

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, January 28, 2019 7:00 PM
Northfield High School, Media Center

AGENDA

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

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To ensure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. FFA Presentation
 - B. Financial Forecast and 2019-2020 General Fund Budget Plan
 - C. Technology Services Update
 - D. Request to Hire Additional Licensed and Non-Licensed Special Education Staff at Greenvale Park
 - E. Proposed 2020-2021 School Calendar
- VI. Committee Reports
- VII. Consent Agenda
 - A. Approval of Minutes
 - B. Personnel Items
- VIII. Superintendent's Report
 - A. Items for Individual Action
 1. Resolution of School Board Supporting FORM B Application to Minnesota State High School League Foundation
- IX. Items for Information
 - A. School Board Committee Appointments
 - B. Construction Update
- X. Future Meetings
 - A. Monday, February 11, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
 - B. Monday, February 25, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
 - C. Monday, March 11, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- XI. Adjournment

*Closed session for Labor Negotiations Strategy follows this meeting.
Closed session for Potential Land Purchase follows this meeting.*

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, January 28, 2019, 7:00 PM
Northfield High School Media Center

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for the January 28, 2019, Regular School Board Meeting

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IV. Announcements and Recognitions

V. Items for Discussion and Reports

A. FFA Presentation

FFA Randolph Alumni Chapter Board members and Northfield High School alumni Tasha Evans, John Peterson and Derek Estrem, along with Randolph High School Ag teacher Ed Terry, will share information about the agricultural education program for Randolph and Northfield High School students.

B. Financial Forecast and 2019-2020 General Fund Budget Plan

Director of Finance Val Mertesdorf will present the financial forecast and preliminary budget plan parameters and timeline for the 2019-20 school year. The presentation will include discussion of the assumptions used for development of the five-year financial forecast.

C. Technology Services Update

Kim Briske, Director of Technology Services, will present an update on the student device refresh process. This will include a review of licensed staff survey responses and the focus group addressing this process.

D. Request to Hire Additional Licensed and Non-Licensed Special Education Staff at Greenvale Park

Director of Special Services Cheryl Hall will present a proposal to the Board to consider approval for a 0.5 FTE Licensed Special Education resource room teacher and one 6.75 hours/day special education assistant/PCA at Greenvale Park Elementary.

E. Proposed 2020-2021 School Calendar

Superintendent Hillmann will present the proposed 2020-21 school year calendar. This will be an item for individual action at the next Board meeting.

VI. Committee Reports

VII. Consent Agenda

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

A. Minutes

Minutes of the Organizational and Regular School Board meetings held on January 14, 2019.

B. Personnel Items

a) Appointments

1. Margaret Fink, 1.0 FTE Long Term Substitute Special Ed Teacher at the Middle School, beginning 01/29/2019-03/11/2019; BA+30, Step 15
2. Jayne Overstreet, Rock N Roll Revival-Hairdresser for 2 hours/day at the High School, beginning 01/25/2019; \$30.00 per show.
3. Deborah Russell, 1.0 FTE Long Term Substitute EL Teacher at Sibley, beginning 02/27/2019-06/07/2019; MA, Step 1.

b) Increase/Decrease/Change in Assignment

1. Lori Berg, CNA I for 3.75 hours/day at the High School, change to CNA II for 6.25 hours/day at the High School, effective 03/14/2019 for approximately 6 weeks.
2. Christopher Fatze, 1.0 FTE Special Ed Teacher at the Middle School, change to .5 FTE Special Ed Teacher at the Middle School and .5 FTE Special Ed Teacher at Greenvale Park, effective 01/28/2019-06/07/2019.
3. Mackenzie Glassing, KidVentures Student Site Assistant, add Rock N Roll Revival Student Assistant at the High School, effective 01/22/2019; \$500 Stipend
4. Christopher Gustilo, .60 FTE Business Ed Teacher at the High School, change from MA, Step 1 to MA, Step 4, effective 01/28/2019-06/07/2019.
5. Steven Harner, 1.0 FTE Industrial Technology Teacher at the High School, change from BA, Step 1 to BA, Step 7 once Tier 1 license is obtained, effective 01/28/2019-06/07/2019.
6. Mary Magnuson, Special Ed Teacher at the High School, add Student Support for extracurricular activities according to IEP, effective 01/18/2019-06/07/2019.
7. Sofie Nelson, KidVentures Student Site Assistant, add Rock N Roll Revival Student Assistant at the High School, effective 01/22/2019; \$500 Stipend
8. Paul Putt, Long Term Substitute Special Ed Teacher for first semester at the High School, change end date to 1/11/2019.
9. Melissa Reuvers, Substitute Site Assistant at Bridgewater, change to Targeted Services PLUS Site Assistant for up to 1.5 hours/day at Bridgewater, effective 01/17/2019-03/21/2019; Step 2-\$13.22/hr.
10. James Schreffler, Temporary Special Ed EA-PCA at the ALC, change to Special Ed EA-PCA at the ALC, effective 01/15/2019-06/07/2019.

c) Leave of Absence

1. Rose Brison, CNA at the High School, Leave of Absence effective 03/14/2019-04/25/2019.
2. Kari Prestemon, Special Ed Social Worker at the High School, Leave of Absence effective 02/19/2019-03/31/2019.
3. Rhonda Stanley, Special Ed EA at Greenvale Park, Family/Medical Leave of Absence, extended through the end of the 2018-19 School year.
4. Updated-Lori Witt Macrae, Special Ed EA at Sibley, FMLA/Medical Leave of Absence, effective on 01/02/2019-02/11/2019.

d) Retirements/Resignations/Terminations

1. Kim Bardwell, Media Center EA at the Middle School, resignation effective 01/31/2019.
2. Meghan Kuechenmeister, Special Ed DCD Teacher at the High School, resignation effective at the end of the 2018-2019 school year. Will return to Special Ed EA-PCA for 6.75 hours/day at the High School for the 2019-2020 school year.

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

VIII. Superintendent's Report

A. Items for Individual Action

1. Resolution of School Board Supporting FORM B Application to Minnesota State High School League Foundation.

Director of Student Activities Joel Olson requests approval of the attached resolution supporting the District's application to the Minnesota State High School League Foundation for a FORM B grant seeking funding for student/coach leadership opportunities in the WHY WE PLAY initiative.

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

- IX. Items for Information
- A. School Board Committee Appointments. The list of School Board Committee appointments for 2019 is enclosed.
 - B. Construction Update. Superintendent Hillmann will provide an update on the District's construction projects.
- X. Future Meetings
- A. Monday, February 11, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
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Closed session for Potential Land Purchase follows this meeting.

Financial Forecast and Budget Plan | 2018-19 • Narrative

Val Mertesdorf, Director of Finance

Financial Cycle

One of our strongest attributes is stewardship. Our financial cycle ensures that we are regularly reviewing information and sharing it with the Board and our community. For the financial projection, we utilize the recently approved revised budget as our base information and then use assumptions to project forward. The assumptions that we set in January are the building blocks for the budget process in the spring. After the fiscal year is complete, we go through our audit process and finalize the prior fiscal year data. Using our final audited data, our October 1 enrollment, and staffing information we are then revise the budget as needed.

Known Parameters

The financial forecast is a projection using information that we know along with a set of assumptions for the next several years. We ended fiscal year 2018 with a planned deficit budget of almost \$1.3 million. We had sufficient fund balance to cover this deficit while we asked the voters for an increase to our operating referendum. In November 2017, the community generously supported an increase of \$470.15 per pupil unit to our operating referendum. This increase provides the district with approximately \$2 million of additional revenue to maintain programs. While the \$2 million of additional revenue was needed to help balance budget, it is important to remember that we went into the year deficit spending. In December the Board approved a revised budget with \$53.9 million in revenue and \$53.49 million in expenditures.

Enrollment Projection

Enrollment drives over 70% of our total revenue. 2018-19 will be our eight year with increasing enrollment. For 2019-20 we are projecting decreased enrollment. We use the SchoolFinances.Com Enrollment Projection Model. This tool provides us with four different methodologies and multiple years worth of enrollment history to create seventeen different projection methods that we can compare side by side.

- Weighted Cohort Survival Method
- Cohort Ratio Method
- Average Ratio Method
- Numerical Survival Method

We selected the 4 year weighted numerical average for this projection. It is a conservative method .The system is a tool that requires us to thoroughly examine what trends seem to fit our enrollment best.

Financial Assumptions

Given all that we do know, there are still a significant number of variables in the future that affect our budget. We utilize the information we have at the current time, our professional judgment and historical trends to make assumptions.

Revenue Assumptions:

- Enrollment will decrease slightly over the next several years
- 1.0% increase in basic per pupil revenue formula
- Referendum inflationary increases – 2.0%
- 2% increase in special education funding
 - The flex hour at the HS has been a positive change for students, however, it has resulted in our special education staff doing general supervision duties during this time which do not qualify for special education reimbursement. We estimate this cost at about \$58,000 which means we will not be reimbursed approximately \$31,900.
- Federal funding held flat

Expenditure Assumptions:

- Salaries and Benefits will average 2.5% increase across all employee groups
- 2% increase in health insurance for participation, rates were held flat
- 403(b) increase in participation
- Life insurance premium increase
- 2% increase for non salary budgets

For the 2019-20 budget we project the aggregate revenue increase to be 0.63% and the aggregate expenditure increase to be 1.7%. We anticipate revenues of \$54.3 million and expenditures of \$54.4 million. We project to end the 2019-20 school year with a 18.3% unassigned fund balance. It will be critical for the District to manage our expenditure growth in the coming years. Equally important will be our message to the legislature to ensure adequate funding for schools.



Delivering educational excellence that empowers all learners to engage in our dynamic world.

