

INDEPENDENT SCHOOL DISTRICT 659
PUBLIC HEARING
Monday, November 27, 2017
6:30 PM -7:00 PM
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Procedures for Public Hearings
- III. Review outcomes of the 2016-2017 World's Best Workforce Plan and goals and strategies for the upcoming school year.
- IV. Opportunity for Community Feedback
- V. Adjournment

PROCEDURES FOR PUBLIC HEARINGS BEFORE THE SCHOOL BOARD

It is a policy of the Northfield School Board to obtain as much information from as many sources as possible prior to making decisions. In order to assess public attitude, the Board will schedule public hearings, the purpose of which is to take public testimony from members of the school district on issues under consideration by the Board.

Every effort will be provided at a public hearing for all points of view to be heard and considered. To that end, the Board has adopted the following procedures:

- 1) Individuals wishing to address the Board shall be recognized by the Chair prior to speaking.
- 2) Each speaker will state her/his name prior to making comments.
- 3) Each speaker will be limited to three-minutes unless the limit is waived by a majority vote of the Board members present at the beginning of the hearing.
- 4) An individual may speak more than once provided others wishing to speak have had an opportunity to do so.
- 5) Questions for clarification are appropriate, but debate of issues is not.
- 6) Written testimony may also be presented to the Board, either at the hearing, or prior to the meeting at which action on the pending issue is scheduled.

World's Best Workforce Northfield Public Schools

ANNUAL PUBLIC MEETING – NOVEMBER 27, 2017

All children are ready for school.

GOAL ONE

80% or more of incoming kindergarten students will be academically and behaviorally ready for kindergarten in the fall of 2017.

2016-2017 WBWF DISTRICT GOAL

Aligns with the district strategic vision: "We will prepare every student for lifelong success within a world-class learning environment with a commitment to community partnerships and sustainability."

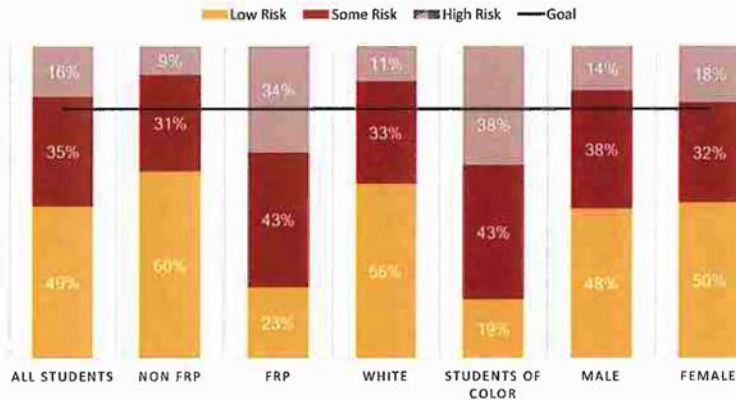
2017 WBWF Results

Fall 2017 FAST results indicated 84% of kindergarteners were ready in reading and 81% in math. Additionally 89% of the Class of 2030 were socially and emotionally ready for kindergarten.

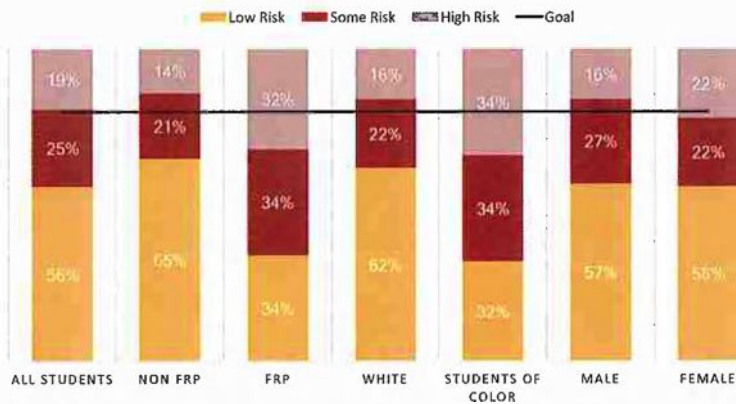


Source: Students scoring Low and Some Risk on 2017 Fall FAST assessment in early reading and math skills, and low risk on the FAST Developmental Milestones.

