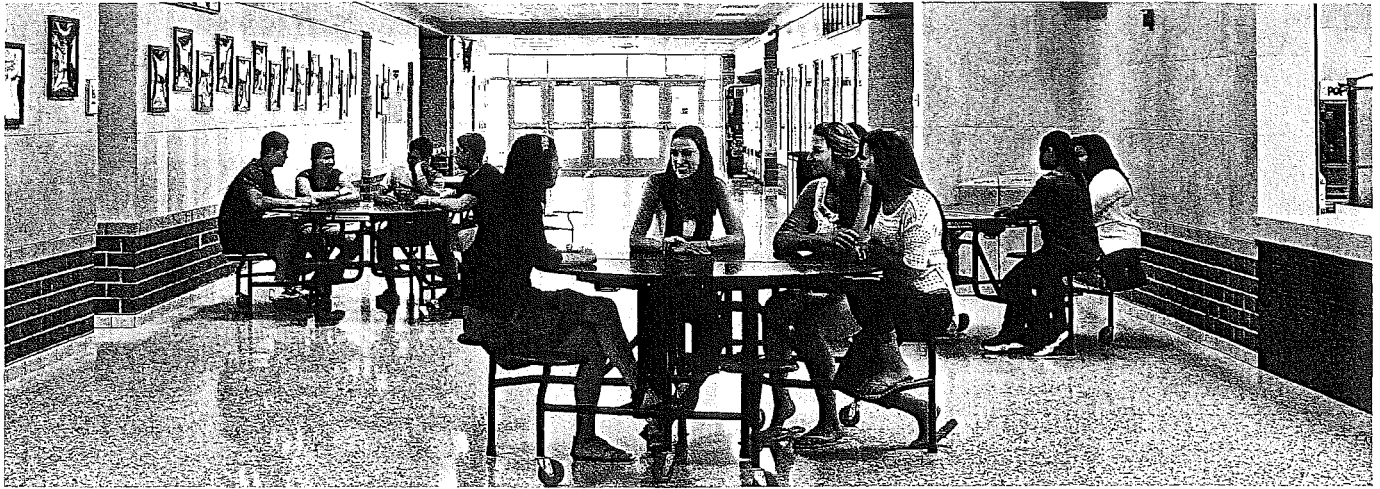
- A detailed analyses for board consideration of Northfield's facility capacities (considering short-term and long-term demographic changes)
- Detailed space needs and layouts for each facility
- List of organizations to rent or utilize district space for programs and events
- Priority listing of recommendations for improvements/deferred maintenance needs identified in the visual assessment of existing conditions as well as the site assessment for each facility
- A set of recommendations that address areas of concern including, but not limited to the accommodation of current programs and students within the existing school facilities
- A set of recommendations, supported by study findings, that provide the Board with at least three options in the consideration of facility remodeling and/or expansion
- Conceptual site plan, floor plans, and exterior imagery for one preferred option as well as a phasing plan, educational specification and estimate of project costs
- A final bound report that consolidates all findings, reports and exhibits for presentation to the Northfield School Board



"I have been involved in numerous major building programs over the years with some of the finest firms in the country. I can honestly say that ATS&R, like no other firm I have worked with, has put together a master plan for all of our facilities that has served as a road map for us today and in the future. They have created a seamless process beginning with our Strategic Plan. ATS&R took our action planning statements and developed building and site options and cost estimates that to date have guided our past two years of facilities upgrades of over \$37,000,000. They have now developed a ten-year strategy for continued implementation of our plan."

Dennis Peterson, PhD, Superintendent  
Minnetonka Public Schools





## MASTER PLANNING APPROACH

### SPACE UTILIZATION - FINDING THE HIDDEN GEMS IN YOUR FACILITIES

Quality learning space is a critical and scarce asset for every school district. In these difficult economic times, the maximum and cost-effective use of existing space is essential to affordability of successful learning and high achievement.

ATS&R has created a protocol and analysis technique to assess levels of efficient space utilization. This analysis combines a concise compilation of existing school space with scheduled utilization across the day, week, month, and semester of a school year and compares types of space needed by each instructional program. Class size combined with current and projected enrollments and instructional program demands serve as input variables for modeling potential plans. This process maintains the unique characteristics of how your district educates your students.

Our recent analyses have shown:

- In growth districts, better patterns of space use that alleviated the effects of overcrowding.
- In declining enrollment districts, identification of buildings that will best accommodate future enrollments and instructional programs.
- In districts needing space for new curriculum, identification of existing spaces that can meet emerging curriculum and instructional needs (i.e. special programs, lab-based instruction in science and math, music, art and physical education, technology, independent study, etc.)

Gaining additional use of existing school space, while limiting additional cost, is a very real definition of "productivity." The results can immediately affect the bottom-line of school budgets.

### ATS&R'S GEMS PROTOCOL & ANALYSIS TECHNIQUE

#### Gather Information

Current utilization, master schedules, demographics, building and site characteristics (s.f./acreage).

#### Evaluate the Data

Uncover the basis of utilization and create analytical and visual documents for verification and confirmation with principals and schedulers.

#### Model the Findings

Incorporation of additional district elements, growth, demographics, preparation of specific tools to run "what if scenarios" based on unique district goals and needs.

#### Share the Information

Utilize the findings and projection modeling for community information, knowing you have a solid basis behind the information.

# MASTER PLANNING APPROACH

## WHAT WE DO FOR YOU — THE ATS&R PLANNING PROCESS

### Facilities Planning

ATS&R, recognized as one of the leading school design firms, facilitates planning and designing of school facilities for the future. In partnering with school districts on facilities master planning and space utilization studies, ATS&R takes a major role to lead, guide and inspire school districts in the development of a comprehensive plan for the future.

ATS&R uses the participatory process to involve the user groups and key stakeholders of Northfield Public Schools to explore your district organizational structures, instructional programs, and educational delivery as they relate to educational facilities and support operations for the future. This process can be modified as necessary to meet the unique needs of your district and community.

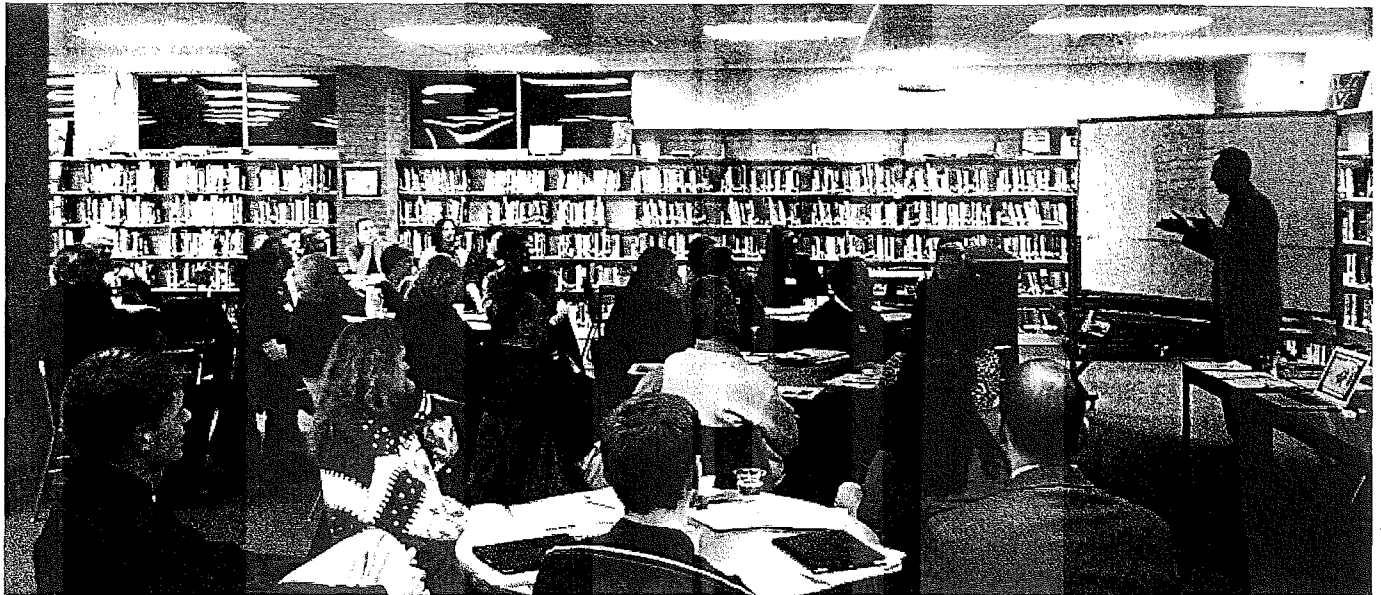
An overview of ATS&R's comprehensive planning process and approach is as follows:

- Establish Executive Committee
- Establish Planning Criteria
- Conduct Input/Session with Stakeholders
- Perform Individual Building Analysis
- Gather Information from User Groups (if requested at options phase)
- Build Consensus with User Groups (if requested at options phase)
- Intermediate Report Presentation
- Develop Options for the Future
- Determine Recommendation
- Finalize Report
- Presentation of Report
- Prepare for Implementation

As the planning process progresses, input and review groups are brought into the process for a more in-depth analysis of the school district's current operations and use of facilities. ATS&R representatives facilitate the follow-up sessions to gain as much knowledge as possible about current programs, existing conditions, and to encourage future thinking and dreaming. These sessions include:

1. Executive Session
2. Administrators Session(s)
3. Focus Session(s)
4. Individual Building Analysis
5. Community Meeting(s)

GEMS	PASS THE BOND	DESIGN & BUILD	AND BEYOND
Gather Information	Community Engagement	Design	Occupancy
Evaluate the Data	Graphics / Brochures	Construction Documents	Post Occupancy Surveys
Model the Findings	Referendum Support	Bidding & Construction	Long-term Relationship
Solve Creatively			



## MASTER PLANNING APPROACH

### HOW IT WORKS

#### Executive Sessions

ATS&R meets with the Executive Committee to set the process for the school district's facilities analysis. Meetings are held during the study to answer questions, refine direction and review solutions.

#### Administrators Session(s)

ATS&R communicates with building administration and program coordinators about the study process and outlines participant involvement during the process. At this juncture, ATS&R relays the school board's desire for active involvement in the process of the long range plan. At this session, the ATS&R facility planning questionnaire is issued with the request that principals bring their parent groups and staff groups together to discuss the questions and express their interests.

#### Focus Session(s)

ATS&R meets at each school with school representatives to discuss the planning questionnaire and engage in further dialogue about the school, and other topics pertinent to the long range plan. Focus sessions are also conducted for district program coordinators and their staff using the same format. ATS&R will utilize this information in its sessions with the Steering Committee and in analyzing district facilities needs for the future.

#### Community Meeting(s)

If desired by the school district, ATS&R facilitates community meetings and summarizes the study process and findings-to-date as directed by the Steering Committee. During these sessions, key questions are posed to the groups that revolve around the direction of the study and district concepts are presented. ATS&R records the minutes from this session. ATS&R will utilize this information in its sessions with the Steering Committee and in analyzing the future district facilities needs.

"I believe that the people at ATS&R are unique in their ability to develop the interpersonal relationships that are so important to the success of building projects. I have been impressed with the abilities of ATS&R personnel to help massage the ideas of our staff and develop them into spaces and technical solutions that are truly special. We have been very impressed with your ability to listen and then present creative solutions for our consideration."