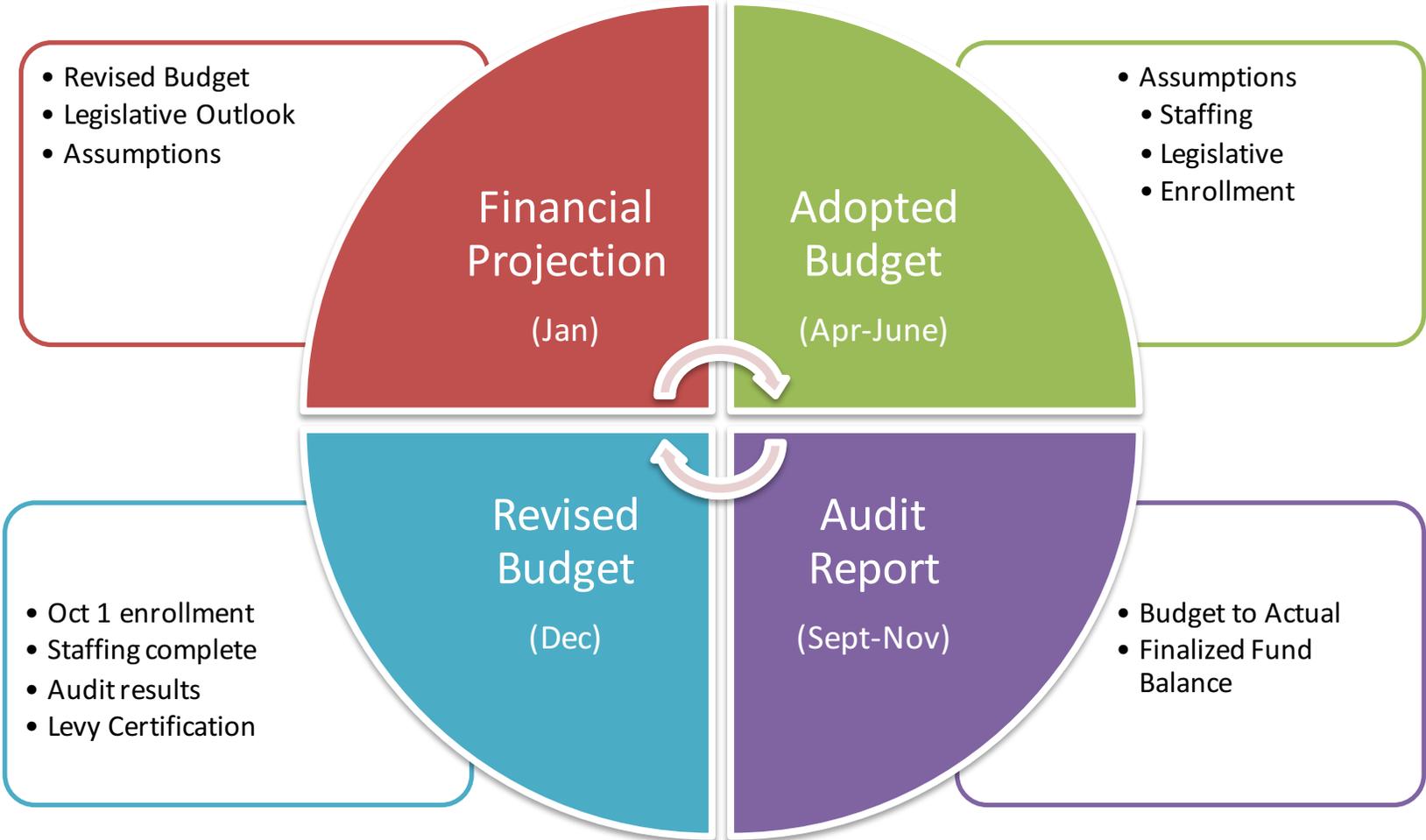


Financial Forecast and Budget Plan 2019-20

Discussion Items

- Financial Cycle
- Known Parameters
- Enrollment Projections
- Financial Assumptions
- Summary of 2019-20 Budget Parameters
- Budget Presentation Timeline

Financial Cycle



Known Parameters

- Intentional spend down of the unassigned fund balance in FY18
- \$470.15/PU increase in our voter approved operating referendum (THANK YOU!)
- Steady enrollment
- The 2018-19 revised budget is projecting a surplus of \$434,570
- Nearly 80% of our budget is salary and benefits
- Enrollment drives over 70% of our total revenue
- New buildings and additional sq ft beginning 2020-21

Enrollment Projection

| Adjusted Pupil Units (APU) | | | | | | | |
|----------------------------|-------|-------|-------|-------|---------|---------|---------|
| | Pre-K | KG | 1-3 | 4-6 | 7-12 | Total | APU |
| 2015-16 | 32.3 | 250.2 | 841.7 | 865.5 | 1,932.6 | 3,922.3 | 4,308.8 |
| 2016-17 | 40.6 | 246.9 | 825.6 | 906.7 | 1,976.6 | 3,996.3 | 4,391.6 |
| 2017-18 | 39.3 | 273.0 | 807.1 | 922.9 | 2,001.8 | 4,044.0 | 4,444.4 |
| 2018-19# | 49.6 | 254.8 | 799.0 | 899.8 | 2,066.9 | 4,070.1 | 4,483.5 |
| 2019-20# | 43.8 | 225.0 | 791.3 | 880.9 | 2,074.4 | 4,015.4 | 4,430.2 |
| 2020-21# | 45.1 | 231.3 | 784.5 | 869.3 | 2,079.1 | 4,009.2 | 4,425.1 |
| 2021-22# | 50.7 | 260.4 | 750.2 | 876.0 | 2,070.8 | 4,008.2 | 4,422.4 |

#Estimated enrollment

Financial Assumptions

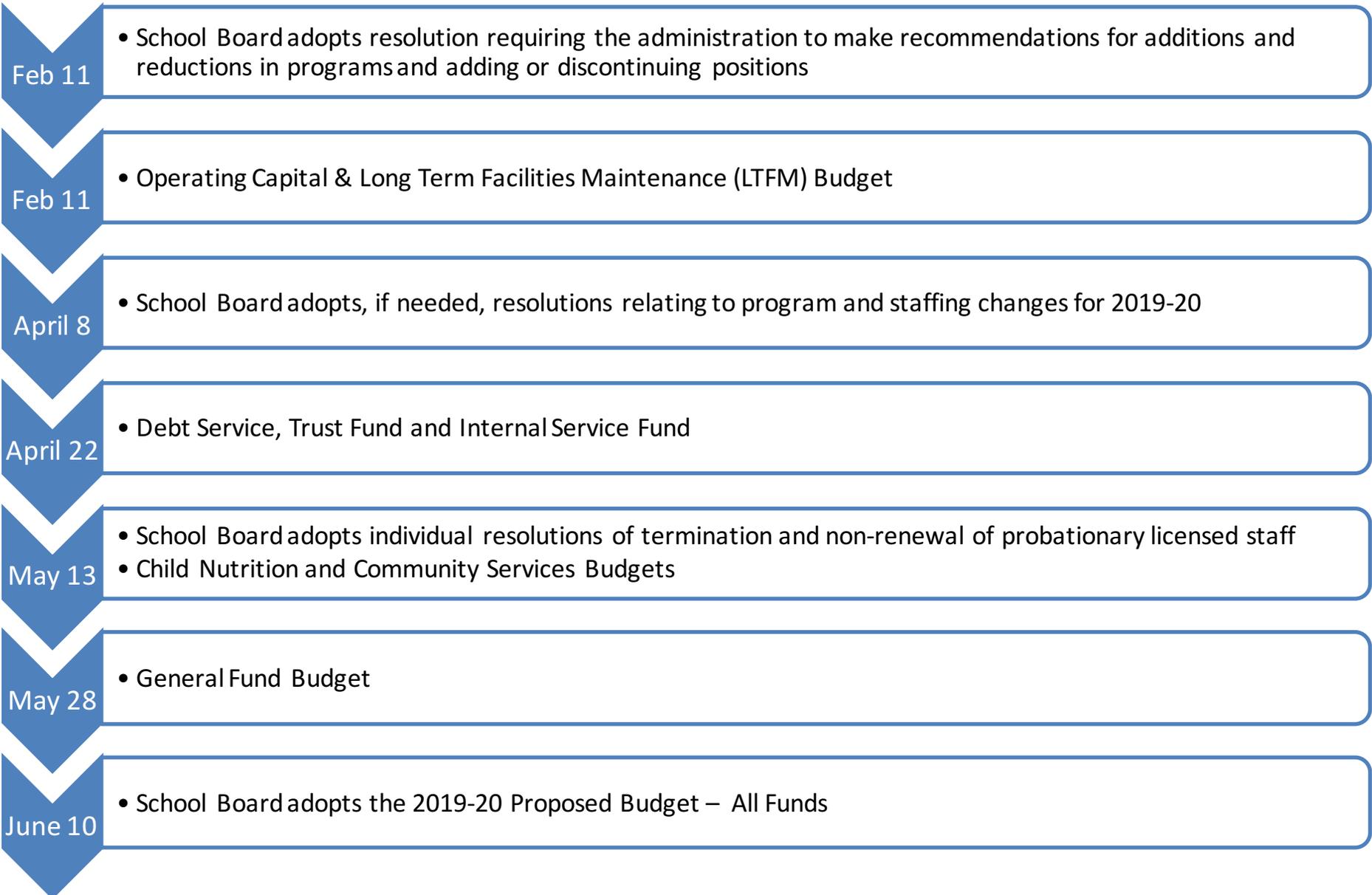
- Fund balance goal – 16%
- LTFM Fund Balance growth
- Revenue Assumptions
 - Per pupil basic funding
 - Declining enrollment
 - Referendum voter approved increase and inflationary increase
 - 2% increase in special education funding each year
 - Flex impact in 2018-19
 - Federal funding held flat
 - FY19-20 aggregate increase of 0.63%

Financial Assumptions cont.

- Expenditure Assumptions
 - Salaries and Benefits: average for all employee groups is 2.5%
 - \$200k increase in 2020-21 custodial staff at new bldg
 - Increase in life insurance premium
 - 403(b) participation increase
 - 2% increase for non-salary
 - \$100k for Utilities and Supplies for new bldg/renov.
 - Aggregate increase for 19-20: 1.7%

| REVENUE WORKSHEET | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|--------------------------------|----------------------|----------------------|----------------------|---------------------|---------------------|
| Estimated APU | 4,444.4 | 4,476.40 | 4,423.20 | 4,418.06 | 4,415.35 |
| Total Revenue | \$50,434,607 | \$53,928,294 | \$54,268,107 | \$54,733,982 | \$55,331,192 |
| EXPENDITURE WORKSHEET | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
| Salaries and Wages | \$ 30,294,064 | \$ 31,109,225 | \$ 31,785,860 | \$32,831,711 | \$33,816,662 |
| Employee Benefits | \$ 10,995,931 | \$ 11,283,333 | \$ 11,667,710 | \$11,950,895 | \$12,240,155 |
| Non-Salary and Non-Benefits | \$ 10,490,833 | \$ 11,101,166 | \$ 10,972,981 | \$10,948,762 | \$11,794,234 |
| Total Expenditures | \$ 51,780,842 | \$ 53,493,724 | \$ 54,426,550 | \$55,731,368 | \$57,851,051 |
| RESERVE WORKSHEET | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
| Total Beginning Fund Balance | \$ 18,059,225 | \$ 16,712,990 | \$17,147,560 | \$16,989,117 | \$16,154,958 |
| Variance (Rev-Exp) | \$ (1,346,235) | \$ 434,570 | -\$158,443 | -\$997,386 | -\$2,519,859 |
| Total EOY Fund Balance | \$ 16,712,990 | \$ 17,147,560 | \$16,989,117 | \$15,991,731 | \$13,471,872 |
| Restricted Fund Balance | \$ 5,851,304 | \$ 5,851,304 | \$ 7,054,621 | \$ 8,033,325 | \$ 8,330,401 |
| Unassigned Fund Balance | \$ 10,861,686 | \$ 11,296,256 | \$9,934,496 | \$7,958,406 | \$5,141,471 |
| S.O.D. Reserve % | 21.0% | 21.1% | 18.3% | 14.3% | 8.9% |
| Goal Reserve Amount | \$8,284,935 | \$8,558,996 | \$8,708,248 | \$8,917,019 | \$9,256,168 |
| Goal Achieved | YES | YES | YES | NO | NO |

2019-20 BUDGET DEVELOPMENT CALENDAR



Questions?