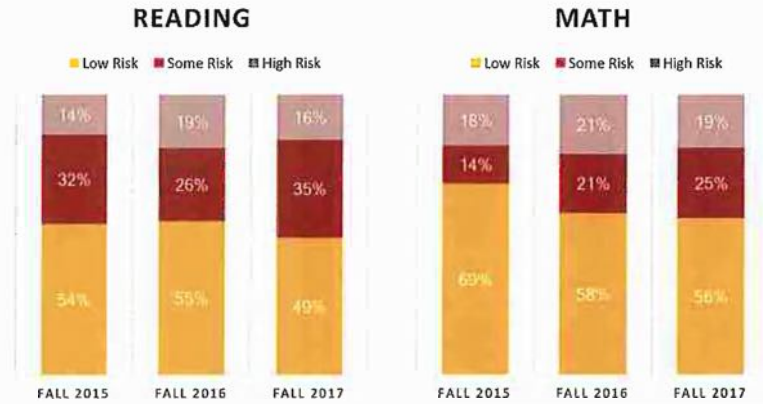
K Reading Readiness Fall 2017



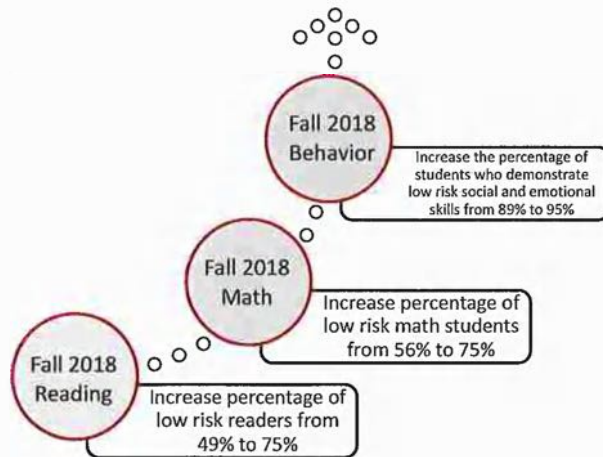
K Math Readiness Fall 2017



Readiness Progress



2017 – 2018 Readiness Goals



All third graders can read at
grade level.

GOAL TWO

80% of third graders will meet or exceed
grade level standards on the 2017 MCA.

2016-2017 WBWF DISTRICT GOAL

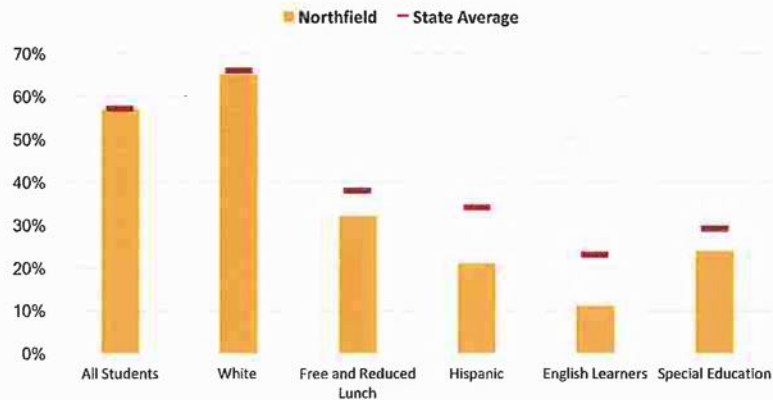
Aligns with the district strategic plan ongoing priority: "Robust, core subject instruction."

2017 WBWF Results

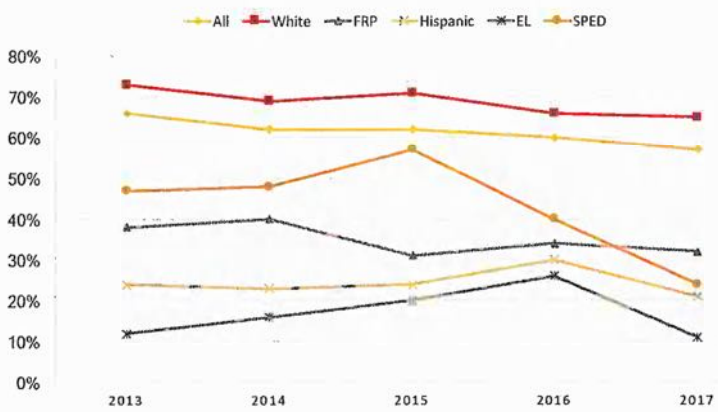
Third grade MCA reading proficiency in Northfield declined for the fourth consecutive year since the standards change, from 59.6% in 2016 to 56.9% in 2017.