Susan Hintz, Former Superintendent  
Osseno Area Schools, ISD #279



# MASTER PLANNING APPROACH

## WHAT ARE THE OUTCOMES

### **Presentation of Long-Range Planning Options**

ATS&R will compile the results of information gathered from the planning participants to develop a facility plan for the school district. Conceptual layouts and cost projections will be presented and discussed in order to arrive at a comprehensive plan for the future. Also included will be a review of options for phasing and financing strategies, in order to implement the plan. In formulating the recommendations, we will be consistent with the district's goals, and recognized standards.

Particular attention will be paid to developing a strategy for presenting the plan to stakeholders throughout the community, so as to gain the widest possible consensus, endorsement and support.

Within the context of the Participatory Planning Process, ATS&R reviews the following segments with stakeholders and works with the district to gain consensus for the district plan:

### **Organizational Structure**

- Enrollment (current, future)
- Grade level structures
- Self-contained vs. interdisciplinary
- Building capacity/sections
- Community expectations

### **Instructional Program**

- Curriculum/educational program
- Organization & staffing structure
- Community education programs

### **Educational Delivery**

- Scheduling
- Interdisciplinary or departmental instruction
- Criteria for subject areas and support areas

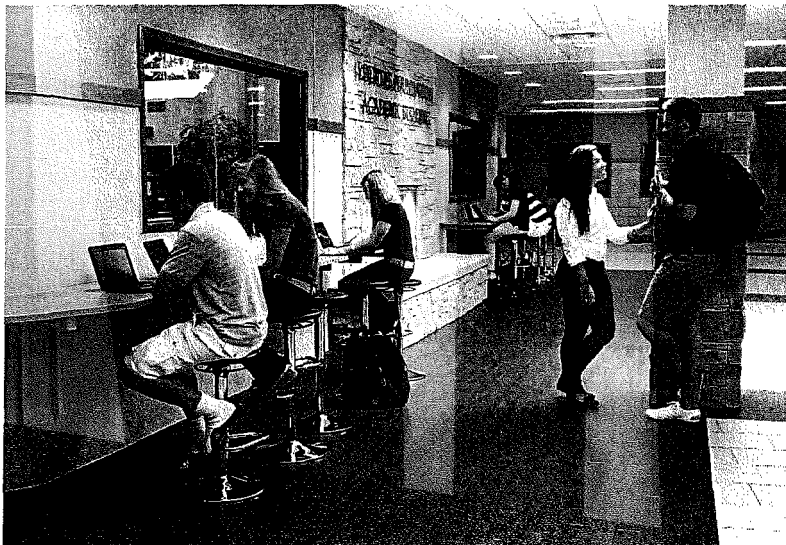
### **Educational Adequacy**

- District facilities standards
- Building capacities
- Alternatives/ options evaluation

### **Demographics**

- Current demographics review
- Demographics report update
- Land-use evaluation with city agencies
- Attendance boundaries review

ATS&R representatives partner with the community for the duration of the process in order to lead, guide and inspire the district in the quest for effective solutions. ATS&R's role as a professional evaluation and design firm is to uncover the issues and needs, develop a viable set of options, and bring key stakeholders together to determine solutions for the district's future needs.



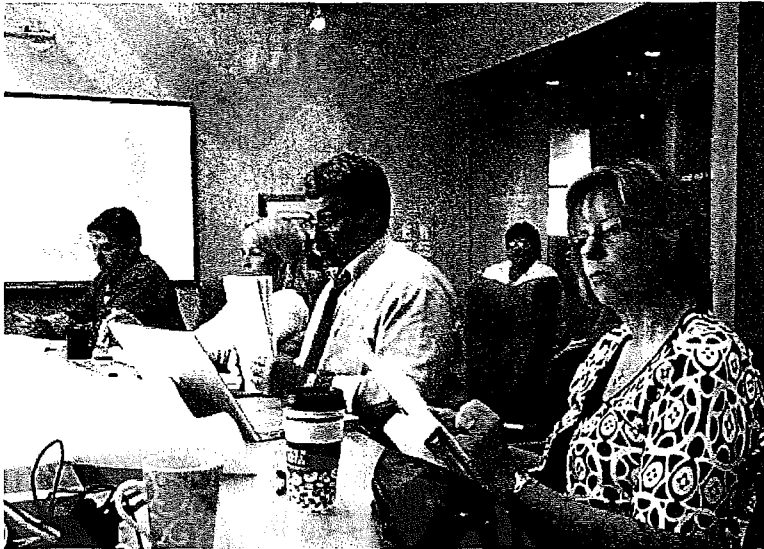
"It is obvious to us that when ATS&R says that 98% of their work is schools, the benefit is clearly great designs and innovative approaches to each project. Our school board has been impressed with how ATS&R saw the "vision" of what could be and laid the foundation for a successful project... ATS&R is a valued partner to the district..."

Jerry Ness, Superintendent  
Fergus Falls Public Schools

# MASTER PLANNING APPROACH

## PARTICIPATORY COLLABORATIVE PROCESS

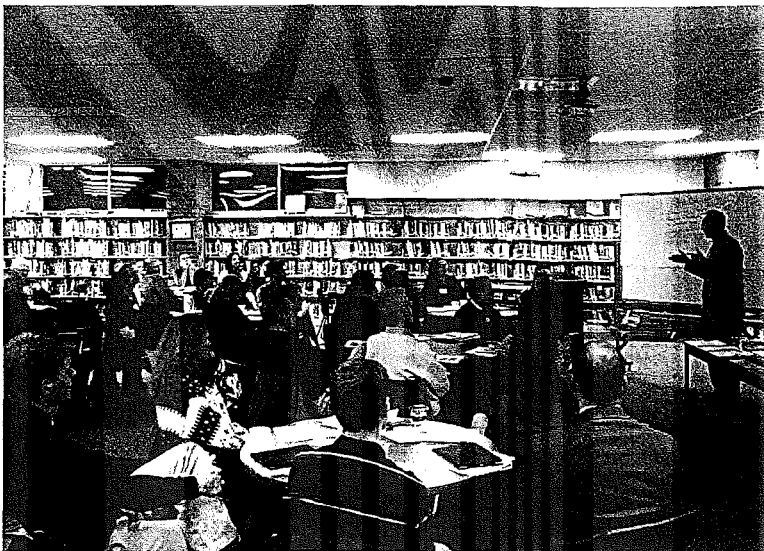
ATS&R engages the participatory process to involve the user groups and key stakeholders of your District to explore district organizational structures, instructional programs, and educational delivery as they relate to educational facilities and support operations for the future. This process can be modified as necessary to meet the unique needs of Northfield Public Schools and your community as part of your facility master planning.



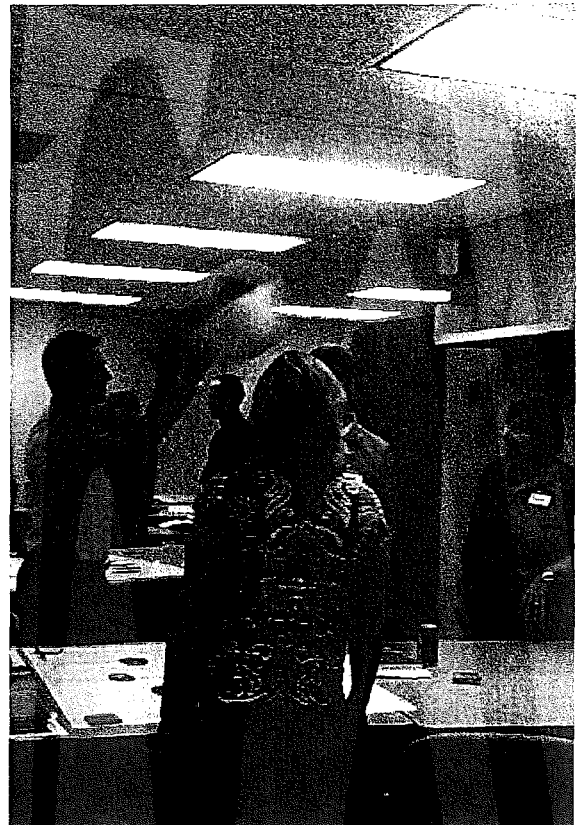
Meeting with the facilities committee



Meeting with the Northfield community



Meeting with your staff



Communicating & generating ideas

# MASTER PLANNING APPROACH

## EDUCATIONAL ADEQUACY STUDY: THE RESULT

Examples of 21<sup>st</sup> Century Educational Adequacy Studies that ATS&R has performed are shown below and on the next few pages for your review. These educational adequacy studies typically include district facilities standards, building capacities, and alternatives/ options evaluation.

### River Falls School District

Strategic Planning 2009

Size: 143K SF

#### Meyer

#### Middle School

##### Acres

Orig bldg 1961  
Vent Chem 1966  
CR/Admn/Library/Music 1986  
Conv to MS 2001

##### Educational Adequacy

☐ Site safety traffic flow

☐ Separate Traffic flow

##### Allow for safe

☒ Car Drop – verify

☒ Bus Drop

☐ Pedestrian (verify)

☐ Bike Traffic (verify)

##### Site amenities

☐ Adequate Parking (verify)

☒ Bike Racks (verify)

☐ Playfields

☒ Outdoor classrooms

☐ Environmental learning

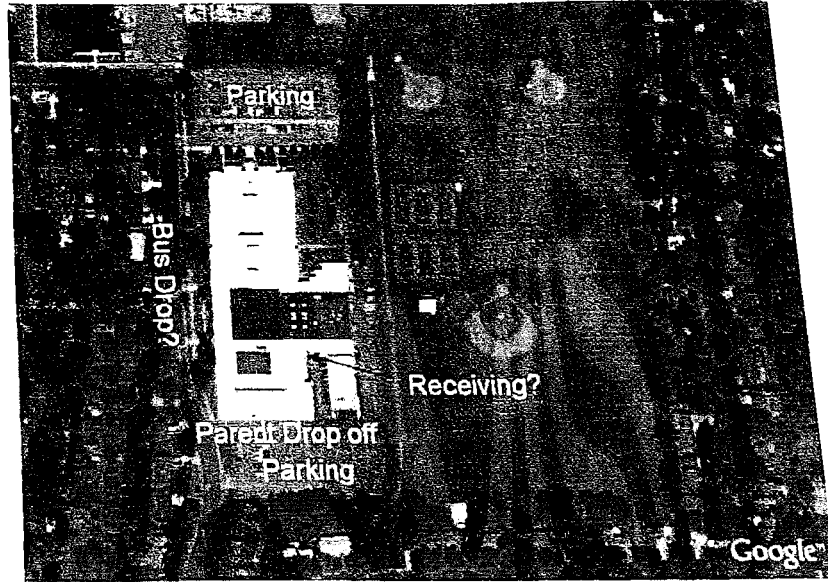
☐ School Forest (verify)

##### Key

☒ Good

☐ Modifications

☐ Deferred Maint.