Thank you!

Northfield Public Schools | Technology Services Update Narrative | 1-28-19

Kim Briske, Director of Technology Services will present an update on current technology projects in the district, including the process of selecting our next student devices. As always, our work is based the Northfield Public Schools' mission to deliver educational excellence that empowers all learners to engage in our dynamic world.

At this time, the main focus of our technology staff is on continuous improvement in our service to all district stakeholders. As part of our work with Studer Education, our team is working to improve timeliness. Our actions to improve our timeliness include a goal to have zero new help tickets from the previous week at each of our Technology Team meetings. We have attained this goal each week since November 20, 2018. We have also been intentional in providing weekly updates to building principals about the services and needs in their schools, as well as updating district administrators on technology projects each week. These updates have received positive feedback.

Our other focus at this time is preparing for next year. In the capital allocations process, we have approved funding for new computer labs at the high school for graphics and art, engineering and technology, and business. We have also approved funds to add wifi access points to classrooms in the high school, starting with H-Wing and D-Wing. Improvements to community spaces include adding digital signage to the cafeteria and music areas at the middle school for productions in the auditorium, as well as to the cafeteria monitors at Greenvale Park. We will also mount the projector for the Bridgewater gymnasium on the ceiling and add speakers and audiovisual controls/inputs similar to a project completed at Sibley two years ago. The last big capital consideration is our next steps with student devices.

As part of the plan created in collaboration between the Northfield Education Association and district administrators last year, we conducted our technology implementation survey this fall. The survey included the same questions we had asked last year regarding the implementation of MacBooks for licensed staff. It also included a new section regarding preferences for capital technology purchases and student devices, as the end of our iPad leases approaches.

The feedback we received on MacBooks this year was overwhelmingly positive. In comparing the responses from Fall of 2017 to Fall of 2018, we saw improved teacher satisfaction, functionality, and efficiency with the MacBooks. Some highlights are shared in the presentation, and the full set of responses can be accessed by this link: <http://bit.ly/2AZFs44>.

In October at the time of the last Technology Services update, we were in the process of gathering the survey feedback from our licensed staff and just beginning to organize a process to identify our needs for student devices moving forward. We formed a focus group of district staff. The full list of the focus group members is included in the board packet. This group is scheduled to meet three times: December 17, 2018; January 28, 2019; and February 25, 2019.

At the first meeting, this focus group reviewed feedback from the licensed staff survey. Numerical responses regarding device preferences are included in the presentation slides. Comments regarding device preferences are included in the board packet, and they are grouped by location and device preference of those making the comments. The focus group looked specifically at the feedback regarding our iPad leases and preferences moving forward to determine what is currently working well, what our district's needs are, and what information we still need.

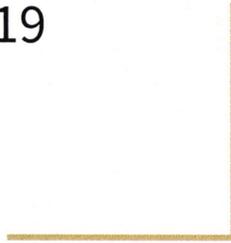
For the second meeting, the group will see presentations from CDWG and Apple regarding the use of Chromebooks and iPads in education. These presentations will give an overview of what the devices can do, how they have been implemented in education, and how we can manage and support them. The final meeting will focus on our current practices and teaching and learning needs we want to ensure our student devices support. This group will also review a parent/guardian survey that is currently being drafted, suggest needed edits, and review data gathered from families in our district. This is currently being planned.

As our district gathers information and considers the needs of our teachers, students, and families for the use of technology, we will also continue to demonstrate good stewardship of district resources. Our student device focus group will review proposed costs of implementation of devices in determining our next steps. Current lease spending is our guideline for what we will implement moving forward. Current capital allocation for our device leases is roughly \$377,600 annually. Upon the end of the current school year, the district will sell most or all of our devices that we are currently leasing. The sale of devices will create a one-time offset to costs. There are occasions of one-time expenditures to supplement our leases for enrollment influxes, as well as revenue generated from the sale of devices.



Technology Services Update

January 28, 2019



Technology Mission

Northfield Public Schools technology staff aspire to function as a skilled, cohesive, and reliable team who are responsive to stakeholders and provide technology services in a professional manner.

The mission of Northfield Public Schools is to deliver educational excellence that empowers all learners to engage in our dynamic world.

Technology Services

- Continuous Improvement Focus: Timeliness
 - No new tickets from previous week at each of our Tuesday tech team meetings
 - Weekly communication with building principals and district administrators
- Capital Projects for FY20
 - Computer lab replacements in graphics/art, engineering, business
 - Improvements to wifi
 - Community spaces--digital signage, BW gym A/V update
 - Student device update

Licensed Staff Survey

- Third round of Technology Implementation Survey developed with NEA and district admins
- Survey focus is classroom technology
- Same questions on MacBooks
- Added section on capital tech requests and student devices

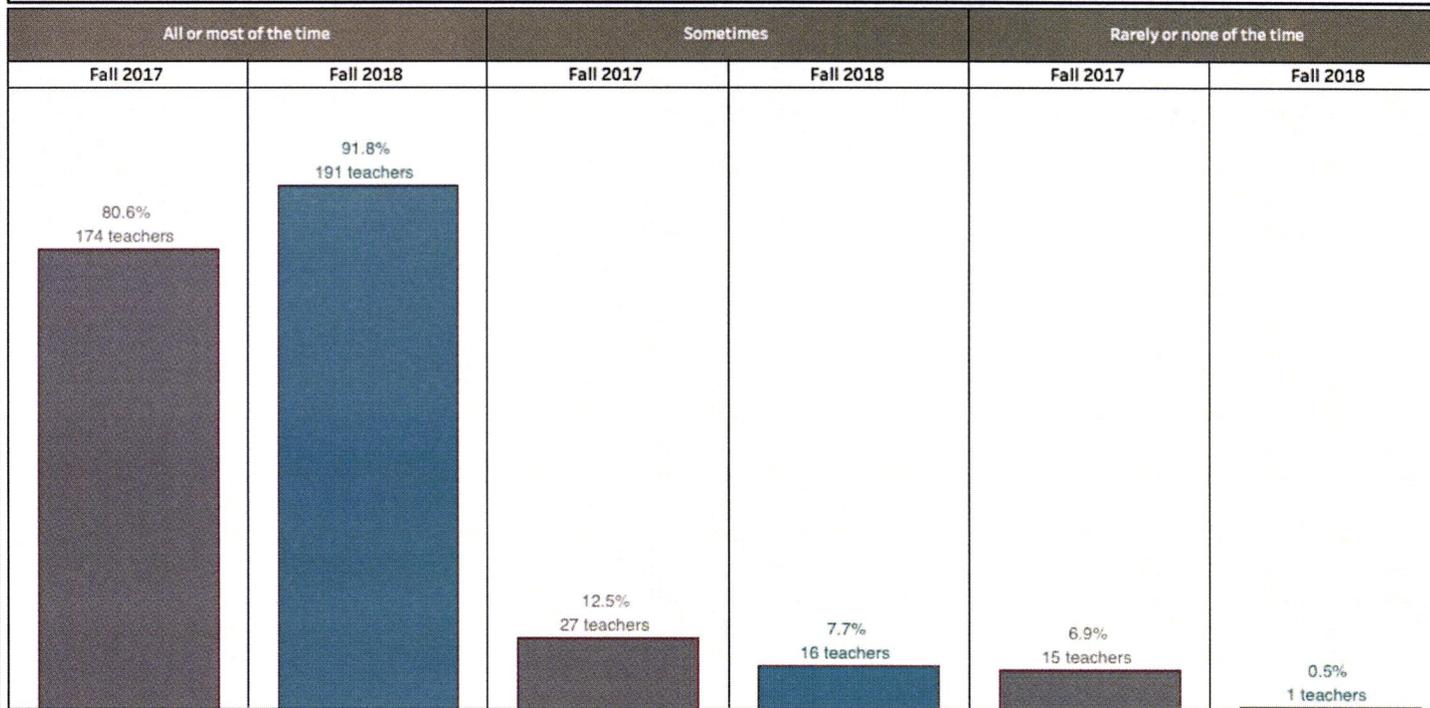
MacBook Feedback

- Improvements in teacher satisfaction with laptops
- Improvements in functionality
- Improvements in efficiency

1. By the end of the first week of school, I had the software applications needed for my position functioning on my computer.