Source: 2017 Spring MCA Scores

2017 MCA Reading Results – Grade 3

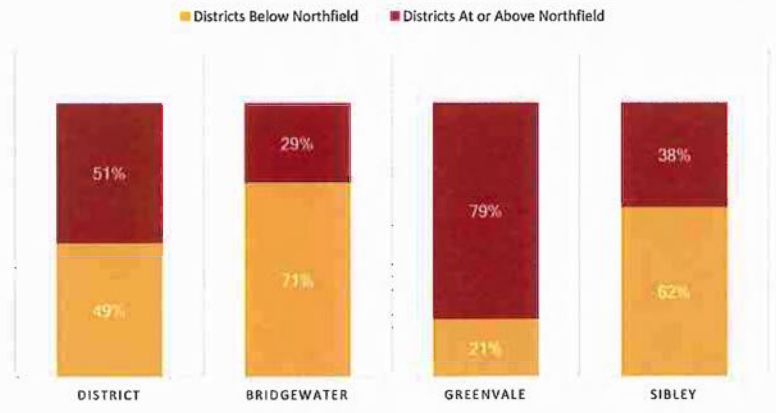


Third Grade MCA Reading Trends



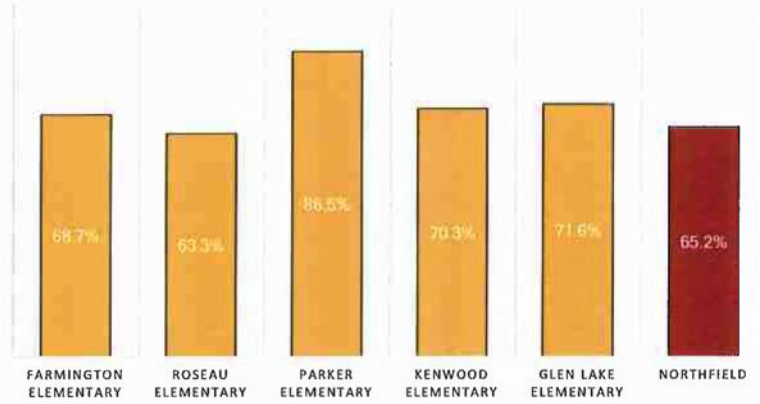
2017 State Context for Grade 3 Reading

All Reading Accountability Test Proficiency Rates with Cell Size Larger Than 9 Students



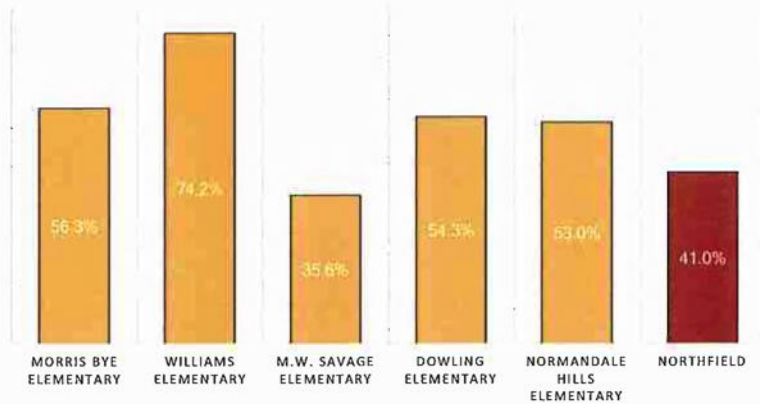
Bridgewater Peer Context for Grade 3 Reading

2017 Carleton College Research Study of Demographically Similar Peer Schools



Greenvale Peer Context for Grade 3 Reading

2017 Carleton College Research Study of Demographically Similar Peer Schools

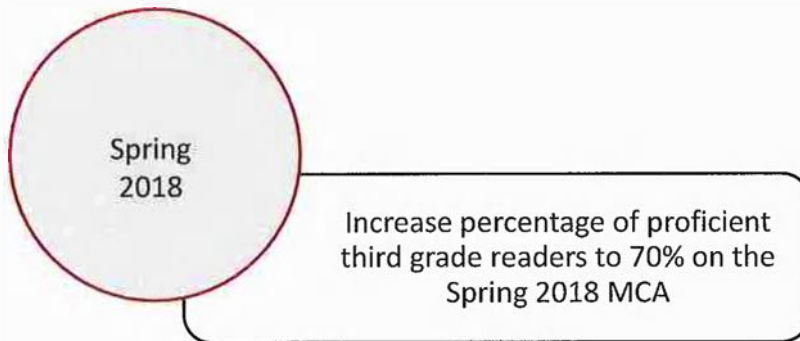


Sibley Peer Context for Grade 3 Reading

2017 Carleton College Research Study of Demographically Similar Peer Schools



2017 – 2018 Grade 3 Reading Goal



All racial and economic achievement gaps between students are closed.