ATS&R

### River Falls School District

Strategic Planning 2009

#### Meyer Middle School

#### Square Footage/Capacity

Building Area 143,000 SF

Building Capacity 840 Students

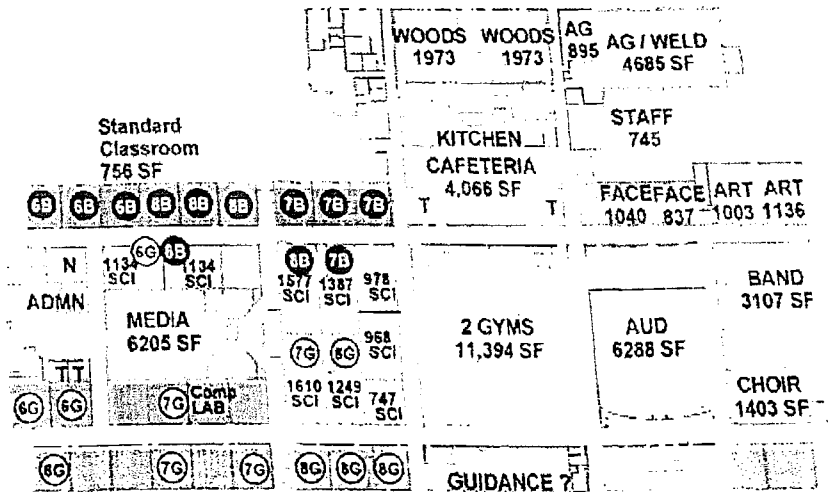
(6) Teams of 4CRx30 = 720

(1) Teams 4 CR Available=120

8 Teams 840 Students

Program	Guideline
Spaces	Square Feet
Classrooms	840-900 SF
Science	1200-1500 SF
Art	1200-1500 SF
FACE	900CR-1200LAB SF
Music	1200-2500 SF
Phys Educ.	5000-6000SF EA
Weight Rm	1500-2000SF
Tech Ed	1800-2400SF
Media Ctr	3000-4000SF
Speech	200-300SF
Gifted	200-300SF
LD	300-450SF
ED	300-600SF
M/H	600-900SF
ALC	
Staff	600-800SF
Nurse	650 w/ ADA toilet
Main off	300-400SF
Admin	300-400SF

Not meeting SF Guidelines



ATS&R

# MASTER PLANNING APPROACH

## River Falls School District

Priority One Items

### Meyer Middle School Educational Adequacy

### Strategic Planning 2009

- ☒ Secure Entry modifications
- Classroom size (SF)

■ Existing vs. standards

Core space size (SF)

■ Existing vs. standards

- ☒ Add 2 station gym

Teaching and Learning

■ Individual

■ Teaming In Classrooms

■ Classrooms presentation and discussion

- ☒ Large group, grade level / all school assembly

Educational Environment

■ Daylighting (no in all cl rms)

- ☒ Add windows to cafeteria

D Acoustics

D Indoor Air quality

Key

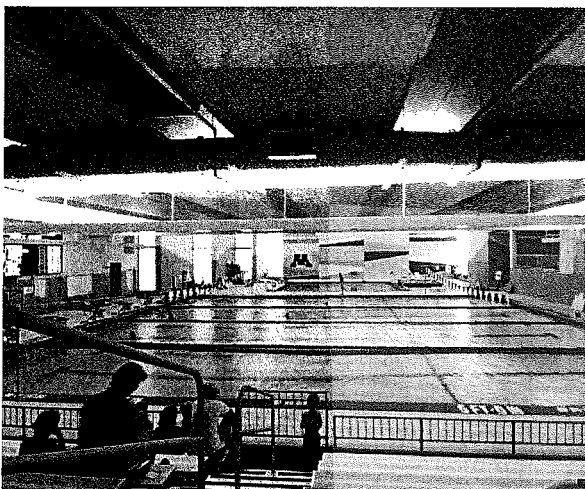
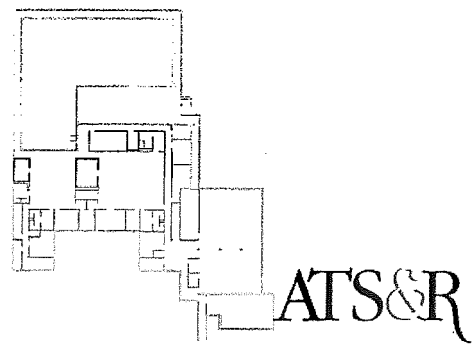
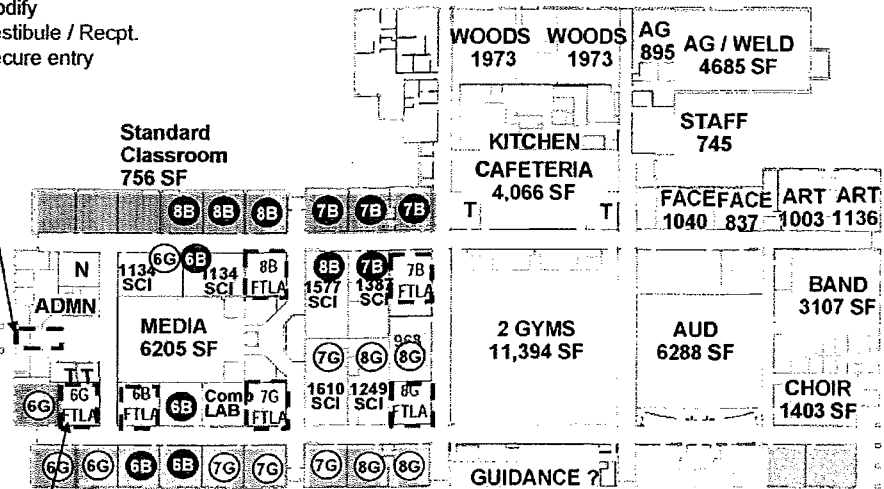
■ Good

- ☒ Modifications

D Deferred Maint.

Modify  
Vestibule / Recpt.  
Secure entry

Modify  
6 Classrooms  
To create 6  
FTLA's  
Flexible Team Learning Areas



"...you have been really listening to us in terms of our need to be very cost effective while still delivering quality buildings that look good without being ostentatious,...really helping us stretch dollars while turning out projects that still look good through careful selection of materials, efficient design, and helping me on occasion to say "no" to things that might be budget busters...I will be proud to stand behind the projects that we have completed together. Thanks!"

Paul Bourgeois, Executive Director of Finance and Operations  
Minnetonka Area Public Schools

# MASTER PLANNING APPROACH

## 21<sup>ST</sup> CENTURY SOLUTIONS FOR NORTHFIELD PUBLIC SCHOOLS

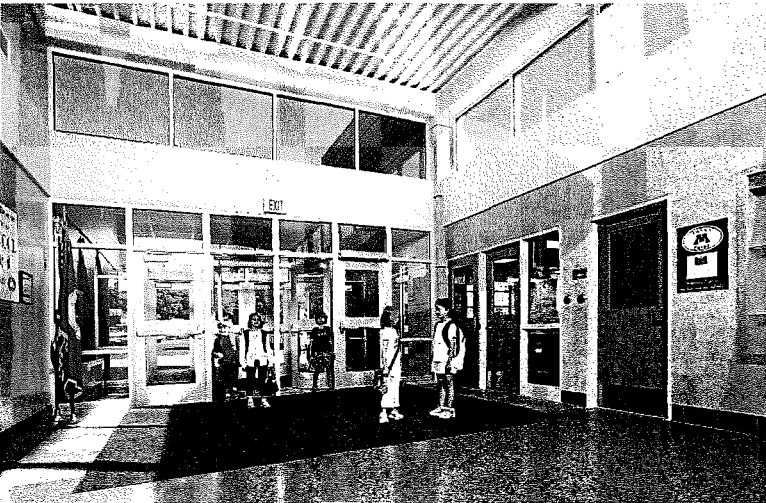
ATS&R incorporates innovative solutions into our planning and design projects that will enhance teaching and learning for students and staff in the 21<sup>st</sup> century. The following pages highlight examples of these recent trends in educational design that can be or have been incorporated into existing and/or new facilities.



Areas for collaboration with easy access to technology



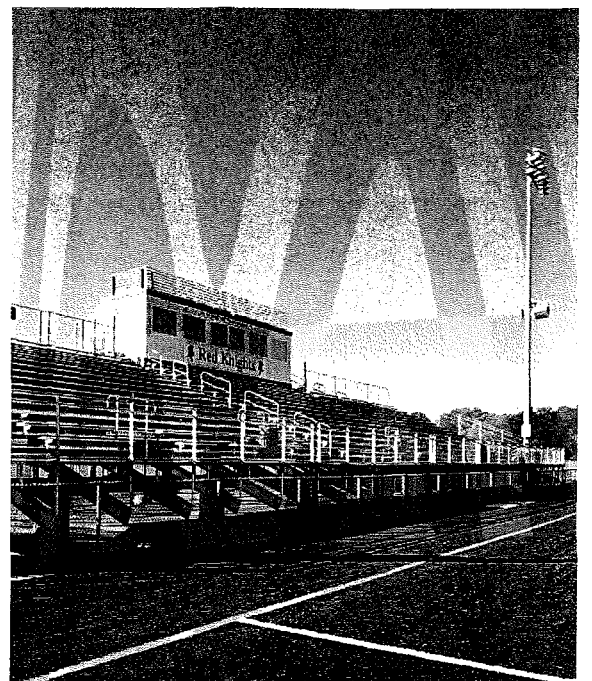
Places children want to be, bright and cozy spaces