Please note that responses do not include teachers who chose "N/A Not Applicable in my Position"

School: All



- School
- (All)
 - Bridgewater Elemen...
 - Greenvale
 - Sibley
 - Middle School
 - High School
 - ALC or Early Childhood
 - Multiple

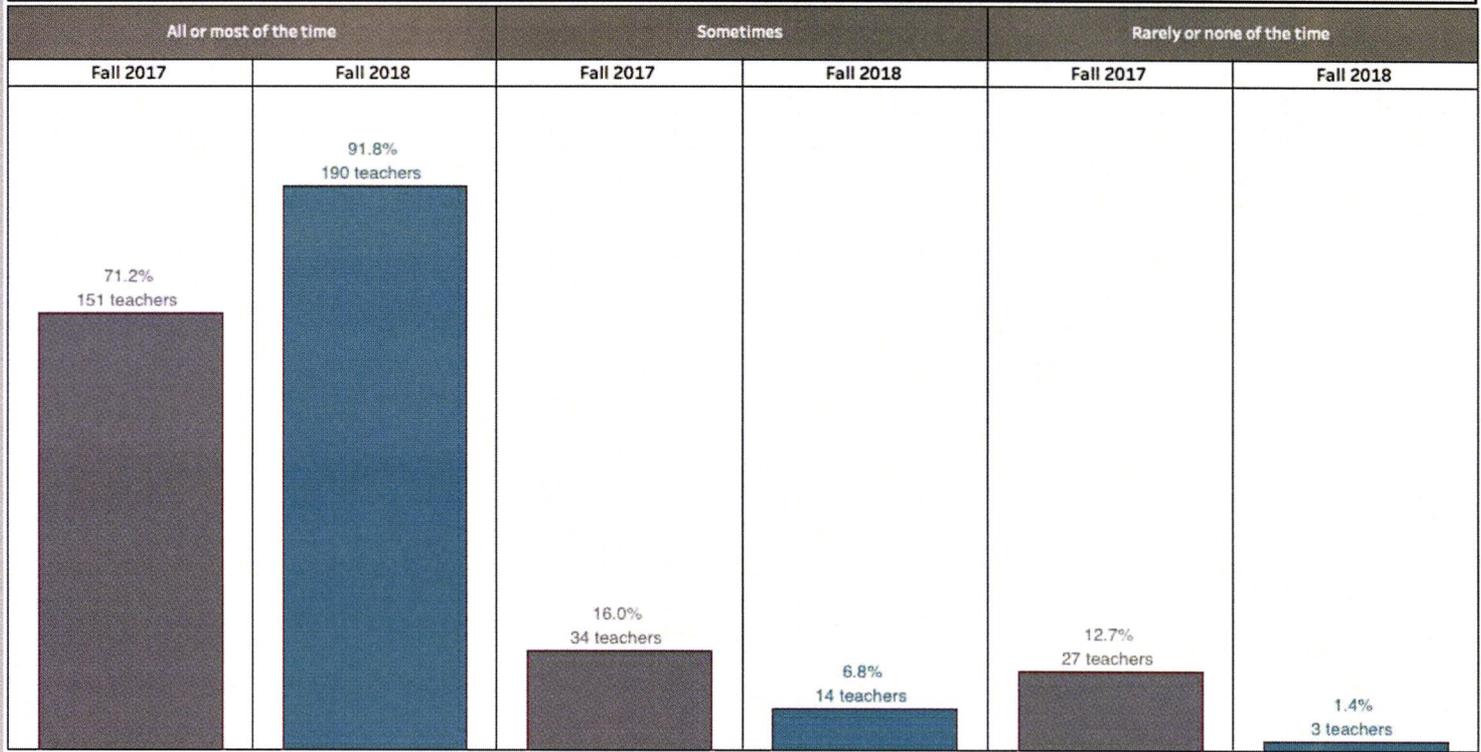
- Survey Question
- 1. By the end of the ...
 - 2. By the end of the ...
 - 3. By the end of the ...
 - 4. Currently, my Ma...
 - 5. Currently, I have ...
 - 6. Currently, I am a...
 - 7. Currently, I have ...
 - 8. Currently, I am a...
 - 9. Currently, I am a...
 - 10. Currently, I am ...
 - 11. Currently, I am ...
 - 12. The change to ...
 - 13. The change to ...
 - 14. The change to ...
 - 15. Do you have an ...
 - 16. Ergonomics:Ple...
 - 17. Screen Size:Ple...
 - 18. Keyboard Layou...
 - 19. Monitor:Please ...
 - 20. Cable Managem...

- Survey
- Fall 2017
 - Fall 2018

2. By the end of the first week of school, I had the hardware/peripheral devices needed for my position.

Please note that responses do not include teachers who chose "N/A Not Applicable in my Position"

School: All



- School
- (All)
 - Bridgewater Elemen...
 - Greenvale
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 - High School
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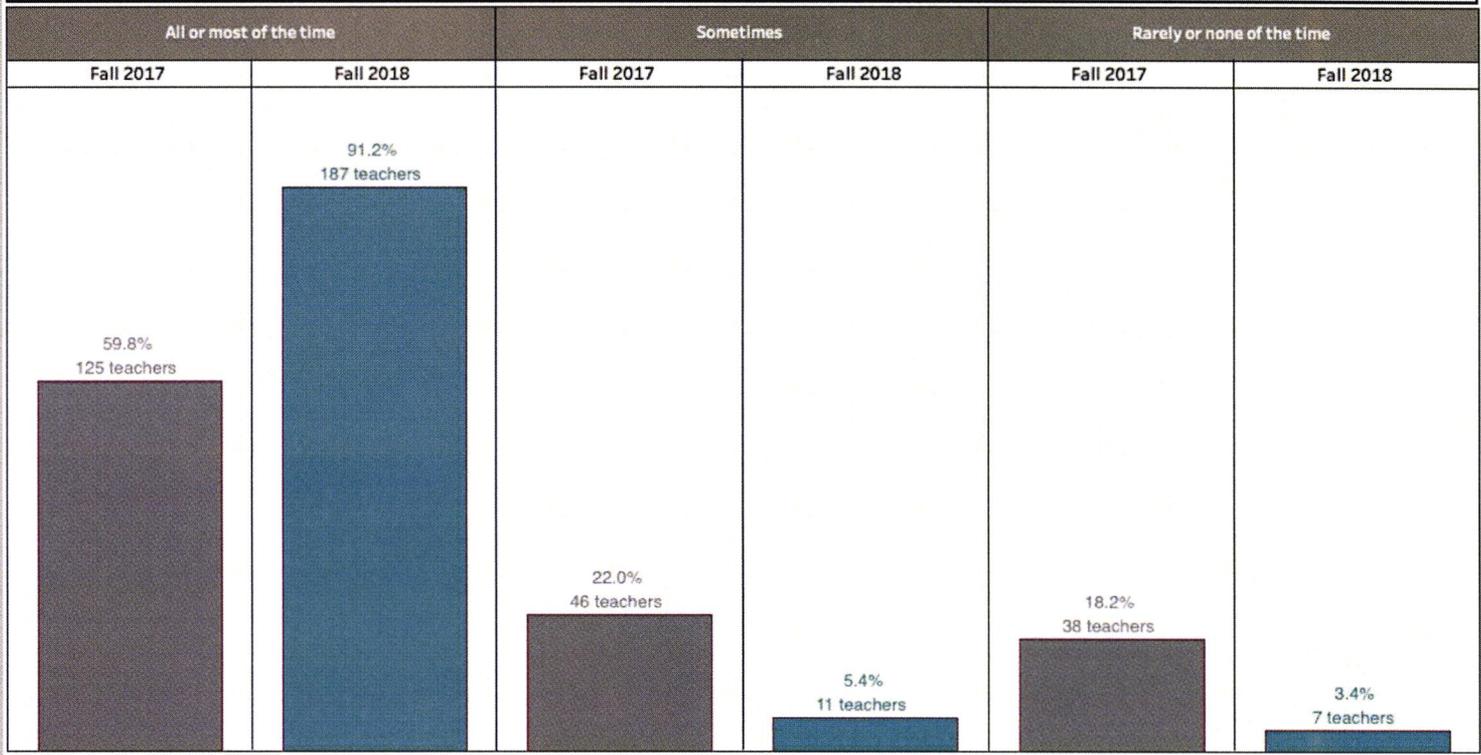
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 17. Screen Size: Ple...
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- Survey
- Fall 2017
 - Fall 2018

3. By the end of the first week of school, my classroom technology connected to my computer was ready to use.

Please note that responses do not include teachers who chose "N/A Not Applicable in my Position"

School: All



- School
- (All)
 - Bridgewater Elemen...
 - Greenvale
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 - Middle School
 - High School
 - ALC or Early Childhood
 - Multiple

- Survey Question
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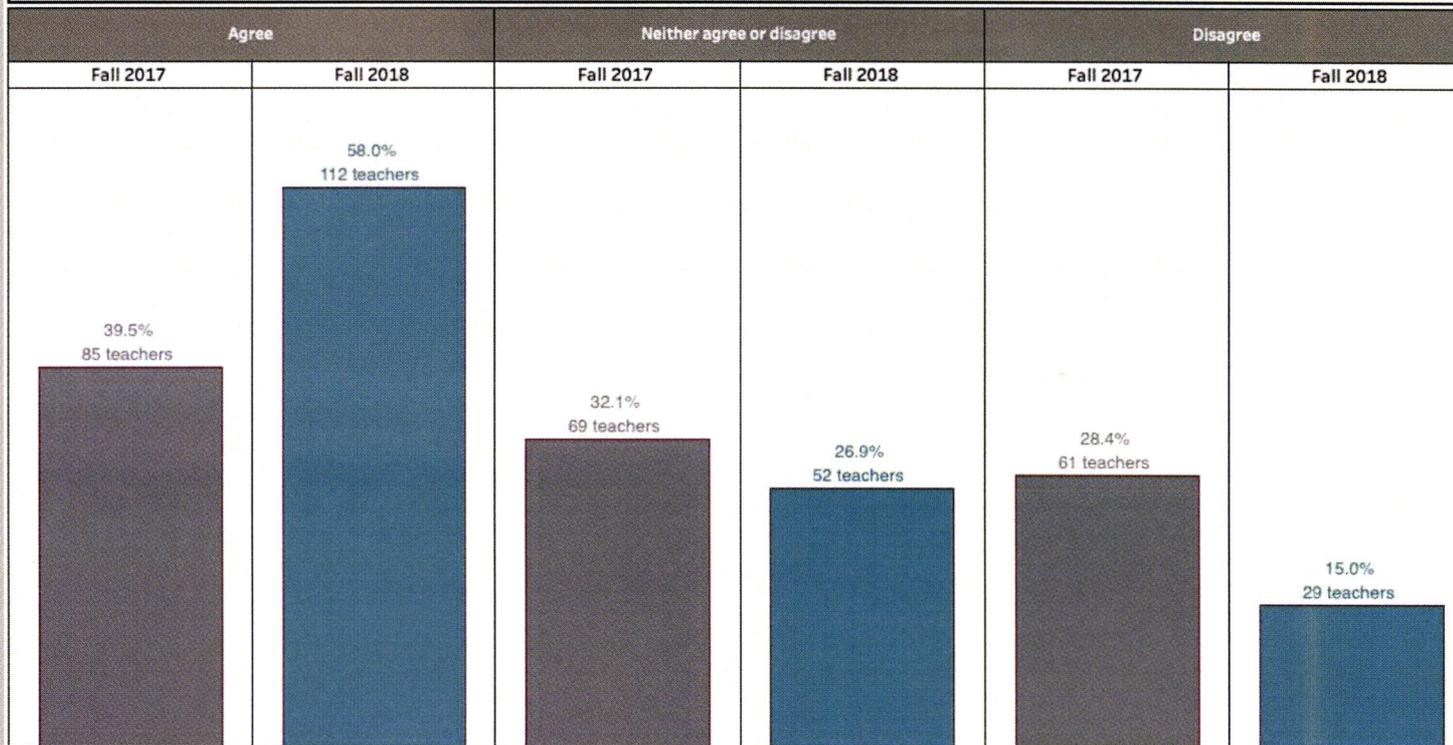
Survey