GOAL THREE

Northfield School District will exceed the state reading and math averages for “On Track” students in the Hispanic, FRP, LEP, and SPED student groups 100% of the time on the 2017 MCAs.

2016-2017 WBWF DISTRICT GOAL

Aligns with the district strategic plan near term priority: “Equitable opportunities and support for all career and college paths.”

2017 WBWF Results

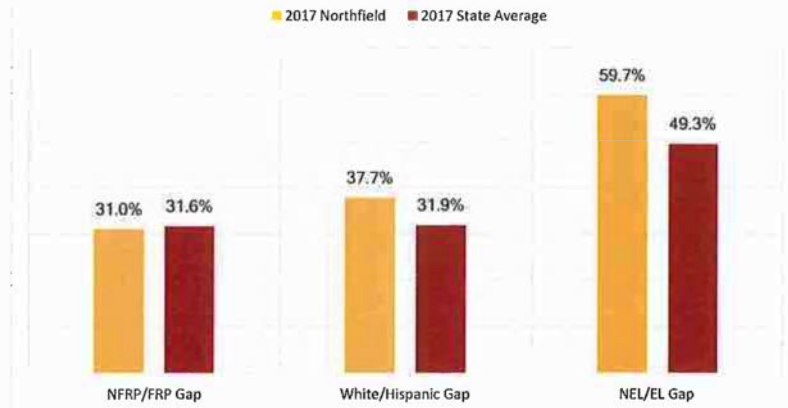
On the 2017 MCA, FRP and SPED students exceeded the state "On Track" average in both reading and math (100%). Hispanic students exceeded the state "On Track" average in Math only (50%), and EL students did not exceed the the state "On Track" average in either reading or math (0%).

Source: 2017 Spring MCA Scores

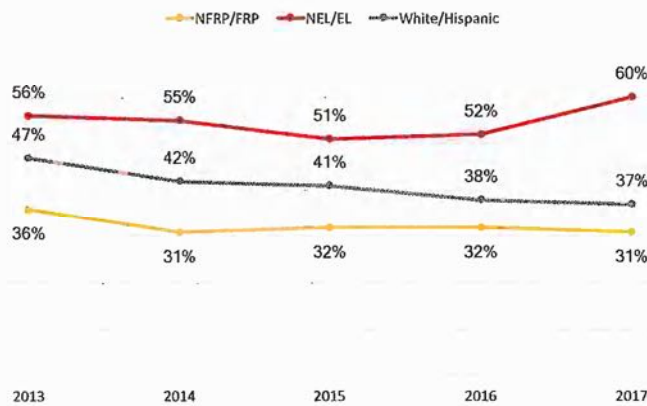
On Track - 2017 MCAs

Student Group	Northfield Reading On Track	State Reading On Track	Northfield Math On Track	State Math On Track
Hispanic	40.6%	42.3%	39.6%	39.0%
FRP	46.5%	43.7%	45.3%	40.4%
EL	32.4%	34.6%	33.3%	35.9%
SPED	48.4%	37.9%	50.8%	36.1%

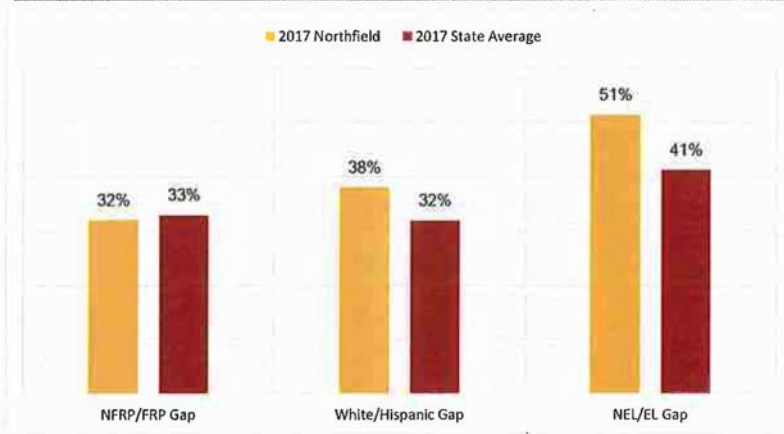
2017 Reading Achievement Gap Results (All Accountability Tests)