Secure entries for increased safety



Address coming trends such as online learning, mentor based learning

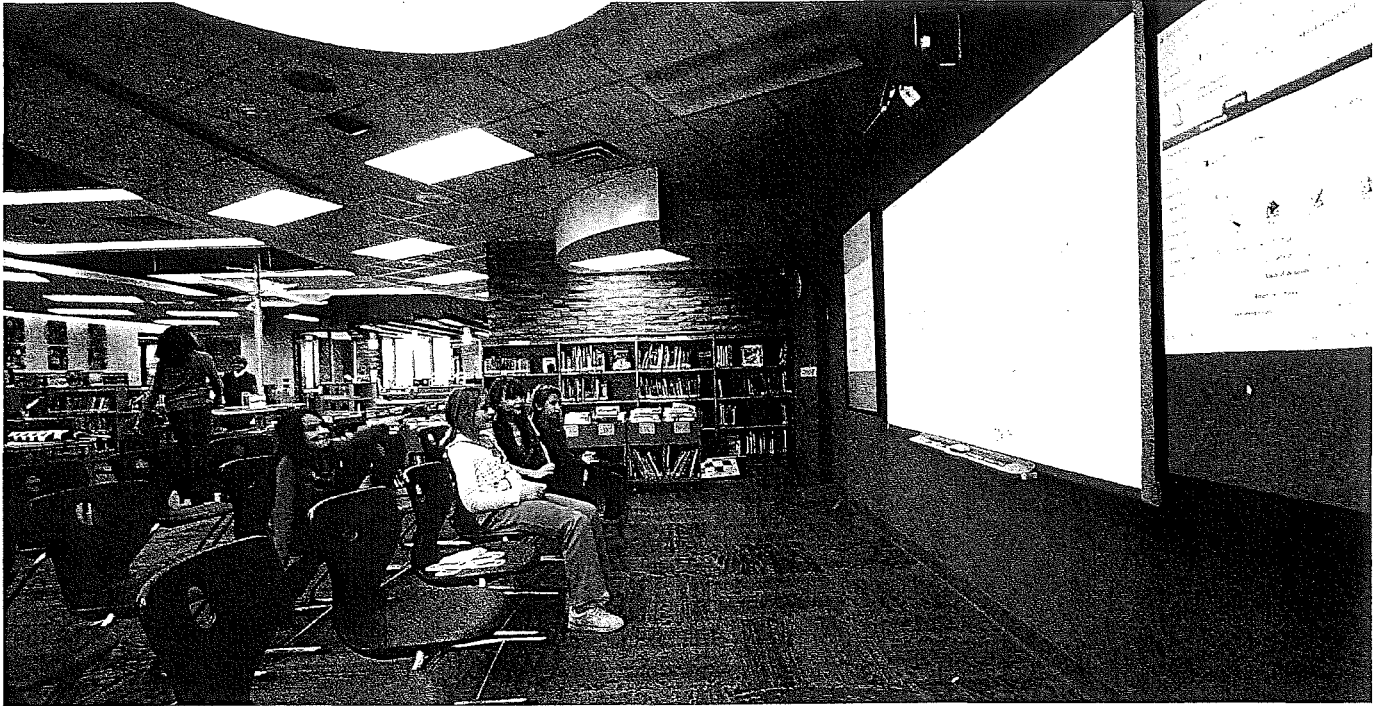


Updating outdoor facilities experience



# MASTER PLANNING APPROACH

## 21<sup>ST</sup> CENTURY SOLUTIONS FOR NORTHFIELD PUBLIC SCHOOLS



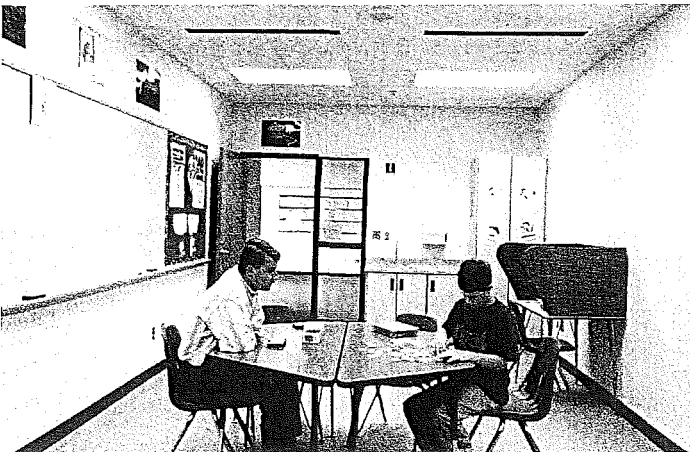
Smartboards and wireless technology for large or small group learning



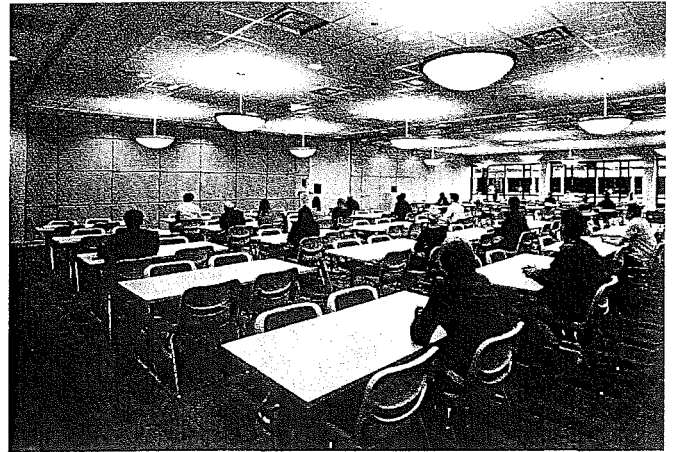
Sinks in corridor for improved safety and security



Spaces that support personalized teaching and learning



Special needs spaces located near classrooms



Meeting spaces for students, staff and community members



## SIMILAR PROJECT EXPERIENCE

### FACILITY PLANNING EXPERIENCE

In the past ten years, ATS&R has developed more than 150 facility master plans/studies of existing educational and community facilities that involve:

- Educational adequacy assessment
- Developing options for comparative analysis for replacement structures
- Operational and maintenance repairs/improvements
- Fire and life safety code improvements
- Capacities, parity, ADA
- Technology - video, voice, data, infrastructure, and security systems
- Building longevity analysis
- Evaluating facility options
- Energy efficient upgrades

### A partial listing includes:

Minneapolis School District	67 buildings
Anoka/Hennepin Schools	54 buildings
Rochester School District	30 buildings
Osseo Area School District	27 buildings
Eau Claire Area School District, WI	25 buildings
St. Charles CUSD 303, IL	17 buildings
South Washington County Schools	17 buildings
Burnsville-Eagan-Savage Schools	16 buildings
North St. Paul School District	14 buildings
Owatonna Public Schools	13 buildings
Minnetonka School District	10 buildings
Prior Lake-Savage Schools	10 buildings
River Falls School District, WI	9 buildings
Austin Public Schools	8 buildings
Howard-Suamico School District	8 buildings
Farmington School District	7 buildings
Centennial School District	7 buildings
Faribault School District	7 buildings
Hudson School District, WI	7 buildings
Fergus Falls School District	6 buildings
North Branch Schools	6 buildings
Lake Superior School District	6 buildings
Marshall School District	6 buildings
Fridley Public Schools	5 buildings
Spring Lake Park School District	5 buildings
ROCORI School District	5 buildings
Virginia School District	4 buildings
Worthington School District	4 buildings
New Richmond School Dist, WI	4 buildings
St. Francis School District	4 buildings
Campbellsport School Dist, WI	3 buildings
Foley Public Schools	3 buildings
Byron School District	3 buildings
Park Rapids School District	3 buildings
Rushford-Peterson School District	2 buildings
Crosby-Ironton School District	2 buildings

## SIMILAR PROJECT EXPERIENCE

### BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT, MINNESOTA

ATS&R worked with the Burnsville-Eagan-Savage School District's 75-member Facilities Utilization Taskforce to develop a comprehensive facilities plan and educational adequacy study that explores various facility options, including the utilization of facilities, changes to grade configurations, district attendance boundaries, demographics, and teaching and learning spaces.

This year-long study encompassed the District's ten elementary schools, three junior high schools, Burnsville Senior High School and the Senior Campus facilities. The taskforce developed recommendations for consideration by the Board of Education for any changes or modifications necessary to ensure the District's ongoing operating efficiency and delivery of educational environments in support of student achievement.

This facilities study provided the District with a ten-year capital/deferred maintenance/alternative facilities levy plan that categorizes and prioritizes recommended facilities improvements and upgrades.

A High School Leadership Team developed a long-range plan to address the facility needs at the high school. Working with ATS&R, this team reviewed educational adequacy, physical conditions, required upgrades in key areas such as science, safety/security issues, and ventilation improvements.

### Burnsville High School

Priorities established at the Burnsville High School included updating and expanding the science labs, locating the main office to the front entrance and combining it with related activities such as guidance, career center, attendance and dean's offices, creating a school "signature" with improved building circulation and wayfinding, and overall upgrades to the indoor air quality, ventilation systems and building finishes.

This project will transform the aging building into a state-of-the-art facility designed for 21st century learning. The project includes:

- Creation of a main circulation corridor (student commons) where students will access primary activities such as the cafeteria, media center, career center, attendance and main office
- Staff planning areas to provide space that encourages interaction with students and
- Collaboration with other staff members as well as access to technology
- Improved circulation with connections to the second floor and the reintroduction of natural light via existing skylights
- Opportunities for students to gather and socialize in a safe, welcoming environment

#### Contact:

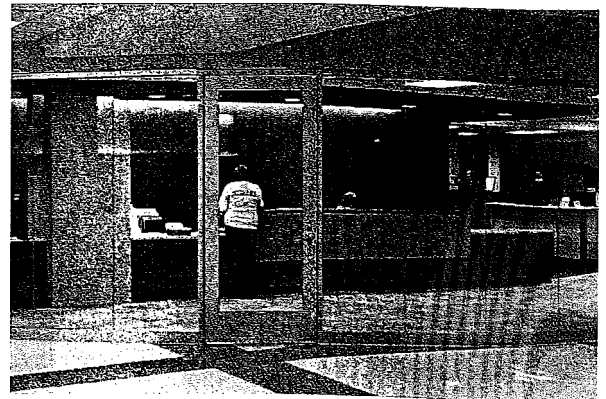
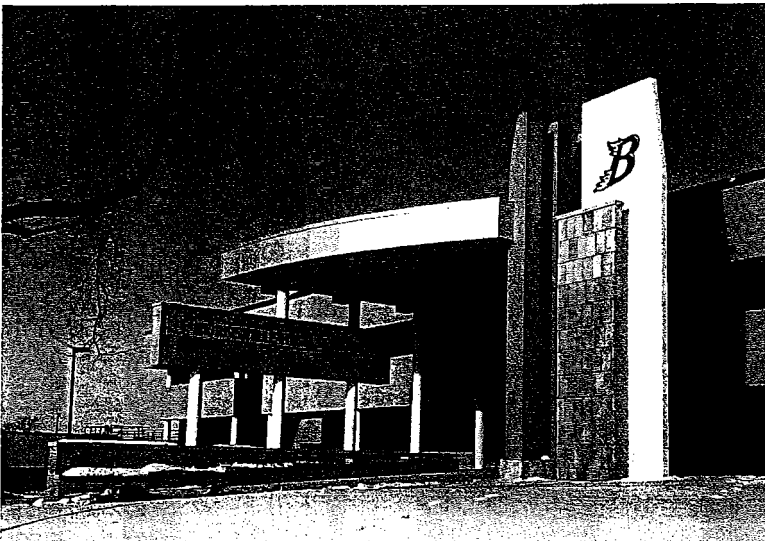
Glenn Simon, Director of Facilities & Transportation,  
952.707.2035

#### Completion:

Phase 1 - August 2011-12 / Phase 2 - August 2013-15

**Contract Award / Final Construction (Phase 1):**  
\$8,245,000 / \$9,534,431

**Contract Award / Final Construction (Phase 2 to date):**  
\$8,560,000 / \$8,770,000







## SIMILAR PROJECT EXPERIENCE

### FERGUS FALLS PUBLIC SCHOOLS

In 2006, ATS&R facilitated a community-based task force that was assembled to prioritize districtwide needs and make a recommendation to the school board for the upcoming referendum. In May 2007, a \$32.5 million bond referendum was passed for an addition/remodel of the existing middle school into a grades 6-12 school. With the addition of the high school students to the middle school facility, accommodations were needed to house the extra students. The solution was to completely remodel the upper level classrooms for the high school and then have the middle school occupy the lower level and a new classroom addition. A new, secure front entry addition houses the district administrative offices. Kennedy Secondary School also included a cafeteria addition, media center expansion and remodeling, and a new athletic wing addition with a three stall gymnasium, new locker rooms and weight room.

The additions at Cleveland Elementary School brought fifth graders into a seven section building to become grades 3-5. The project included an addition of eight classrooms, two-station gymnasium with full size high school basketball court for community use with a lobby, bathrooms, mechanical and electrical rooms. Alterations to the existing facility included a conversion of the existing gym to a cafeteria, conversion of the cafeteria to a special needs areas, and upgrades to the main office to provide controlled public access.