- Fall 2017
- Fall 2018

12. The change to MacBooks makes my daily teaching more efficient.

Please note that responses do not include teachers who chose "N/A Not Applicable in my Position"

School: All



- School
- (All)
 - Bridgewater Elemen...
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- Survey Question
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- Survey
- Fall 2017
 - Fall 2018

Student Device Update

- Licensed Staff Survey
- Focus group
 - Review feedback (12/17/18)
 - See device presentations (1/28/19)
 - Review of current practice and discussion of learning needs (2/25/19)
- Parent and student surveys being developed



Student Device Focus Group

- 36 Members
- Members from all schools
 - Building principals
 - Multiple grade-level and content area teachers
 - Specialists
 - Student support services
- District services administrators

Student Device Survey Feedback

- **Question:** Our iPad leases will be up in the summer of 2019. As we plan for student devices this fall and winter (implementation in 19-20 school year), what devices would you like us to consider?
 - Full-size iPads
 - Chromebooks
 - Other - Write in

Student Device Feedback

| | ALL | BW | GVP | SB | NMS | NHS | ALC/EC |
|--------------------------------------|-----|----|-----|----|-----|-----|--------|
| No Device Preference Given | 55 | 4 | 8 | 9 | 14 | 13 | 7 |
| Prefer Full-size iPad | 113 | 24 | 21 | 18 | 22 | 22 | 6 |
| Prefer Chromebook | 36 | 4 | 3 | 1 | 6 | 20 | 2 |
| Prefer Full-size iPad and Chromebook | 13 | 2 | 3 | 0 | 4 | 3 | 1 |

*Comments included in Board Packet

Student Device Options

- iPads
 - Full-size
 - Compatible with pencil
 - Double current iPad storage
- Chromebooks
 - Touch screen models

Next Steps

- Review current practices:
 - Use of software and apps
 - Types of projects/device usage expectations
- Identify needs/desires for future use of student devices
- Identify professional learning needs moving forward
- Recommend device to best fit those needs

Current Device Leases

| Current iPad Leases | Device Type | Payment Schedule | Remaining Payment |
|---------------------|-------------------|--------------------------------------|-------------------|
| Phase 1 | 910 iPad Mini 2s | 4th Payment FY19 | |
| Phase 2 | 2,650 iPad Air 1s | 3rd Payment FY19 (½ Booked early) | \$136,200 |
| Phase 3 | 480 iPad Mini 2s | 3rd Payment FY19 | \$35,000 |

Current Device Leases

| | FY16 | FY17 | FY18 | FY19 | FY20 |
|---------|-----------|-----------|-----------|------------------|-----------|
| iPad 2s | \$329,800 | | | | |
| Phase 1 | \$70,200 | \$70,200 | \$70,200 | \$70,200 | |
| Phase 2 | \$136,200 | \$272,300 | \$272,300 | \$272,300 | \$136,200 |
| Phase 3 | | \$35,100 | \$35,100 | \$35,100 | \$35,100 |

Enrollment Considerations

- Since 15-16 school year, enrollment in 4-12 has grown over 150 students
- Upcoming elementary projections show decline in enrollment
- Planning for devices must meet bubble years of enrollment

Questions?

| | No Preference Listed | Both Full-size iPads and Chromebooks |
|----------------------------|---|--------------------------------------|
| ALC/Early Childhood | N/A for Early Childhood Something that teachers students to use keyboard with, not just peck at the iPad | |
| NHS | Any type of laptop would be preferable to entertainment devices. no preference not sure Please no Chromebooks. | |
| NMS | iPads for younger students, chrome books for high school students don't care as I do not use mine. ChromeBooks or MacBooks for High School students as they can type easier on them and help with computer lab space. Continue with iPads at Middle & lower. Perhaps a cart of laptops for middle schools in each wing/floor. I don't have an opinion High school kids need something with a keyboard. The iPads are too limiting for the work they need to do. I think iPads work great for middle school students. | |

| | Full-size iPads | Chromebooks |
|----------------------------|---|---|
| ALC/Early Childhood | | |
| NHS | Bring your own device for students have abused iPads. SMART Board for each classroom space. Wireless connections to projectors. iPads for EAs to use with the students they work with. This will provide them with access to the same content that the students have. | larger MacBook |
| NMS | iPad mini | some type of laptops I believe the students would get more use and benefit from Chromebooks. They would help prepare our students better for career and college. |

| | Full-size iPads | Chromebooks |
|------------|---|-------------|
| SB | <p>Or, the smaller iPads for primary classrooms? Specialists need access to more ipdas, I can't make due with 4 and it's not fair to expect me to use tech in my room if I am not equipt. K-3 I can't use it as an option. Would LOVE to have 1-1 ipads for grade 3</p> | |
| GVP | <p>key boards to use with the iPads when students need to type writing pieces 1:1 for 3rd grade is desperately needed. I feel like I cannot use iPad time efficiently. I know that I would totally try to go paperless in my classroom if I was able to have iPads for every student. It would be easier to "push out" docs to students to complete. We need to have full size ipads in the elementary schools. We also need to move toward 1:1 full size ipads for all students -- for daily work as well as assessments.</p> <p>mini iPads</p> | |
| BW | <p>Enough for my students to have 1:1 iPads mini iPads minis 1 on 1 ipads in 3rd grade</p> | |

Student Device Refresh Focus Group Members

| Name | Location | Position |
|--------------------|-----------------|--|
| Daryl Kehler | ALC | ALC Director |
| Eric Swan McDonald | ALC/NHS | Science |
| Dustee Phenow | BW | Media Specialist |
| Erin Hall | BW | 1st Grade |
| Kate Woodstrup | BW | Art |
| Lahna Tran | BW | Kindergarten |
| Nancy Antoine | BW | Principal |
| Cheryl Hall | DW | Director of Special Services |
| Hope Langston | DW | Director of Assessment Services |
| Lori Warner | DW | Assistive Technology |
| Mary Grace Hanson | DW | Director of Teaching and Learning |
| Sara Pratt | DW | Assistant Director of Special Services |
| Kim Briske | DW | Director of Technology Services |
| Amanda Miller | GVP | Media Specialist |
| Danielle Amundson | GVP | 2nd Grade Compañeros |
| Ellen Trotman | GVP | EL Teacher |
| Robert Garcia | GVP | 4th Grade Compañeros |
| Sam Richardson | GVP | Principal |
| Pam Moening | LF | Occupational Therapist |
| Craig Johnson | NHS | Science |
| Greg Gianopoulos | NHS | Educational Assistant |
| Joel Leer | NHS | Principal |
| Jon Whitney | NHS | Social Studies |
| Karl Viesselman | NHS | Math |
| Karna Hauck | NHS | Art |
| Rebecca Glassing | NHS | Media Specialist |
| Sean DuBe | NHS | Language Arts |
| Amy Allin | NMS | 7th Grade Science |
| Angela Schock | NMS | 6th Grade Math |
| Darrell Sawyer | NMS | 8th Grade Geography |
| Greg Gelineau | NMS | Principal |
| Jan Ensrud | NMS | 7th Grade Language Arts |
| Rafa Estrella | NMS | Art |
| Steve Taggart | NMS | Technology and Engineering |
| Anita Sasse | SB | 1st Grade Compañeros |
| Scott Sannes | SB | Principal |

MEMORANDUM

TO: School Board Members

FROM: Cheryl Hall

DATE: January 28, 2019

RE: Request to hire additional Licensed and non-licensed Special Education Staff at Greenvale Park Elementary

Please consider approval of the following; a 0.5 FTE Licensed Special Education resource room teacher and one 6.75 hours/day special education assistant/ PCA at Greenvale Park Elementary. These positions are required to provide special education instruction and services to support individual student needs as determined by the Individual Education Program Plans (IEP) until the end of the school year. This need is due to the enrollment increase at the beginning of the school year of students with IEPs as well as students initial qualification for special education students during this school year. The district caseload limits are also a factor in the decision for this request.

The total projected cost of salary and benefits for the 0.5 FTE Teacher is \$18,933 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$8,520.

The total projected cost of salary and benefits for the 6.75 hr/day EA is \$9,227 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$4,152.

| Building | Position | FTE | Rationale |
|-----------------|------------------------------------|---------------|---------------------------------------|
| Greenvale Park | Licensed Special Education Teacher | 0.5 FTE | Increased special education caseloads |
| Greenvale Park | Special Education Assistant/ PCA | 6.75 hrs /day | Meet required IEP Accommodations |