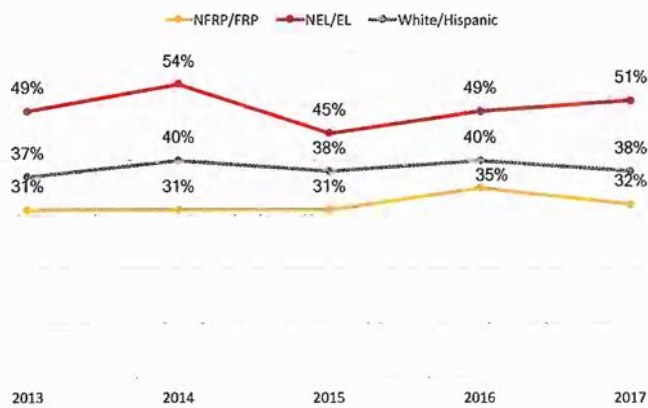
District Reading Proficiency Gap Trends



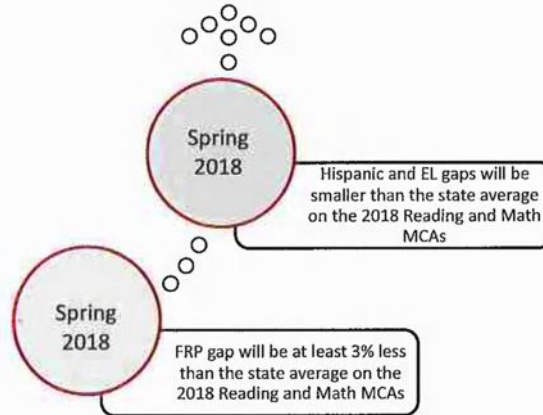
2017 Math Achievement Gap Results (All Accountability Tests)



District Math Proficiency Gap Trends



2017 – 2018 Achievement Gap Goal



What's Next

Action Steps:

- ❖ Mother Goose curriculum provided to home daycare providers
- ❖ Implementation of Second Step curriculum (PK – Grade 8)
- ❖ Collaborative Classroom Literacy curriculum adoption (K – 5)
- ❖ Online differentiated literacy instruction (Grades 1 – 7)
- ❖ Move 5 Initiative (Grade 3)
- ❖ Professional learning opportunities
- ❖ PLC team focus areas
- ❖ Addition of MTSS Math at the high school
- ❖ Northfield Promise Ready action teams and collaborative work

All students are ready for
career and college.

GOAL FOUR

80% of Northfield eighth graders will be
proficient on the 2017 reading and math
MCAs.

2016-2017 WBWF DISTRICT GOAL

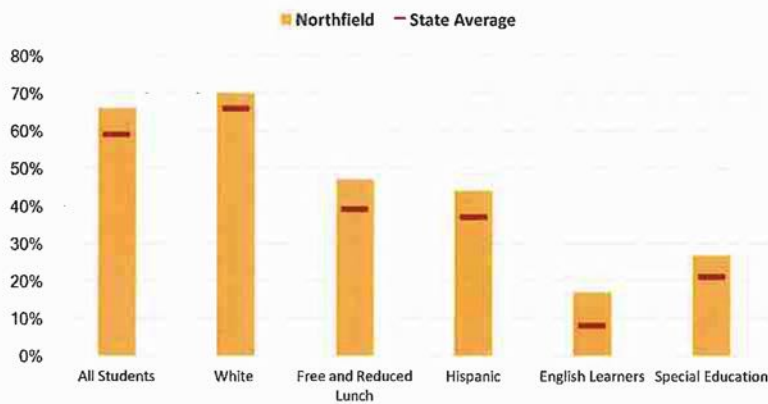
Aligns with the district strategic plan near term priority: "Equitable opportunities and support for all career and college paths."