### Contact:

Fergus Falls Public Schools  
Jerry Ness, Superintendent, 218.998.1010

### Completion:

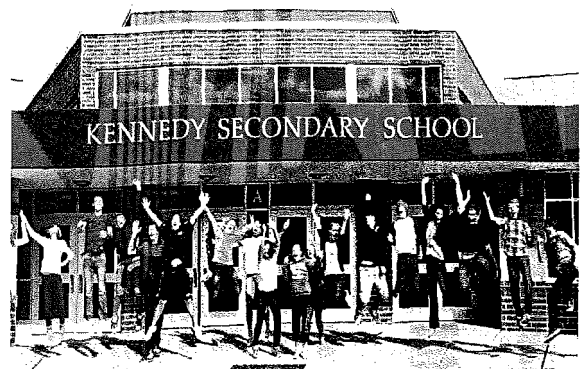
Elementary - Fall 2008 / Secondary - Winter 2009

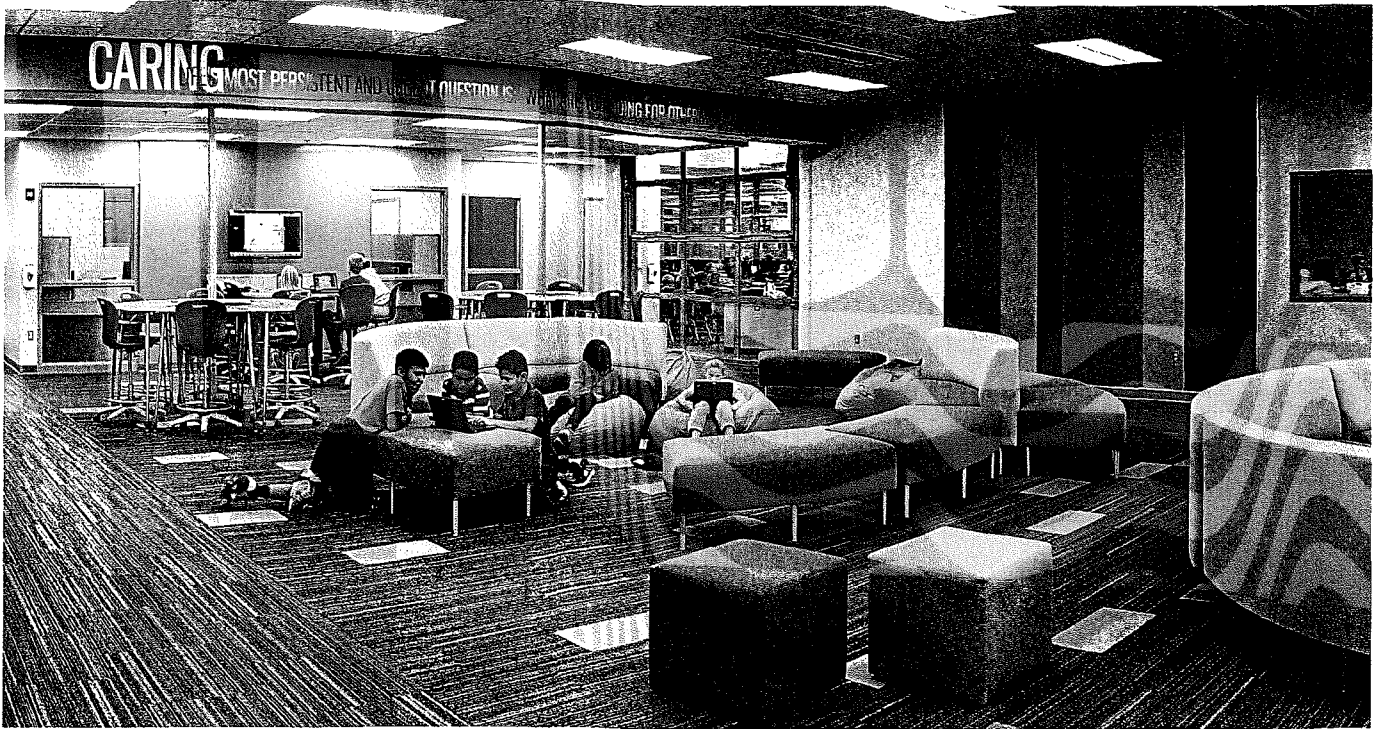
### Contract Award / Final Construction (Kennedy):

\$24,283,990 / \$26,994,950

### Contract Award / Final Construction (Cleveland):

\$3,931,284 / \$4,413,151





## SIMILAR PROJECT EXPERIENCE

### AUSTIN PUBLIC SCHOOLS, MINNESOTA

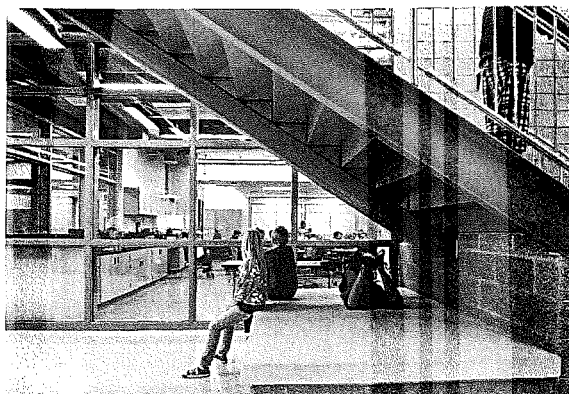
According to a 2009 demographics study, Austin schools will have 300 to 400 more students by 2014 and almost 1,000 more students by 2020. With the student population increasing at a higher rate than originally projected, the school district knew it was time to take action. Working with a community-based task force, ATS&R assisted the district with long-range planning. In 2011, a referendum was passed for the construction of a new 5-6 building and an expansion of the Woodson Kindergarten Center.

The new 117,500 square foot 5-6 school will feature a STEAM (Science, Technology, Engineering, Arts & Math) program. Built on the existing Ellis Middle School site, the new school will include four science labs, art space, tech ed, gymnasium, cafeteria/gymnasium, six virtual learning centers, staff planning areas, classrooms comprised of six learning communities, and administrative area. The new school's cafeteria will double as a gymnasium to provide students with more room and better traffic control. The new building's inner workings will be showcased and allow for natural light, making the school's design unique in the state.

In addition, the new school will have a softball field, football and soccer field. Four tennis courts will be constructed in the fields west of Neveln Elementary School.

**Contact:** David Krenz, Superintendent, 507.460.1900

**Completion:** Fall 2013



## SIMILAR PROJECT EXPERIENCE

### MINNETONKA SCHOOL DISTRICT, MINNESOTA

The district-wide master plan was developed to help the district prudently implement short and long-term facility needs. The needs assessment included meeting with staff in each building and district administrators. From this, five categories of facility upgrades were identified that included: secure entries, gyms/ assembly areas and pool options, additional classrooms, cafeteria (food service) upgrades, educational program and student services. Plans and costs for each school were developed to address the needs identified in the input. Various parts of the plan are currently in the design and planning stages.

#### Minnetonka High School

A new entrance facing the main highway in the heart of the community served by this facility presents a 'stately' image to the public. An attractive, welcoming, contemporary space clearly identifies the main entrance and provides a unifying element to the internal circulation through the facility. The entrance is part of a larger concept to link academics, extra-curricular and shared use facilities together along a gathering area, 'student union' with access to the various elements.

The renovation provides an overall organization the facility with the new entrance the 'hub' of the concept. Other general upgrades were made to the public corridors, cafeteria, gyms, and fine arts program areas to make them more attractive and functional. Additional new or under utilized spaces were added or renovated for various size meeting rooms.

**Final Construction / Final Project:**  
\$11,300,000 / \$16,143,000



A new commons area was created from an outdoor unused courtyard

#### Minnetonka Middle School East

The additions and alterations at Minnetonka Middle School East consisted of:

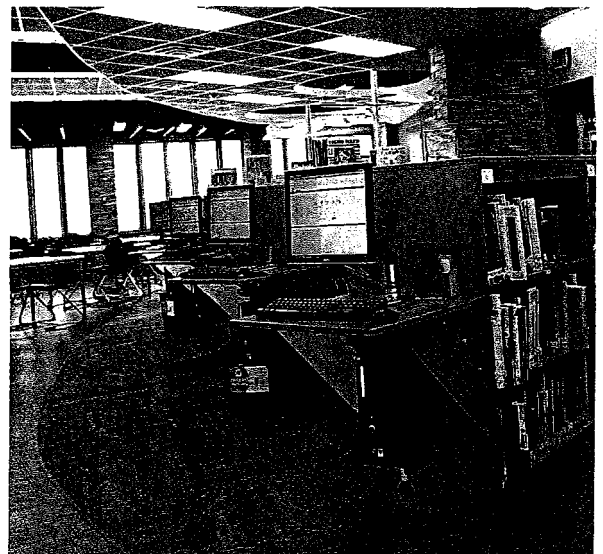
- New main entrance and secure entry upgrade
- Lobby and administration alterations
- Cafeteria, staff dining and kitchen alterations
- Pool expansion and alterations
- Classroom addition
- Teaming area and media center alterations

**Contract Award / Final Construction:**  
\$1,590,000 / \$1,627,036

#### Deephaven Elementary School

The additions and alterations at Deephaven Elementary School consisted of a new main entrance, secure entry upgrade, lobby alterations, kindergarten classroom addition, new gymnasium, cafeteria conversion for gymnasium, and media center renovations. The Deephaven Media Center renovation reinvents the elementary school by creating a "Gateway to the World." Students and community bring the world in through artwork, books, wireless technology, video broadcast, and multiple screen video conferencing and presentation. The media center layout creates a flexible and adaptable 21<sup>st</sup> century teaching, learning, and community space. The space supports individual student needs with window seats and bean bag areas, provides tables for small groups, offers break out rooms, and accommodates large groups from 30 to 100.

**Contact:** Paul Bourgeois, Executive Director  
of Finance & Operations,  
952.401.5024



Media center provides anywhere, anytime technology

## SIMILAR PROJECT EXPERIENCE

### VIRGINIA PUBLIC SCHOOLS

ATS&R provided professional planning, architectural, and engineering services for Virginia Public School District for a Space Utilization Study and Facilitation of a Community-based Task Force to provide recommendations to the school board for a short-term and long-term facilities master plan. ATS&R analyzed the current space utilization of the school district's four buildings including Parkview Learning Center, Roosevelt Elementary School, Virginia High School, and the James Madison building.

ATS&R led the planning process and guided the 35-member task force (made up of parents, students, businesses, district administrators, and teachers) to make recommendations based on ATS&R's "GEMS" process of Gathering the data, Evaluating the information, Modeling the options, and Solving creatively. As part of the process, we presented the master scheduling analysis on space utilization, engaged the task force to explore how their facilities could support 21st Century education learning trends, and provided our findings of the physical conditions facilities assessment (architectural, mechanical, electrical, technology, and site) of their facilities.

Through our process of listening and having dialogue based on generated planning criteria, nine facilities options were generated based on the task force's input; design concepts, project cost estimates, and timelines were generated for each option. Through consensus, three final preferred solutions were selected by the task force to recommend to the school board. Our work continues with the school district for determining the next steps in the implementation plan.

**Contact:** Deron Stender, Superintendent of Schools, 218.749.5437

**Completion:** March 2013

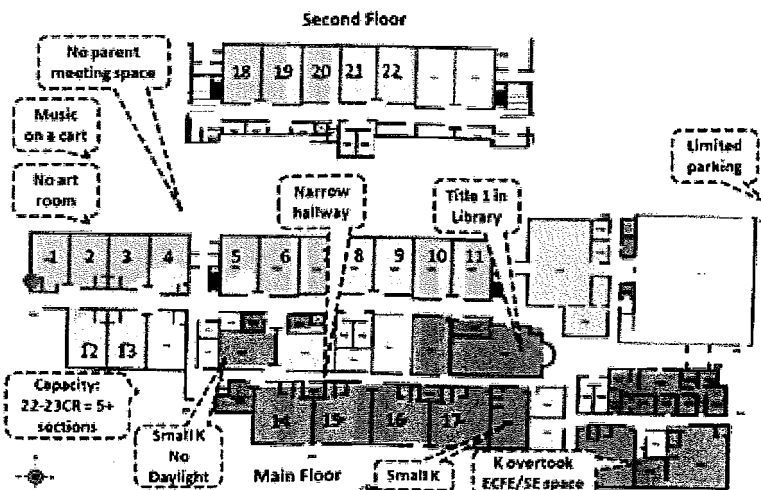
### WORTHINGTON PUBLIC SCHOOLS

ATS&R was selected by Worthington Public Schools to complete a space utilization analysis study to identify current building capacities and to provide recommendations related to how to best accommodate increasing enrollment within the district. The analysis will include:

- Detailed capacity analysis of all district facilities based on current enrollment, occupancy, and grade configuration
- Multiple recommendations related to how best to physically accommodate enrollment growth (short and long term)
- Review of current scheduling, curriculum offerings, class sizes, etc. to identify recommendations associated with any non-traditional options for accommodating projected enrollment
- Specific options and recommendations to address programming and facilities (short and long term)
- Three recommendations and specific options for the District to consider moving forward

**Contact:** John Landgaard, Superintendent, 507.372.2172

**Completion:** December 2012



"ATS&R's creativity in designing our new space is revitalizing our school and is destined to serve our student into the future. ATS&R listened to our needs and created a design that fully supports the curriculum, and will inspire students to succeed. In my opinion, increased student interest in the program is a direct result of the space designed to fit our needs. Students who otherwise may not have succeeded in high school have found a niche for success for their future."