Northfield Public Schools 2020-2021 School Calendar

MEET AND CONFER RECOMMENDED
01.18.2019

| July 2020 | | | | | | | July | | January 2021 | | | | | | | January | |
|----------------|----|----|----|----|----|----|---------------|------------------------------------|---------------|----|----|----|----|----|----|----------|---|
| Su | M | Tu | W | Th | F | Sa | | | Su | M | Tu | W | Th | F | Sa | | |
| | | | 1 | 2 | 3 | 4 | 4 | Independence Day | | | | | | 1 | 2 | 1 | No School; Winter Break |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 18 | No School, Martin Luther King Jr. Day |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 28 | End of Second Quarter |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 29 | No School, Teacher Preparation Day |
| 26 | 27 | 28 | 29 | 30 | 31 | | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | | | | 31 | | | | | | | | |
| August 2020 | | | | | | | August | | February 2021 | | | | | | | February | |
| Su | M | Tu | W | Th | F | Sa | | | Su | M | Tu | W | Th | F | Sa | | |
| | | | | | | 1 | | | | 1 | 2 | 3 | 4 | 5 | 6 | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 15 | No School, Staff Development Day |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 25 | SpEd New Teacher Workshop | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 26-27 | All New Teacher Workshop | 28 | | | | | | | | |
| 30 | 31 | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| September 2020 | | | | | | | September | | March 2021 | | | | | | | March | |
| Su | M | Tu | W | Th | F | Sa | | | Su | M | Tu | W | Th | F | Sa | | |
| | | | 1 | 2 | 3 | 4 | | | | 1 | 2 | 3 | 4 | 5 | 6 | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | Aug 31-Sept 3 | Staff Development Days | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 4 | Teacher Preparation Day | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 19 | End of Third Quarter |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 7 | Labor Day | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 22-26 | No School; Spring Break |
| 27 | 28 | 29 | 30 | | | | 8 | First Day of School | 28 | 29 | 30 | 31 | | | | 29 | No School; Teacher Preparation Day |
| | | | | | | | | | | | | | | | | | |
| October 2020 | | | | | | | October | | April 2021 | | | | | | | April | |
| Su | M | Tu | W | Th | F | Sa | | | Su | M | Tu | W | Th | F | Sa | | |
| | | | | 1 | 2 | 3 | | | | | | | 1 | 2 | 3 | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15-16 | No School; Fall Break (MEA) | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | 25 | 26 | 27 | 28 | 29 | 30 | | | |
| | | | | | | | | | | | | | | | | | |
| November 2020 | | | | | | | November | | May 2021 | | | | | | | May | |
| Su | M | Tu | W | Th | F | Sa | | | Su | M | Tu | W | Th | F | Sa | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | 1 | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | End of First Quarter | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 9 | No School; Teacher Preparation Day | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 25-27 | No School, Thanksgiving Break | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | |
| 29 | 30 | | | | | | | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 31 | No School, Memorial Day |
| | | | | | | | | | 30 | 31 | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| December 2020 | | | | | | | December | | June 2021 | | | | | | | June | |
| Su | M | Tu | W | Th | F | Sa | | | Su | M | Tu | W | Th | F | Sa | | |
| | | | 1 | 2 | 3 | 4 | | | | | 1 | 2 | 3 | 4 | 5 | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | Graduation |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | Last Day of School (2-hr early dismissal) |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | Dec 23-Jan 1 | No School; Winter Break | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | |
| 27 | 28 | 29 | 30 | 31 | | | | | 27 | 28 | 29 | 30 | | | | | |
| | | | | | | | | | | | | | | | | | |

Weather make-up days:

If school is closed 3 days on or before 4/15 due to weather, refer to Flexible Learning Days Plan.

Holidays, No School Holidays

No School

No School, Teacher Preparation or Staff Development Days

Student Days:

Term 1: 42 days
Term 2: 46 days
Term 3: 34 days
Term 4: 52 days
TOTAL: 174 days

Summary:

174 student contact days
9 non-student contract days
4 contract days off calendar (4 conferences)
TOTAL: 187 contract days
88 days - first semester; 86 days - second semester

NORTHFIELD PUBLIC SCHOOLS

2020-2021 Calendar

DRAFT

New Teacher Activities

August 25 Special Education New Teacher Workshop
August 26, 27 All New Teacher Workshop

Pre-School Days for all Teachers

Aug 31 - Sept 3 Staff Development Days
September 4 Teacher Preparation Day

September 7 **No School.** Labor Day
September 8 First Day of School/Beginning of 1st Quarter

October 15-16 **No School.** Fall Break (MEA)

November 6 End of 1st Quarter (42 days)
November 9 **No School.** (Teacher Preparation Day)
November 10 Beginning of 2nd Quarter
November 25-27 **No School.** Thanksgiving Break

Dec 23 - Jan 3 **No School.** Winter Break

January 18 **No School.** Dr. Martin Luther King's Birthday
January 28 End of 2nd Quarter (46 days); End of First Semester (88 days)
January 29 **No School.** (Teacher Preparation Day)

February 1 Beginning of 3rd Quarter and Second Semester
February 15 **No School.** (Staff Development Day)

March 19 End of 3rd Quarter (34 days)
March 22-26 **No School.** Spring Break
March 29 **No School.** (Teacher Preparation Day)
March 30 Beginning of 4th Quarter

May 31 **No School.** Memorial Day

June 6 Graduation
June 10 **Last Day of School.** 2-hour early dismissal
End of 4th Quarter (52 days); End of Semester (86 days)

If School is Closed 3 Days On or Before 4/15 Due to Weather

Refer to Flexible Learning Days Plan.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

January 14, 2019
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 Acting Chair Julie Pritchard for the purpose of organizing the Board for the 2019 calendar year.

II. Seat New Board Members

The three School Board members elected in the November election were Julie Pritchard, Jeff Quinnell and Tom Baraniak. The Oath of Office for each of these persons was administered by Acting Vice-Chair Ellen Iverson. Pritchard, Quinnell and Baraniak are each beginning a four-year term of office.

III. Agenda Changes / Table File

An updated analysis of regional school board member stipends was provided for consideration.

IV. Items for Individual Action

A. Election of Officers

1. Election of Board Chair.

Stratmoen moved that Julie Pritchard be nominated as Board Chair. Hearing no further nominations, Julie Pritchard was unanimously elected as Board Chair. School Board Chair Julie Pritchard then chaired the remainder of the Organizational School Board meeting.

2. Election of Vice-Chair.

Goerwitz moved that Ellen Iverson be nominated as Vice-Chair. Hearing no further nominations, Ellen Iverson was unanimously elected as Vice-Chair.

3. Election of Clerk.

Quinnell moved that Noel Stratmoen be nominated as Clerk. Hearing no further nominations, Noel Stratmoen was unanimously elected as Clerk.

4. Election of Treasurer.

Iverson moved that Rob Hardy be nominated as Treasurer. Hearing no further nominations, Rob Hardy was unanimously elected as Treasurer.

B. Set Dates, Times, and Location for Regular Board Meetings

Iverson moved and Goerwitz seconded the schedule for School Board Meetings January 2019 - January 2020. Regular meetings of the Northfield School Board will begin at 7:00 p.m. on the second and fourth Mondays of each month and will be held in the Northfield High School Media Center, with the exception of March, June, July and December when the

Board meets once on the first Monday of the month. The motion was unanimously approved.

C. School Board Member Stipends

Goerwitz moved and Quinnell seconded to establish the stipends for Board members be \$275 per month and \$325 per month for the Board Chair effective July 1, 2019. The motion was unanimously approved.

D. Resolution to Empower the School Board to Combine the Duties of the Offices of Clerk and Treasurer of the School Board in One Person in the Finance Office of the School District

Iverson moved and Goerwitz seconded the Resolution to Empower the School Board to Combine the Duties of the Offices of Clerk and Treasurer of the School Board in One Person in the Finance Office of the School District and to designate Director of Finance Valori Mertesdorf as Deputy Clerk-Treasurer. Voting 'yes' was Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson, and Pritchard. No one voted 'no'. Motion carried.

E. Appoint Board Committee Members

Board Chair Julie Pritchard asked that Board members review current assignments and let her know if there are any committees of particular interest. She will bring to the January 28th meeting the list of committee appointments.

V. Consent Agenda

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

- A. Designated the *Northfield News* as the official newspaper of the Northfield School Board.
- B. Designated Christine Neset, Student Information Systems Coordinator, as the Identified Official with Authority for Minnesota Department of Education Secure Website Access.
- C. Authorized the use of facsimile signatures of officers of the Board in signing School District checks and documents.
- D. The mileage reimbursement rate for use of private automobiles on School District business will be 58.0 cents per mile effective January 1, 2019. This is the new mileage rate established by the Internal Revenue Service.

VI. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned the Organizational meeting at 7:30 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

January 14, 2019

Northfield High School Media Center

- I. Call to Order
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:30 p.m. Present: Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson, and Pritchard.
- II. Agenda Changes / Table File
Table File items were added.
- III. Public Comment
No public comment.
- IV. Announcements and Recognitions
No announcements or recognitions.
- V. Items for Discussion and Reports
 - A. Vaping (e-cigarettes): Information and Impact
Northfield High School physical education/health teachers Leah Sand and John Sand shared information regarding “vaping” among youth in Northfield. They reviewed the history of chemicals used to vape, examples of what vaping equipment looks like, and the current impact at Northfield High School. Superintendent Hillmann shared plans regarding an informational campaign scheduled to create awareness about the topic among parents, students, and the community.
 - B. Prairie Creek Community School & Arcadia Charter School Annual Reports
Simon Tyler, Director of Prairie Creek Community School, and Barb Wornson, Director of Arcadia Charter School, reported on the programs being provided in their two charter schools. Mr. Tyler presented a review of Prairie Creek’s sixteenth year of operation as a charter school and its focus on innovative professional development. Dr. Wornson focused on Arcadia’s progress on four strategic priorities and wellness of the whole student. Arcadia, formerly ARTech, is in its fifteenth year of operation. These reviews and written reports fulfill state requirements for annual reporting as well as the District’s request that each charter school authorized by Northfield Public Schools present an annual report to the School Board.
 - C. Summary of Superintendent’s Mid-Year Evaluation
School Board Chair Julie Pritchard shared her summary of the Superintendent’s mid-year performance evaluation. Board members gave Dr. Hillmann a very strong performance rating, 4.82 on a 5-point scale, across 52 key job responsibilities.
 - D. Additional Non-Licensed Special Education EA/PCA
Director of Special Services Cheryl Hall presented a proposal to increase FTE for a non-licensed special education assistant for school year 2018-2019 to provide services as determined by the Individual Education Program Plan (IEP). Board member Iverson, seconded by Goerwitz, recommended this item be moved to an Item for Individual Action. Motion passed.
- VI. Consent Agenda
On a motion by Quinnell, seconded by Hardy, the Board approved the following Consent Agenda items:
 - A. Minutes. Minutes of the December 10, 2018, Public Hearing and Regular School Board meeting.