2017 WBWF Results

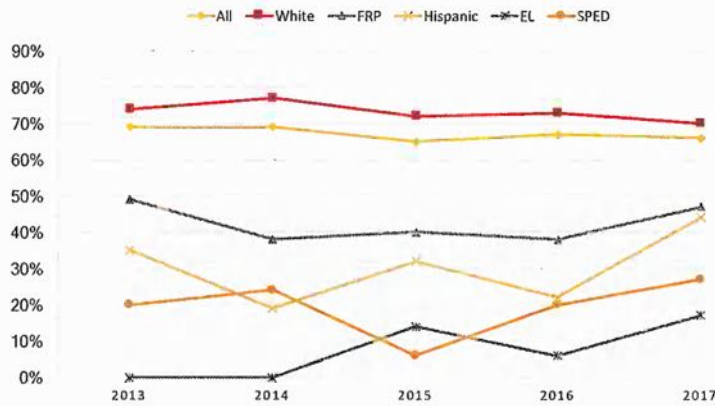
Grade 8 2017 MCA reading proficiency was 66%, and the MCA math proficiency level was 71% reversing a four year decline.

Source: 2017 Spring MCA Scores

2017 MCA Reading Results – Grade 8



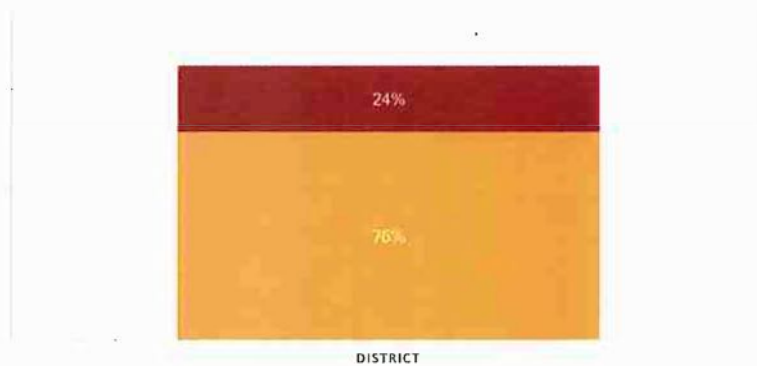
Grade 8 2017 MCA Reading Trends



2017 State Context for Grade 8 Reading

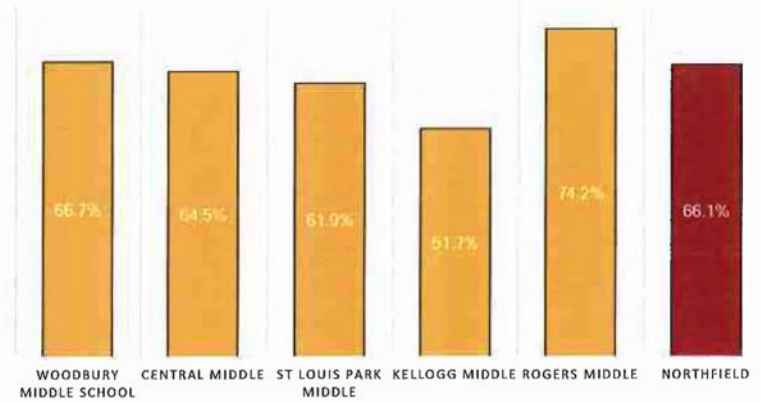
All Reading Accountability Test Proficiency Rates with Cell Size Larger Than 9 Students