Keith Lester, Superintendent of Schools  
Brooklyn Center Public Schools

# UNIQUE QUALIFICATIONS

## ATS&R IS THE RIGHT FIT FOR YOUR PROJECT

### **ATS&R is a Firm Built Around the School**

- Over 98% of our work is schools
- 150+ facility/long-range educational facility planning studies
- 70 years specializing in educational planning and design
- Extensive PK-12 planning and design experience (new, additions, alterations)

### **ATS&R Designs Meets the Owner's Schedule and Budget**

- ATS&R projects are on time and on budget
- Redi-check system to monitor documents/ quality assurance
- Minimal change orders on projects

### **ATS&R Designs Meet the Educational Philosophies of the Owner**

- All employees experienced working on educational facility projects
- Participatory planning, consensus building, user group involvement
- Recognized Educational Facility Planners (REFP) on staff
- Senior Educational Planners on staff

### **National Experience and Involvement (NSBA-ITTE, NSBA, AASA, ASBO, CEFPI, etc.)**

- Nationally recognized and invited presenters at conventions and workshops
- Recognized as a leading architectural firm
- National award-winning projects

### **Schools for the 21st Century**

- National leader in educational directions
- Proven record of success in sustainable design
- ATS&R schools serve students/ staff/ community

### **Single Source Responsibilities for the School Client**

- Comprehensive in-house disciplines (architecture, engineering, interiors, food service, technology, landscape, planning)
- In-house technology resources (video/ voice/ data/ security)
- Focus on comprehensive solutions



"It is clear that relationships are important to ATS&R. They are responsive to our interests and work to resolve issues quickly. The ATS&R team of professionals understands our organizational culture. You have assisted us in being forward-thinking and have prompted us to think about the future and how we can best design and use our space for learning!"

Kate Maguire, Ed.D, Superintendent of Schools  
Osseo Area Schools



# WHAT OUR CLIENTS SAY...

## THE KNOWLEDGE EXPERTS FOR K-12 SCHOOLS

- "60+ years of national and international leaders in schools"
- "Focus on meeting the client's educational needs"
- "Moves quickly with new ideas and concepts for school design"

"No other firm I have worked with has the in-house staff with the depth of knowledge and expertise in schools that can meet all these needs and respond as quickly and effectively as ATS&R."

*Dennis Peterson, Superintendent  
Minnetonka Public Schools*

## ONE STOP SHOP—MULTI-DISCIPLINE TEAM

- "Experts in all core areas"
- "Staff with in-depth understanding of schools"
- "Brings the latest in research and systems to the project"

"ATS&R was selected based on their extensive experience in K-12 planning and design, their integrated multi-disciplined shop with single source responsibility..."

*Dr. Fred Nolan, Former Superintendent  
Foley Public Schools*

## BUILDS CONSENSUS & RELATIONSHIPS BETWEEN DIVERSE GROUPS

- "Successful in building interpersonal relationships"
- "Ability to listen and present creative solutions"
- "Engages people and establishes partnerships"

"The main difference from other firms I have worked with is your ability to gain consensus with all the groups we obtain input from to ensure a quality and qualified design result. You have removed all the contentious issues we had to deal with in a previous project with another architectural firm. You truly get it, meaning you understand our curriculum, our traditions; you understand us today and what our needs will be tomorrow..."

*Dennis Nigon, President  
Rochester Catholic Schools*

## INNOVATIVE DESIGN—PRIDE OF THE COMMUNITY

- "Personal care results in excellence in design"
- "Knowledge to make a powerful classroom experience for students"
- "Meeting clients needs rather than building monuments"

"We have a building that is the pride of the Crosby-Ironton community. This is the result of an incredible job done by ATS&R Architects and Engineers staff."

*William Tollefson, Business Manager  
Crosby-Ironton School District*

## CREATE COST SAVING EFFICIENCIES

- "Creative designs that efficiently maximize space and save money"
- "High performance sustainable energy-efficient facilities"
- "Low change orders due to high quality service and care"

"The creativity of the design team helped us to identify additional savings by building minimal additions and more efficiently maximizing the usable spaces within the existing building. The solution and final design will save the district \$780,000 annually in operating costs."

*Jerry Ness, Superintendent  
Fergus Falls Public Schools*

## ACCURATE COST ESTIMATES & ON-TIME

- "Extremely accurate with the numbers"
- "Estimates right on — value having ATS&R on board"
- "On-time, within budget, and at the highest quality"
- "Low change orders due to high quality service and care"

"...as summed up by Jeanne Walz, Vice Chair of the School Board. At the recent ribbon cutting, she stated the project designed by ATS&R was delivered "on-time, within the original budget, and at the highest quality."

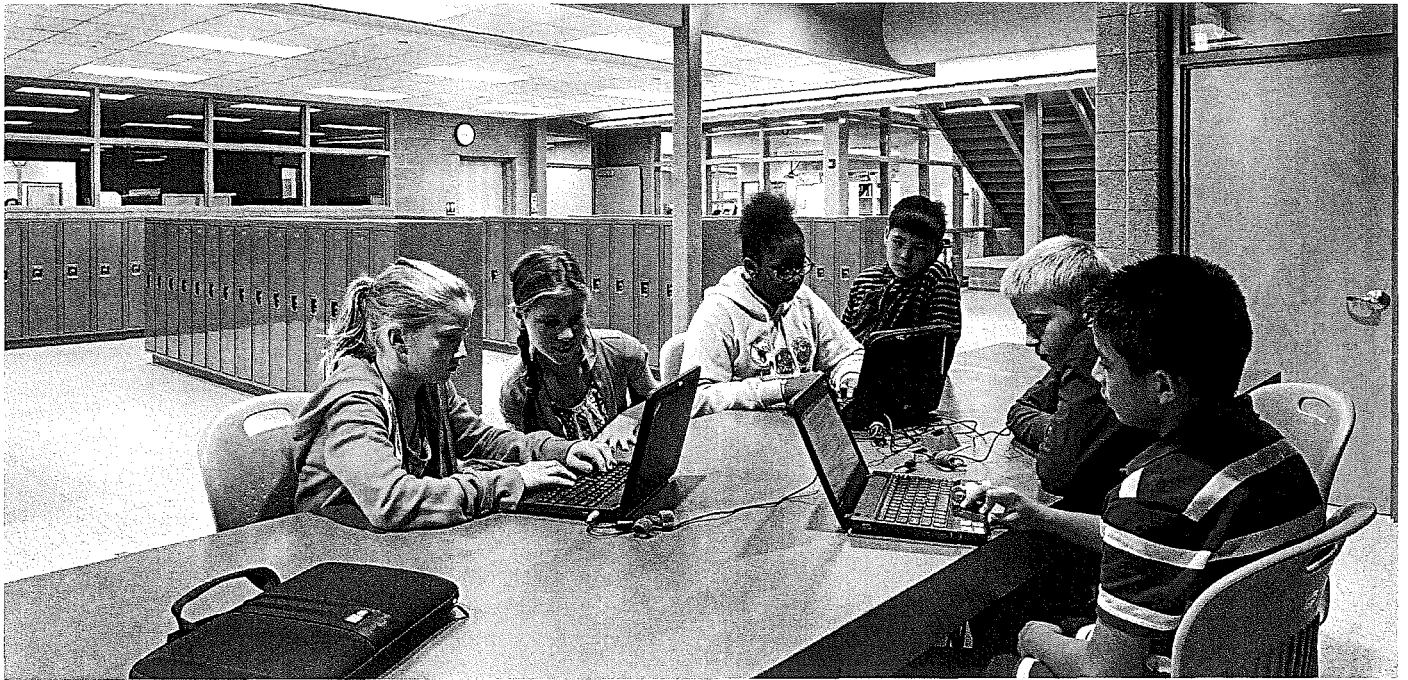
*Deb Henton, Superintendent  
North Branch Area Schools*

## SUPERIOR OVERALL PERFORMANCE

- "Exceptional at balancing budget, business, and design"
- "Partners with you forever"
- "98% of annual work is schools — extensive experience"

"ATS&R is phenomenal! More than any other A/E firm I have worked with, ATS&R focuses on the client's needs and actually partners with the client...They understand your needs first, then...respectfully share their vast expertise. With their single-source approach, there is absolutely no weak link."

*Brian Sullivan, Chief Administrator  
Maranatha Christian Academy*



## REFERENCES

### AUSTIN PUBLIC SCHOOLS

**David Krenz**, Superintendent

507.460.1900

### BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT

**Glenn Simon**, Director of Facilities & Transportation

952.707.2035

### VIRGINIA PUBLIC SCHOOLS

**Deron Stender**, Superintendent

218.749.5437

### CROSBY-IRONTON SCHOOLS

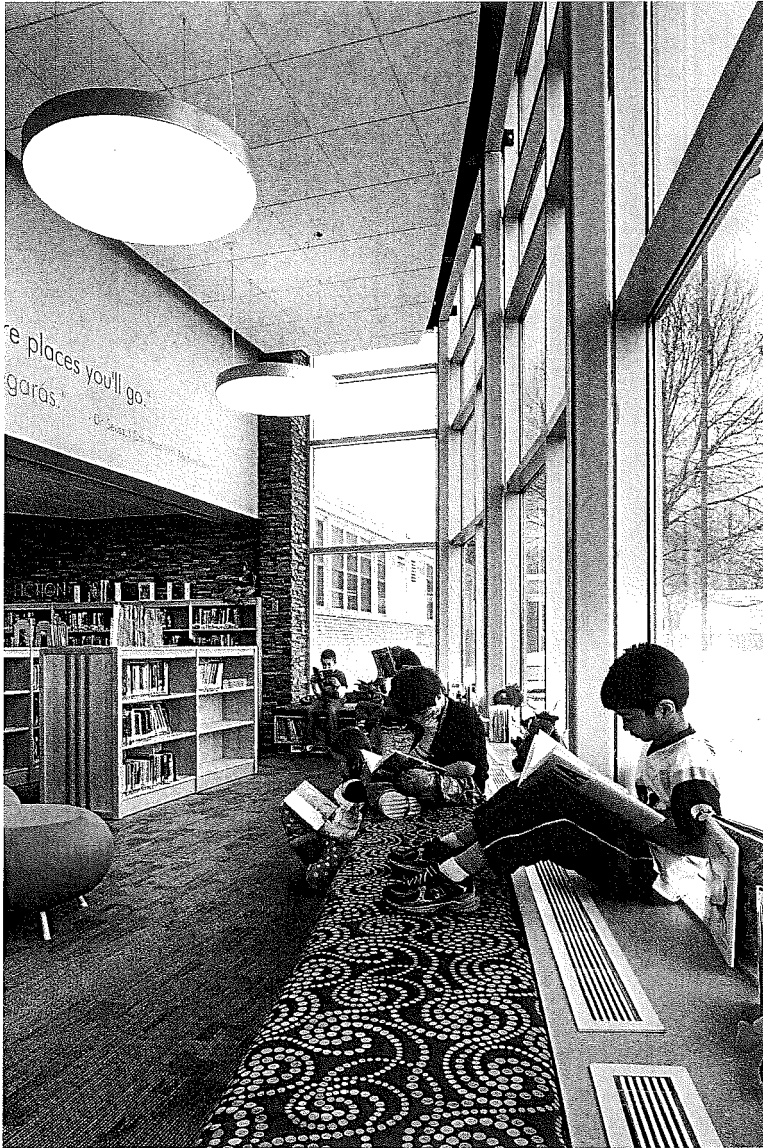
**Bill Tollefson**, Business Manager

218.545.8811

### FERGUS FALLS PUBLIC SCHOOLS

**Jerry Ness**, Superintendent

218.998.1010



"Thank you for your commitment to the Virginia School District. The leadership and support provided by you aided in the process of gathering and reviewing data, establishing conversations, and providing the school board with options to address short and long-term facility needs. The expected goals and objectives were successfully met! Again, thank you for the very professional service you provided."