B. Gift Agreements.

- \$6,500 donation to Sibley Elementary for STEAM Curriculum in Media and Art
- \$1,217 donation to the Greenvale Park Elementary snack drive

C. Personnel Items

a) Appointments

1. Tiffani Arnevik, Early Ventures Teacher for 30 hours/wk at Longfellow, beginning 01/02/2019; Step 2-\$16.21/hr.
2. Stephanie DeAdder, 1.0 FTE Administrative Support Assistant (Class IV) at the District Office, beginning 01/02/2019; Class IV Step 5-\$20.97/hr.
3. Sandra Dockstader, Targeted Services PLUS Teacher for up to 1.5 hours/day Mon-Thurs. at Bridgewater, beginning 01/09/2019-03/21/2019; Yr. 1-\$27.11/hr.
4. Ethan Ellis, Event Worker-Speech Judge as needed at the High School, beginning 01/04/2019;
5. Stephanie Ennis, 1.0 FTE Long Term Substitute Grade 4 Teacher at Greenvale Park, beginning 01/23/2019-04/19/2019; MA, Step 2
6. Daniel Foley, 1.0 FTE Long Term Substitute Grade 4 Teacher at Sibley, beginning 01/28/2019-03/22/2019; MA+30, Step 15
7. Faith Goede, Event Worker-Speech Judge as needed at the High School, beginning 01/04/2019;
8. Anika Hodel, 1.0 FTE Long Term Substitute First Grade Compañeros Teacher at Bridgewater, beginning on or about 01/02/2019-on or about 03/01/2019; Daily Sub Rate until licensed is received then BA, Step 1
9. Bronte Karvel-Fuller, Community Services Recreation Position for 3 hours/day with Community Services, beginning 01/07/2019-05/31/2019; Open Gym \$11.00/hr., Aquatics Lead \$10.50/hr., Lifeguard \$10.50/hr., Swim Aide \$10.15/hr.
10. Matthew Kolstad, Event Worker-Speech Judge as needed at the High School, beginning 01/04/2019;
11. Tania Legvold, Rock N Roll Revival-Costumer for 2 hours/day at the High School, beginning 12/06/2018; \$3,000 Stipend
12. Sara Medin, 1.0 FTE Long Term Substitute Kindergarten Teacher at Sibley, beginning on or about 02/21/2019-06/07/2019; BA, Step 1
13. Amra Mucic, Community School Evening Site Assistant for 3 hours/day for 2 days/wk at Greenvale Park, beginning 01/08/2019-06/07/2019; Step 1-\$12.88/hr.
14. Claire Mueller, Event Worker-Speech Judge as needed at the High School, beginning 01/04/2019;
15. Matti Prayfrock, Community School Evening Site Assistant for up to 7 hours/day up to 3 weeks at Greenvale Park, beginning 12/27/2018-06/07/2019; Step 3-\$13.56/hr.
16. Eva Reinicke, Assistant Nordic Ski Coach-hourly for 2 hours/day at the High School, beginning 12/27/2018; \$14.00/hr.
17. Maya Rogers, Event Worker-Speech Judge as needed at the High School, beginning 01/04/2019;
18. Patricia Sahl, .83 FTE Long Term Substitute Physical Education Teacher at the Middle School and ALC, beginning 01/04/2019-01/31/2019; Daily Sub Rate
19. Madeleine Schilling, Event Worker-Speech Judge as needed at the High School, beginning 01/04/2019;
20. Hannah Summers, Event Worker-Speech Judge as needed at the High School, beginning 01/04/2019;
21. Megan Tarmann, Event Worker-Speech Judge as needed at the High School, beginning 01/04/2019
22. *Kati Awad, Supervisory Lunchroom Educational Assistant for 2 hours/day at Sibley, beginning 01/22/2019-06/07/2019; Gen Ed Step 1-\$15.03/hr.
23. Lesly Martinez Reyes, KidVentures Site Assistant for 23.5 hours/wk at Sibley, beginning 01/22/2019; Step 3-\$13.56/hr.
24. Jenni Roney, 1.0 FTE Enrichment Coordinator with Community Services, beginning 02/04/2019; \$57,146-prorated for the 2018-19 school year + Step 2 prorated.
25. Remy Soulak, KidVentures Student Site Assistant for up to 17 hours/wk at Sibley, beginning 01/22/2019; \$9.86/hr.

b) Increase/Decrease/Change in Assignment

1. Robbin Hedberg, Targeted Services PLUS Site Assistant at Bridgewater, change to Targeted Services PLUS Site Leader for up to 1.5 hours/day Mon.-Thurs. at Bridgewater, effective 01/02/2019-03/21/2019; Step 1-\$15.90/hr.
2. Katrina Meehan, Science Teacher at the Middle School, add an overload for 7th grade science at the Middle School, effective 01/28/2019-06/07/2019.
3. Gloria Sterud, Special Ed EA-PCA at the Middle School, add Special Ed EA Extracurricular Activity Support for the District, effective 12/7/2018-06/07/2019.

4. Ella Stromme, Targeted Services PLUS Site Assistant at Greenvale Park, add Community School Evening Site Assistant at Greenvale Park, effective 12/27/2018-06/07/2019; Step 1-\$12.88/hr.
 5. Sarah Swan McDonald, Teacher at the High School, add Event Worker-Speech Judge at the High School, effective 12/20/2018.
 6. Tricia Farnor Christopherson, Substitute Teacher with the District, change to Long Term Substitute Teacher at Greenvale Park, effective 01/23/2019-02/01/2019.
 7. Nancy Schwartz, Community School Club Leader at Greenvale Park, add Thursdays for 3 hours/day at Greenvale Park, effective 01/17/2019-05/16/2019.
- c) Leave of Absence
1. Christa Danielson, Teacher at Bridgewater, FMLA/Medical Leave of Absence for Childcare, effective on or about 03/25/2019 for eight work weeks.
 2. Kimbra Dimick, Teacher at Greenvale Park, FMLA/Medical Leave of Absence for Childcare, effective on or about 05/19/2019 for twelve work weeks with the potential for a slight adjustment to the end time due to conferences.
 3. Diane Frederick, Special Ed Teacher at the Middle School, FMLA/Medical Leave of Absence, effective 01/29/2019-03/11/2019.
 4. Becki Haar, Teacher at Sibley, FMLA/Medical Leave of Absence, effective on 01/28/2019 for six to eight work weeks.
 5. Updated: Sheila Hetzel, Teacher at Greenvale Park, FMLA/Medical Leave of Absence for Childcare, effective on 01/23/2019-04/19/2019.
 6. Kelly Johnson, Teacher at Sibley, FMLA/Medical Leave of Absence for Childcare, effective on or about 3/28/2019-05/14/2019.
 7. Suzanne Lanza, Teacher at Bridgewater, FMLA/Medical Leave of Absence for Childcare, effective on 1/7/2019-03/01/2019.
 8. Sara Medin, Educational Assistant at Sibley, Leave of Absence due to taking a Long Term Substitute position with the District, effective on or about 02/21/2019-06/07/2019.
 9. Jessica Rushton, Special Ed EA at Sibley, FMLA/Medical Leave of Absence, effective on 03/21/2019-04/10/2019.
 10. Updated: Megan Wheelock, Teacher at Bridgewater, FMLA/Medical Leave of Absence for Childcare, effective on or about 10/19/2018-03/08/2019.
 11. Lori Witt Macrae, Special Ed EA at Sibley, FMLA/Medical Leave of Absence, effective on 01/02/2019-01/25/2019.
 12. Mary Huberg, Administrative Assistant at the ALC, FMLA/Medical Leave of Absence, effective 01/10/2019 and to continue on an intermittent basis for up to 60 work days.
- d) Retirements/Resignations/Terminations
1. Gloria Alcocer, Targeted Services PLUS Site Assistant, resignation effective 01/01/2019.
 2. Sonya Ehmer, Targeted Services PLUS, resignation effective 12/14/2018.
 3. Amy Gunderson, Site Assistant with Community Services, resignation effective 11/25/2018.
 4. Cindy Keogh, KidVentures Site Assistant, resignation effective 01/02/2019.
 5. Shannon Kuball, Community Services Enrichment Coordinator, resignation effective 11/28/2018.
 6. Leigh Langehough, Assistant Nordic Ski Coach, declined position, effective 12/17/2018.
 7. Nancy Sparby, Office Generalist at the High School, resignation effective 01/18/2019.

VII. Superintendent's Report

A. Items for Individual Action

1. Resolution Ratifying the Award of the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of General Obligation School Building Bonds, Series 2019A.

Shelby McQuay from Ehlers, Inc. reviewed the January 10, 2019 Sale Day Report. On a motion by Stratmoen, seconded by Iverson, the Board approved the Resolution Ratifying the Award of the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of General Obligation School Building Bonds, Series 2019A. Voting 'yes' was Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson, and Pritchard. No one voted 'no'. Motion carried.

2. Greenvale Park Campus' Name.

On a motion by Quinnell, seconded by Baraniak, the Board approved “Greenvale Park Elementary” as the official name for the District's new elementary school; “Greenvale Park” as the name of the educational campus it sits upon; and to identify the official name of the District’s early childhood center, located in the current Greenvale Park Elementary building, at a later date. Motion carried.

3. Additional Non-Licensed Special Education EA/PCA

On a motion by Iverson, seconded by Goerwitz, the Board unanimously approved the hiring of a 6.75 hours/day FTE increase for a non-licensed special education assistant PCA at Longfellow/ALC until the end of the 2018-20 school year at a projected cost of salary and benefits of \$12,210 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$5,494. Motion carried.

VIII. Items for Information

- A. Enrollment Report. Superintendent Hillmann reviewed the January 2019 enrollment report.
- B. Construction Update. Superintendent Hillmann provided Construction Update #1 which included the kick-off meeting between the project oversight committee, Wold, and Knutson; the solicitation and finalization of the core planning team participants for the new Greenvale Park Elementary school and the team’s meeting schedule; and the plans to schedule core planning team meetings for Bridgewater and Sibley Elementary schools.
- C. Review of School Nutrition Programs. Stephany Stromme, Director of Child Nutrition Services, provided a memo to the Board, informing the Board about the state and federal administrative review of the nutrition programs at Greenvale Park Elementary and the SUN Program with CVSEC. The School Nutrition Programs administrative review will take place the week of March 11, 2019.

IX. Future Meetings

- A. Monday, January 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, February 11, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, February 25, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Baraniak, the Board adjourned at 9:41 p.m.

Noel Stratmoen
School Board Clerk

**MSHSL Foundation
FORM B Grant Request Categories
School Year 2018-2019**

Each year the MSHSL Foundation Board meets to address the focus for grant requests from member schools and related conferences or regions. The **2019 focus is for three specific areas:**

1. Leadership Initiatives: such as WHY WE PLAY or related programs
2. Safety: such as AEDs, concussion training/evaluation, etc.
3. Transportation that reduces barriers to participation. This DOES NOT include normal transportation to and from athletic or fine arts competition

Requests for items identified in Appendix A will not be considered by the Foundation Board.

The MSHSL Foundation Board of Directors may approve other requests as determined by the Foundation Board of Directors at any regularly scheduled meeting.

FORM B MUST BE SUBMITTED NOT LATER THAN FEBRUARY 1, 2019

GRANT APPLICATIONS MAY BE SUBMITTED IN SUPPORT OF EDUCATION-BASED ATHLETIC OR FINE ARTS ACTIVITIES.