■ Districts Below Northfield ■ Districts At or Above Northfield

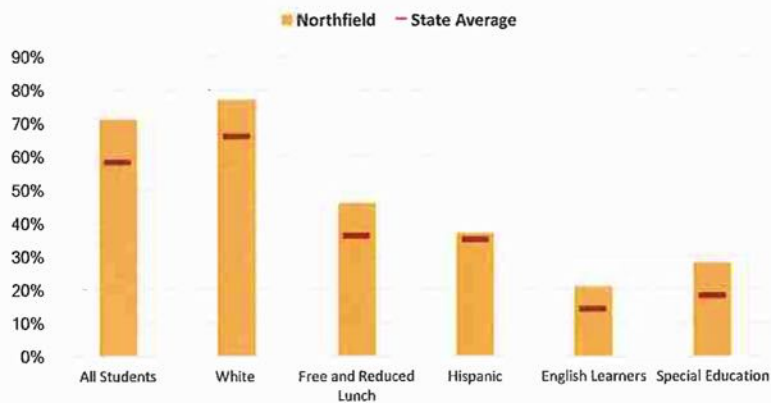


Peer Context for Grade 8 Reading

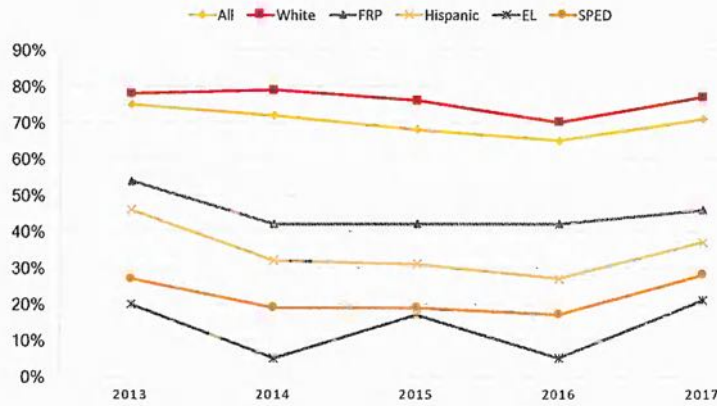
2017 Carleton College Research Study of Demographically Similar Peer Districts



2017 MCA Math Results – Grade 8



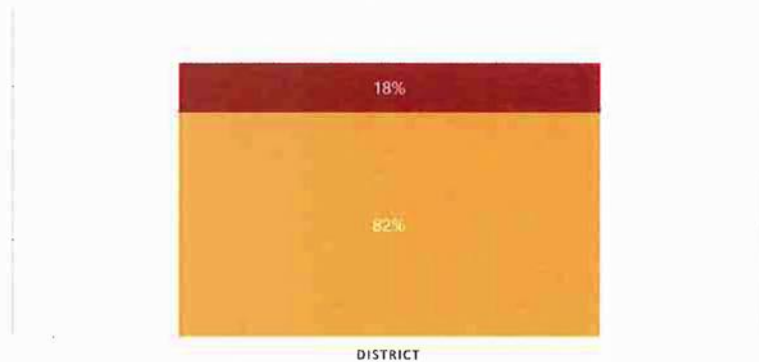
Grade 8 MCA Math Trends



2017 State Context for Grade 8 Math

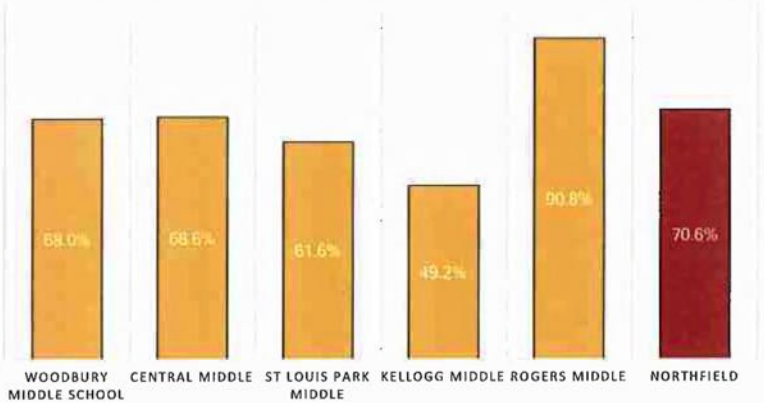
All Reading Accountability Test Proficiency Rates with Cell Size Larger Than 9 Students

■ Districts Below Northfield ■ Districts At or Above Northfield



Peer Context for Grade 8 Math

2017 Carleton College Research Study of Demographically Similar Peer Districts



Northfield School District will increase the percentage of 11th graders reaching the college ready composite benchmark by 6% to 68% in 2017.

2016-2017 WBWF CAREER AND COLLEGE READINESS DISTRICT GOAL

Aligns with the district strategic plan near term priority: "Equitable opportunities and support for all career and college paths."

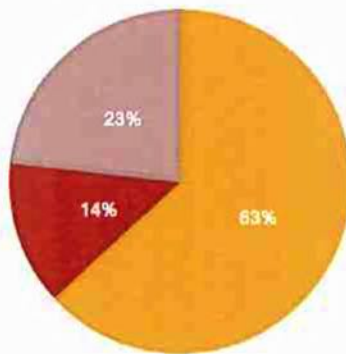
2017 WBWF Results

63% of 11th graders met the College Ready Benchmark Composite score in 2017.