**Deron Stender, Superintendent of Schools**  
Virginia Public Schools

## F E E S

### FEE FOR BASIC SERVICES (AIA B151 ABBREVIATED OWNER/ARCHITECT AGREEMENT)

Based on our understanding of the project, we propose the following fees for Basic Services for your project:

District-wide Facilities Master Plan                      \$9,500

### Reimbursable Expenses

In-house printing, postage, mileage, and travel expenses are typically considered a reimbursable expense billed to the owner. The reimbursable costs for your district-wide facilities master plan will not exceed \$500.

### Other Expenditures

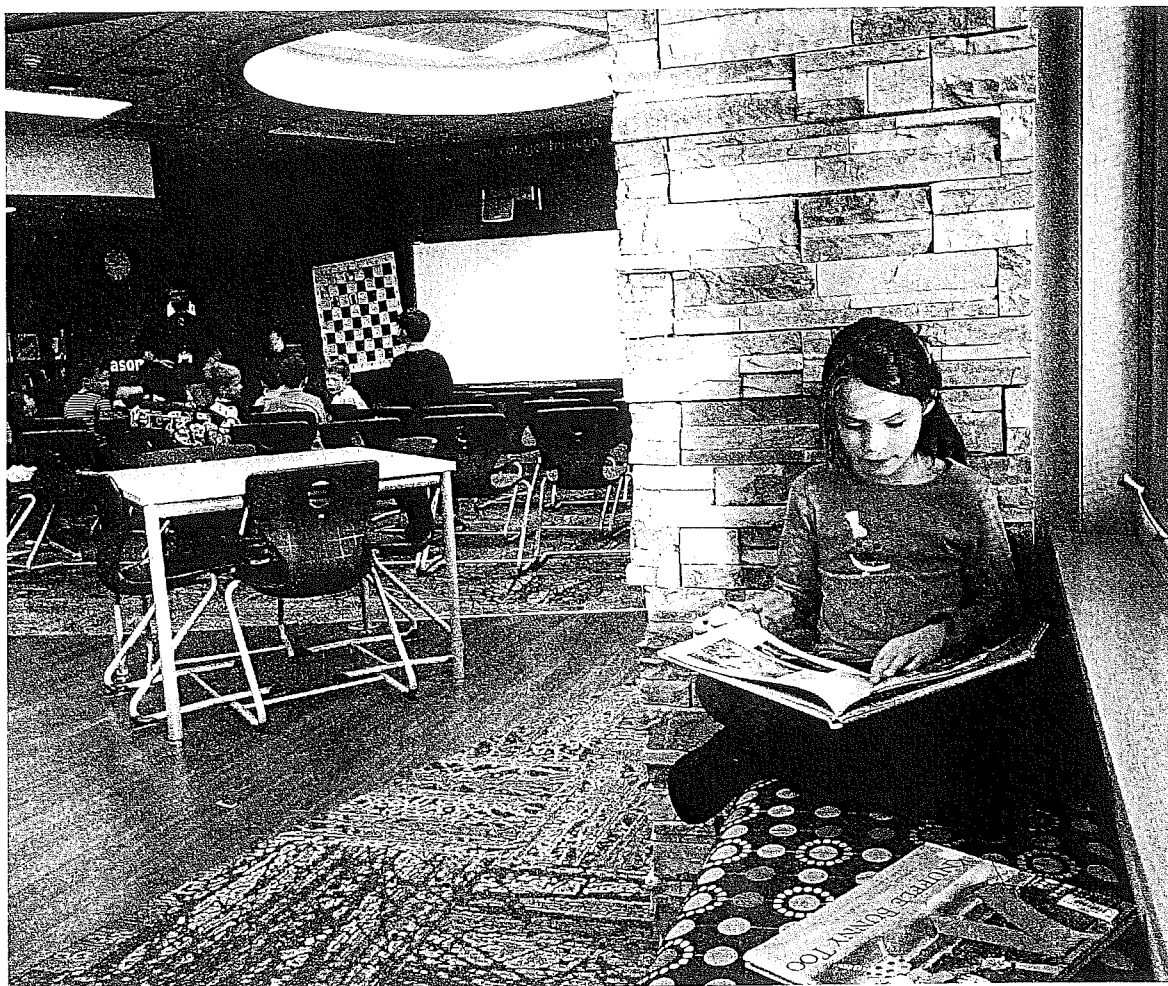
Other expenditures that the school district may incur include the cost of a survey, soil borings, environmental study, abatement, archeological analysis, etc.

**All fees are negotiable.**

## P R O J E C T T I M E L I N E

Our team is excited to begin working with Northfield Public Schools immediately on the district-wide facilities master plan. We will complete the study within six weeks after being awarded the contract (or within two weeks after receiving the completed demographics study, which we understand may be completed approximately April 2014).





ATS&R Planners/Architects/Engineers  
8501 Golden Valley Road • Suite 300  
Minneapolis, MN 55427  
p: 763.545.3731  
f: 763.525.3289  
[www.atsr.com](http://www.atsr.com)

**ATS&R**  
PLANNERS / ARCHITECTS / ENGINEERS

## **Proposed calendar and makeup day modifications: 2013-14 and 2014-15**

### **Background**

Over the last decade, Northfield Public Schools has experienced closing schools all day for weather from zero days to two days each year. Because we have purposely chosen to maintain a longer student calendar (currently 174 student contact days), we believed that it was reasonable to not require the make up of the first two days by students or staff.

Last May we experienced an unusual spring storm that dumped 17 inches of snow in parts of our district forcing us to call off school for a third day. We chose not to make up that day because the only option at that time was to add a day at the beginning of the second week of June, a time that we did not believe would be beneficial for anyone.

The unusual year prompted the District and Association to review contract language governing make up days. The existing language was antiquated and a mutual agreement was made during negotiations to modernize this language. The new Master Agreement allows the Board to make up any days lost beyond the first two cancellations. The discussions also included identifying days on the calendar that could be converted to a student contact day so staff and families can appropriately plan.

During the Meet and Confer process, we identified the potential of teacher work days at the end of the 2<sup>nd</sup> and 3<sup>rd</sup> quarters as possible student make up days. After the Meet and Confer process, a non-expiring Memorandum of Understanding (MOU) was discovered. This MOU was developed as part of the 1995-97 contract negotiations with teachers that extended their contract year by two days (185 to 187 days). The MOU agreed that teacher work days at the end of each quarter or semester could not be changed to student contact days. Based on this information, the District proposes the following:

#### **2013-14 potential makeup day**

- Since the Master Agreement was finalized after the 2013-14 calendar was approved, no make up days were identified for this year.
- Given the limited options for potential make up days available for the 2013-14 school year, we propose that we schedule a makeup day for teachers (no students) on June 9<sup>th</sup> should the District have to cancel two more days this Spring.

#### **2014-15 calendar with identified makeup day(s)**

- Designate January 19<sup>th</sup>, 2015 (Dr. Martin Luther King Jr.'s birthday) as a teacher work day (no students).
- Move the January workshop day (no students) to February 16<sup>th</sup>, 2015 (President's Day) and identifying that as a student make up day. Should we have three cancellations prior to February 13<sup>th</sup>, 2015, that day would be converted from a workshop day to a student contact day.
- If the third or additional cancellation(s) were to come after President's Day, the District proposes adding a teacher make up (no students) day on June 8<sup>th</sup>, 2015.

# Northfield Public Schools

## 2014-2015

### School Calendar

Recommended by  
Meet and Confer

#### JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 4th of July Holiday

#### AUGUST

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 No School; MLK Jr's Birthday; Teacher Workday; 23 End of 2nd qtr

16 No School; Teacher Workday; (Possible make-up day)

18,19 New Teacher Inservice

25,26,27,28 Teacher Workdays

#### SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Labor Day; 2 1st day of school

#### OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

16-17 No School; Ed MN

31 End of 1st qtr

#### NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 No School; Teacher Workday

25 Memorial Day; No School

26 No School; Teacher Workday; 27-28 Thanksgiving Break

#### DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Winter Break No School Dec 22-Jan 2

#### JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 New Year's Day Holiday; 2 No School

#### FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

#### MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

20 End of 3rd qtr

23-27 Spring Break No School

30 No School; Teacher Workday

#### APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

#### MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

31 Graduation; 5 Last Day of School (2-hr early dismissal)

(June 8 - Possible teacher make-up work day)

#### Weather make-up days:

If before 2/13 school is closed 3 days, make-up day is 2/16.

If school is closed 3 days after Feb 13, teacher make-up work day is 6/8.

☐ Teacher Workday (no school)  
☐ No School

#### Student Days:

Term 1: 42 days  
Term 2: 45 days  
Term 3: 39 days  
Term 4: 48 days  
TOTAL: 174 days  
(87 days-first semester; 87 days-second semester)

#### Summary:

174 student contact days  
9 non-student contract days  
4 contract days off calendar  
(4 conferences)  
Total: 187 contract days

**NORTHFIELD PUBLIC SCHOOLS**  
**2014-15 Calendar**

New Teacher Activities

August 18 and 19

Pre-School Days for all Teachers

August 25, 26, 27, 28

September 1      **No School.** Labor Day  
September 2      First Day of School/Beginning of 1<sup>st</sup> Quarter

October 16-17    **No School.** Education Minnesota Break  
October 31       End of 1<sup>st</sup> Quarter (42 days)

November 3      **No School.** (Teacher Workday)  
November 4      Beginning of 2<sup>nd</sup> Quarter  
November 26     **No School.** (Teacher Workday)  
November 27-28 **No School.** Thanksgiving Break

Dec. 22-Jan. 2   **No School.** Winter Break

January 19       **No School.** Dr. Martin Luther King's Birthday (Teacher Workday)  
January 23       End of 2<sup>nd</sup> Quarter (45 days)/End of First Semester (87 days)  
January 26       Beginning of 3<sup>rd</sup> Quarter and Second Semester

February 16      **No School.** Teacher Workday. **If before February 13 school is closed 3 days, make-up day for students and staff is February 16.**

March 20        End of 3<sup>rd</sup> Quarter (39 days)  
Mar 23-27       **No School.** Spring Break  
Mar 30          **No School.** (Teacher Workday)  
Mar 31          Beginning of 4<sup>th</sup> Quarter

May 25          **No School.** Memorial Day  
May 31          Graduation, 2 PM

June 5          **Last Day of School.** 2-hour early dismissal  
End of 4<sup>th</sup> Quarter (48 days); End of Semester (87 days)

**June 8          If school is closed 3 days after Feb 13, teacher make-up work day is June 8.**

## ADDENDUM TO AGREEMENT

This Addendum to Agreement is entered into this twenty-seventh day of January 2014, by and between the Northfield Public Schools (hereinafter the School) and Canvas Church (hereinafter the Church). Only the parts of this agreement that are being amended are included below:

I. Description of Premises – In addition to the premises stated in the Agreement dated the eighth day of July 2013, this Addendum adds the use of the North Balcony Gymnasium. Reference the attached *Guidelines for the Use of Gymnasiums* as to any restrictions and requirements of use. The Church will also be able to rent a Dressing Room in the back hallway of the Auditorium when it is available.