FORM B - SEMINARS OR TRAINING OPPORTUNITIES:

1. Training sessions for coaches/students/member school personnel regarding WHY WE PLAY or similar leadership initiatives.
2. Health and Safety Education such as *Anyone Can Save a Life*, concussion training/evaluation, care and prevention of injuries, etc.
3. Transportation that prohibits barriers to participation. **The specific barrier(s) must be clearly identified and fully explained.** This category MAY NOT include normal transportation to and from scheduled school contests/competitions. Such requests will not be funded.

FORM B
Minnesota State High School League Foundation
Application for Grant
School Year 2018-2019

Mission Statement: Founded in 2007, the Minnesota State High School League Foundation is a nonprofit association, serving both public and private schools, created to complement the Minnesota State High School League by providing support for Minnesota's high school youth to participate in athletics and fine arts. Minnesota State High School League Foundation's goals are to promote the growth of high school students through participation in valuable extra-curricular activities.

Awarding of Grants: The primary goal of the Foundation will be to award grants that assist, recognize, promote, and fund extra-curricular participation by high school students in athletic and fine arts programs. These grants will be awarded based upon gender balance, school size and geographic location to the extent possible.

THE APPLICATION MUST BE SUBMITTED ELECTRONICALLY TO THE MSHSL FOUNDATION NO LATER THAN FEBRUARY 1, 2019. ALL REQUIRED INFORMATION MUST BE INCLUDED IN ORDER FOR THE APPLICATION TO BE CONSIDERED (see Item #6).

Date of Application 1/24/19

Northfield High School

8031934

Name of School/Organization

Federal Tax ID Number

1400 Division St S

Street

Northfield

MN

55057

City

State

Zip Code

507-663-0633

507-645-3455

Phone

Fax

Please identify the SPECIFIC Amount Requested: **\$1805** (Maximum \$5,000.00)

Since inception, the average amount approved has been \$2,000.

1. Describe (1) your request (see Appendix A on page 6), (2) the amount requested (see Appendix B on page 7), you must submit a **DETAILED LINE ITEM BUDGET SPECIFIC TO YOUR REQUEST**, and (3) your timetable for completing the project. **THE REQUEST WILL NOT BE REVIEWED UNLESS SUBMITTED PER THE DIRECTIONS IN APPENDIX A and B.** Additional pages can be attached to this request if necessary.

Northfield High School is requesting \$1805 to assist in the funding of the leadership program called RALIE - Raider Athletic Leaders Inspiring Enthusiasm. RALIE is a group approximately 60 athletes who have committed to be drug and alcohol free, devoting their time and energy to influence their teammates and school culture.

The RALIE Purpose Statement reads: RALIE commits to lead with passion and to build a fun environment that inspires enthusiasm and positive relationships throughout Raider Nation!

The group meets once a month with 4 staff members. Staff members are Coaches but also serve as the Trainer, Counselor and Teacher. Monthly meetings are one hour in length with lessons adapted from the Inside Out Initiative. Students are to go through the lesson with the group leaders and then throughout the month are given homework to apply the lessons with their teams.

The year kicks off in August, with Craig Hillier coming to Northfield to speak with the students. Each student is given one of Craig's books to use as a resource throughout the school year. Some of the students even speak at the Fall parent/athlete kick off meeting, where over 900 people are in attendance. The students speak to the mission of RALIE and the importance of staying healthy and chemical free.

RALIE provides safe and drug free opportunities throughout the year for Northfield students to participate in. Activities range from kickball tournaments to black volleyball in the gym, to serving food at the homecoming tailgate. Each activity is meant to provide a safe place for students to go after games rather than going home or going to parties.

The RALIE students are influential in the school on the field, in the classrooms and in the hallways. Potential RALIE members are juniors and seniors, and all must complete an application process to participate.

2. Describe how the funds requested for the identified project furthers the stated mission and primary goal(s) of the MSHSL Foundation AND the mission and goals of your school district as identified by your school board.

RALIE activities and initiatives further MSHSL goals specific to participation in extracurricular activities and more specific to the 2019 focus on leadership initiatives. Our partnership with Craig Hillier solely focuses on leadership development among our upperclass students who participate in extracurricular activities in ways that our student leaders positively influence their sports and activities and our student body as a whole.

3. Are there any other similar programs that serve the same geographic area and groups of people identified in question number one (1) above? If the answer is, "Yes", please explain the relationship between the two programs. If the answer is, "No", please continue on to question number five (5).

Northfield High School has a second leadership group called Life of an Athlete (LOA). This leadership group is a subgroup of the above mentioned RALIE. Life of an Athlete members are also members of RALIE, and on some levels act as the leaders of RALIE. All Life of an Athlete members benefit from the same leadership training and leadership books. RALIE has around 60 members, and Life of an Athlete consists of 8-10 members. This is a smaller group that meets times in addition to RALIE meetings and helps plan chemical free events for Northfield athletes to attend. LOA also organizes elementary and middle school educational talks on chemical use and what it means to be an athlete.

4. List other actual or proposed sources for funding of the project, including the amounts of the other requests and commitments from other entities. Indicate those sources from which commitments have been received with an asterisk.

In the past, RALIE's primary funding source was a local family who lost one of their children in a car accident while she was in high school. We continue to reach out to this family on an annual basis for financial support, but the family has now moved and our contact has become less frequent.

5. If your School or School District, is submitting a grant request, please attach the following information:

- a. A copy of the MSHSL Foundation Board of Directors' Resolution (see sample resolution on page 6) requesting funds from the Foundation as identified in your grant request OR a copy of the official minutes from the school board meeting when the grant request was approved.
- b. Line Item Budget (see sample line item budget on page 7).
- c. Other documents you may determine to be important for the MSHSL Foundation Board of Directors to review.

• This application will not be considered unless the entire application is submitted including all required attachments.

• Please note that the MSHSL Foundation Board of Directors may request additional information regarding any proposal.

Joel Olson
Printed Name of Person Requesting the Grant

Jolson@northfieldschools.org
Email Address

Signature of Person Requesting the Grant

1/24/19
Date Completed

FORM B MUST BE SUBMITTED NO LATER THAN FEBRUARY 1, 2019.

FORM B

**RESOLUTION OF SCHOOL BOARD SUPPORTING
FORM B APPLICATION TO
MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION**

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

WHEREAS, the Northfield School District Board of Education recognizes the value of students participation in extracurricular activities; and

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

THEREFORE, BE IT RESOLVED, that the Northfield School District Board of Education supports the District's application to the Minnesota State High School League Foundation for a FORM B grant.

Date

Board Chair

Date

Board Clerk - Treasurer

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

APPENDIX B

MSHSL Foundation

FORM B

Expenditure Line Item Budget

Grant Request Student
Leadership/Raider
Athletic Leaders
Increasing Enthusiasm -
RALIE

Amount
Requested: \$1,805

| | Quantity | Price | Total |
|-----------------------------------|----------------------|----------|-------------------|
| Speaker: Craig Hillier | 1 | \$900.00 | \$900.00 |
| High School Sports Leader Books | 50 | \$8.50 | \$425.00 |
| Craig Hillier Clinic Registration | 12 | \$40.00 | \$480.00 |
| | Total Request | | \$1,805.00 |

Northfield Public Schools School Board and District Committees

Individual School Board members serve on several Board and District 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 by individual members who will serve on Task Forces and Ad Hoc Committees.

Membership on Board and District Standing Committees

Board Committees

| | |
|-------------------------------|--|
| Board Meet and Confer | Ellen Iverson, Julie Pritchard |
| Board Negotiations | Board members assigned by Board Chair |
| Board Policy Review Committee | Ellen Iverson, Rob Hardy, Noel Stratmoen |

District Committees

Meets Monthly:

| |
|-------------------------------------|
| Community Services Advisory Council |
| Wellness Advisory Committee |
| District Youth Council |

Current Board Representative

| |
|---------------|
| Amy Goerwitz |
| Jeff Quinnell |
| Ellen Iverson |

Meets Quarterly:

| |
|-------------------------------|
| Northfield Forward |
| Northfield Enact |
| Facilities Advisory Committee |
| Finance Advisory Committee |
| Activities Advisory Committee |
| Professional Growth (NEA) |

| |
|--|
| Tom Baraniak, Julie Pritchard |
| Amy Goerwitz |
| Tom Baraniak, Noel Stratmoen |
| Rob Hardy, Julie Pritchard, Noel Stratmoen |
| Jeff Quinnell |
| Jeff Quinnell |

Meets As Needed:

| |
|-----------------------------------|
| Review of Instructional Resources |
| TORCH Advisory Group |

| |
|----------------|
| Noel Stratmoen |
| Rob Hardy |

Representatives to Organizations and Governing Bodies

Meets Monthly:

| | |
|---|------------------------------------|
| Cannon Valley Special Education Cooperative (CVSEC) | Superintendent Hillmann, Rob Hardy |
| Human Rights Commission | Tom Baraniak |
| Northfield Area Chamber of Commerce | Superintendent Hillmann |

Meets Quarterly:

| | |
|---|-----------------|
| Schools for Equity in Education (SEE) | Julie Pritchard |
| Council of Champions – Northfield Promise | Julie Pritchard |

Communication as Needed:

| | |
|--|-----------------|
| Legislative Liaison (MSBA) | Julie Pritchard |
| Minnesota State High School League (MSHSL) | Julie Pritchard |

Purpose: The purpose of the construction update at each Board meeting is to provide information regarding the five construction projects authorized by the public in November 2018.

January 2019

- Finalize core planning team participants
- Scheduled core planning team meetings for new elementary school:
 - Tuesday, Jan 15 - kickoff event with the core planning team, architects, and construction management representatives
 - Tuesday, Jan 22 - tour elementary schools
 - Thursdays: Jan 31, Feb 7, 14, 21, 28 - core planning team meetings
- Schedule core planning team meetings for Bridgewater Elementary addition/renovation
- Schedule core planning team meetings for Sibley Elementary additions/renovation
- On January 22, the Greenvale Park core planning team toured McKinley Elementary in Owatonna, Rosa Parks Elementary in Mankato, Jackson Elementary in Shakopee and East Lake Elementary in Lakeville (ISD 196.)
- The next Greenvale Park core planning committee meeting is on January 31, 2019.
- Invitations for the Bridgewater Elementary addition/renovation core planning team were sent on January 23, 2019. The first Bridgewater core planning team meeting will be on February 7, 2019.