II. Use of Premises –

- a. In addition to the use of premises stated in the above-referenced agreement, it is expressly agreed and understood between the parties that, effective February 2, 2014, the Church shall expand their use of the premises on Sundays, in order to allow for two worship services, to 7:00 a.m. to 1:30 p.m. except as otherwise agreed upon. The School's custodian on duty shall open the entry doors by 6:45 a.m. on Sundays.

IV. Expenses – The Church hereby agrees to pay to the School the following expenses related to its use of the Premises:

- Facilities – In addition to the expenses stated in the above-referenced agreement, effective February 2, 2014, the Church will pay a facility use fee of \$12.60 per hour for use of the North Balcony Gymnasium and \$9.90 per hour of use for a Dressing Room, with a two hour maximum charge per space per date of use. These fees represent a negotiated 10% reduction from established community use fees. In addition, the Church will pay an energy fee of \$1.80 per hour for every hour of use of the North Balcony Gymnasium after two hours and \$0.90 per hour for every hour of use of a Dressing Room after two hours, a 10% reduction from established energy fees.

VIII. Equipment Use

- b. Upper Balcony Gymnasium – Reference the attached *Guidelines for the Use of Gymnasiums* as to any restrictions and requirements of equipment use. The Church may provide their own equipment and will be responsible for removing such equipment each day. All such equipment must be appropriate for gymnasium use.

Canvas Church

Northfield Public Schools

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Jeff Wendt, Pastor

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Date

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Noel Stratmoen, Clerk

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Date

## AGREEMENT

This Agreement is entered into this eighth day of July 2013, by and between the Northfield Public Schools (hereinafter the School) and Canvas Church, PO Box 14, Northfield, MN 55057 (hereinafter the Church). It is understood between the parties hereto that the Church wishes to utilize certain facilities belonging to the School for worship purposes. It is further understood that the School wishes to accommodate the Church pursuant to the School's Policy Regarding Community Use of School Facilities.

This Agreement is a legal contract and each party understands that it may be enforced in the District Court of the County of Rice, State of Minnesota against the School or the Church if either one of them does not comply with the terms of this Agreement.

I. Description of Premises – The premises covered by this Agreement are located at Northfield High School, 1400 Division Street South, Northfield, MN, and include the Auditorium, **the Lower Cafeteria, the public restrooms adjacent to the Auditorium and the Lower Cafeteria, the Upper Cafeteria, and the Hallway between the Upper Cafeteria and the Lower Cafeteria.**

II. Use of Premises –

- a. The Church is allowed under this Agreement to use the premises for worship services and for fellowship time during which it is understood refreshments may be served outside of the Auditorium. No other use of the premises is authorized under this Agreement. It is expressly agreed and understood between the parties that the Church shall use the premises only on Sundays from 7:30 a.m. to 12:30 p.m. except as otherwise agreed upon. The School's custodian on duty shall open the entry doors by 7:15 a.m. on Sundays. If there are any issues with accessing the building during this time, contact Head Custodian, Mark Harder, 612-695-6701.
- b. Any variation from this schedule, including leaving the stage set up outside of scheduled services, must be arranged with the Facilities Scheduler and approved by the Community Services Director, as the calendar allows.

III. Term of Agreement – This agreement shall commence on July 1, 2013 and shall continue until June 30, 2014, unless terminated prior to that date as provided herein. Early termination of this agreement requires a thirty-day notice. This Agreement may be extended for an additional term, should the parties choose to do so; however, nothing contained herein shall be construed to require the School to extend the Agreement.

IV. Expenses – The Church hereby agrees to pay to the School the following expenses related to its use of the Premises:

- Facilities – Effective July 1, 2013, the Church will pay a facility use fee of \$14.40 per hour for use of the Auditorium, \$14.40 per hour for use of the Lower Cafeteria, and \$14.40 per hour for use of the Upper Cafeteria, with a two hour maximum charge per space per date of use. These fees represent a negotiated 10% reduction from established community use fees. In addition, the Church will pay an energy fee of \$4.50 per hour for every hour of use of the Auditorium after two hours, an energy fee of \$4.50 per hour for every hour of use of the Lower Cafeteria after two hours, and an energy fee of \$4.50 per hour for every

hour of use of the Upper Cafeteria after two hours, a 10% reduction from established energy fees.

- Custodial – The Church will pay \$54.00 per hour to the School for custodial services related to the Church's use of the premises on Sundays and Holidays and \$43.00 per hour outside of building hours on Mondays through Saturdays. The Church understands and agrees that custodial services shall include any cleanup necessary from any other event located on or about the premises which might occur during the day or evening prior to the Church's worship services and any cleanup after the Church's use to get the school ready for the next school day in accordance with health and safety standards. The Church understands and agrees that custodial service is required to be in the building prior to and after the Church's use of the premises and will be billed for a minimum of four and a half (4.5) hours for Sunday worship services or for actual time if more than four and a half (4.5) hours are required. Events other than Sunday worship services will be billed for actual time.
- Set up and take down – It is agreed that the set up of the space for use and the take down, including returning the spaces to their intended use, is primarily the responsibility of the Church. If School personnel perform these functions, the Church will be charged for additional custodial time as required.
- Snow Removal – The Church will pay for snow removal as is reasonably necessary to provide adequate access to the Premises for use by the Church. The Church will pay \$112.00 each time snow removal is required. The Church understands that the decision to remove any snow in preparation of the Church's use of the premises shall be at the sole discretion of the School.

V. Payment of Expenses – The School will bill the Church monthly for any of the aforementioned expenses. The Church will make payment within 30 days of receipt of any such invoice. Invoices will be sent electronically to: [jeff@canvaschurch.cc](mailto:jeff@canvaschurch.cc).

VI. Limitations on Church Use of Premises – The Church understands that other school and non-school related activities may take precedence over the Church's use of the premises. In the event the Church's use of the premises is to be precluded by any such activity, the School will attempt to provide two weeks notice to the Church that it will not be allowed to use the premises and will make every effort to provide an alternative site, if requested to do so by the Church. In addition, the Church understands that there may be school or non-school activities which may require that certain pieces of equipment, such as set constructions in the Auditorium, be left out. The Church agrees that in these situations it will take every precaution necessary not to disturb such equipment. Activities scheduled in school facilities can be viewed at <http://fs-northfield.rschooltoday.com/calendar/index/publicview/>.

VII. Snow Emergency or Calamitous Event – In the event of a snow emergency or other event which may substantially impair the safety or viability of the premises, the Church understands and agrees that the School will exercise its discretion in deciding whether to cancel any scheduled use of the premises by the Church. The School agrees to make every effort to provide the Church with as much advance notice of any such cancellation as possible. If the event is of a calamitous and on-going nature, the School will make every effort to provide an alternative site for the Church.

VIII. Equipment Use in the Auditorium – The School will allow the Church to install and keep Church-owned lighting and sound equipment in the Auditorium and to keep the cords in the

catwalk area when not in use. The Church will have access to the balcony, catwalk and sound booth and will have use of the School's projector and projection screen. Assistance provided by the Auditorium Technician will be billed at \$40.00 per hour.

IX. Keys – The Church understands and agrees that nothing contained in this Agreement shall entitle the Church to possess keys to any of the locks located on or about the premises.

X. Storage – The Church understands and agrees that it shall not be allowed to store any items of any nature on or about the premises, unless specifically agreed to by the School.

XI. Signage – The Church will be allowed to post temporary signs on School property indicating the location and time of the Sunday services. The Church understands and agrees that any such signs must be removed within one hour of the close of any permitted service.

XII. Northfield Public School Access Policy – The Church understands and agrees that the Northfield Public Schools Policy regarding Community Use of School Facilities (the Policy), and any amendments thereto, are hereby incorporated into this Agreement. In the event any provision of this Agreement contradicts any provision of the Policy, this Agreement shall control.

XII. Assignment and Delegation – The Church hereby agrees that none of its rights contained in this Agreement may be assigned, nor may any of its duties be delegated, without the express written permission of the School. The Church further agrees that any such permission will be at the sole discretion of the School.

XIV. Default – The Church understands that in the event the Church violates any provision of this agreement, or any provision of the Policy, the School may, at its sole discretion, declare this Agreement void and immediately discontinue the Church's use of the premises.

XV. No Oral Representations – The parties hereto understand that this Agreement constitutes the complete understanding of the parties, and that neither party is relying on any oral representations made by the other party.

XVI. Insurance – During the term of this agreement, the Church shall obtain and maintain at its expense, the following types and amounts of insurance:

Insurance against bodily injury and property damage which is to be in the amount of at least One Million Dollars (\$1,000,000) per occurrence and naming the School as an additional insured with copies thereof to be provided by the Church.

Furthermore, insurance covering all property owned by the Church and stored on the premises shall be the sole responsibility of the Church.

XVII. Waiver of Subrogation – The Church hereby waives all claims for recovery from the School for any loss or damage to any of its property regardless of the nature of how said loss or damage occurred.

**Canvas Church**

**Northfield Public Schools**

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Jeff Wendt, Pastor

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Date

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Noel Stratmoen, Clerk

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Date



## **Northfield Public Schools School Board Committees**

Individual School Board members serve on several standing committees. In addition, board members represent the school district in interaction with various organizations and governing bodies. The School Board will also be represented from time to time by individual members who will serve on Task Forces and Ad Hoc Committees.

### **Membership on Standing Committees**

#### **Committee**

#### **Current Board Representative**

Community Services Advisory Council	Kari Nelson
District Educational Program Advisory Committee	Rob Hardy, Anne Maple and Kari Nelson
Finance Advisory	Anne Maple, Ellen Iverson, Noel Stratmoen
Meet and Confer	Ellen Iverson and Kari Nelson
Negotiations	Committee of the Whole
Policy Review Committee	Kari Nelson and John Fossum
Professional Growth	Julie Pritchard
Review of Resources	John Fossum
Staff Development Committee	John Fossum
Wellness Committee	Ellen Iverson

### **Representatives to Organizations and Governing Bodies**

Human Rights Commission	Rob Hardy
Legislative Liaison (MSBA)	Ellen Iverson
Minnesota High School League/Activities Advisory Committee	Julie Pritchard
Northfield Area Chamber of Commerce	Julie Pritchard
Schools for Equity in Education	Anne Maple
TORCH Advisory Group Liaison	Rob Hardy