Source: ACT Corp

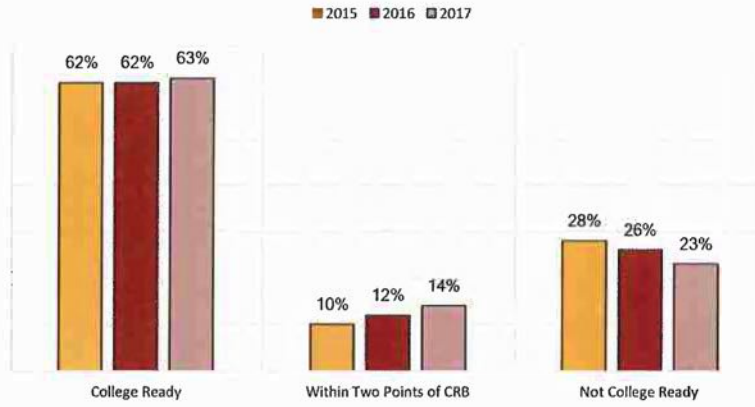
Class of 2018 ACT Results Composite Score

■ College Ready ■ Within Two Points of CRB ■ Not College Ready



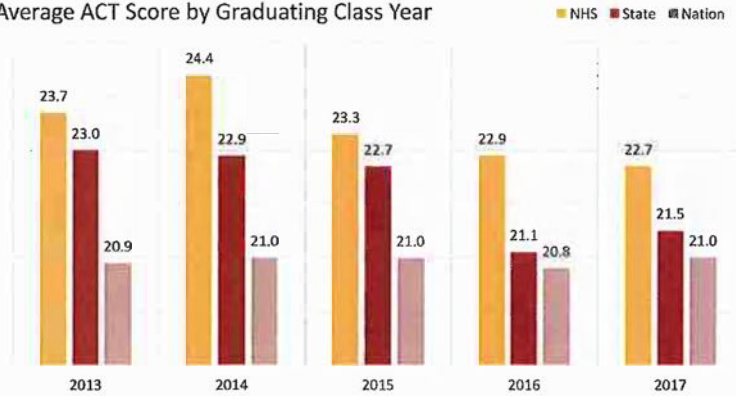
ACT College Readiness Trends – 11th Graders

% of students meeting the College Ready Benchmark composite score

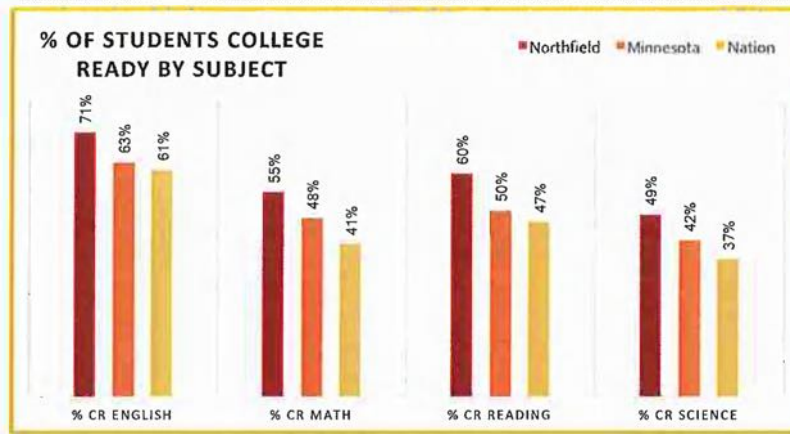


ACT College Readiness Report for the Class of 2017

Average ACT Score by Graduating Class Year



Class of 2017 ACT Results



87% or more of Northfield students will score 3 or higher on the AP exam.

2016-2017 WBWF CAREER AND COLLEGE READINESS DISTRICT GOAL

Aligns with the district strategic plan ongoing priority: "Robust, core subject instruction."

2016 WBWF Results

87% of NHS students taking AP exams in 2017 scored 3 or higher.



Source: 2017 AP Results from the College Board

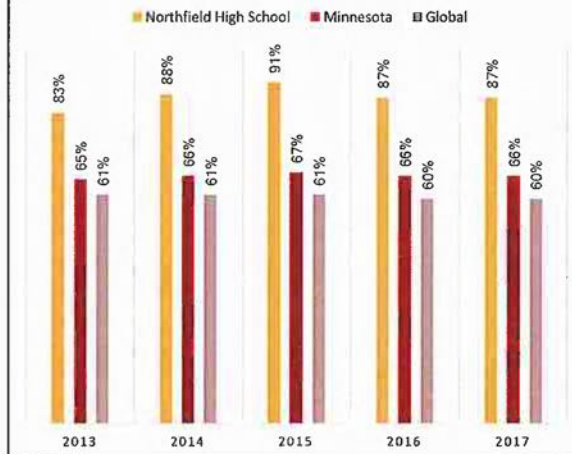
2017 AP Test Performance

Number of NHS students testing : **218**

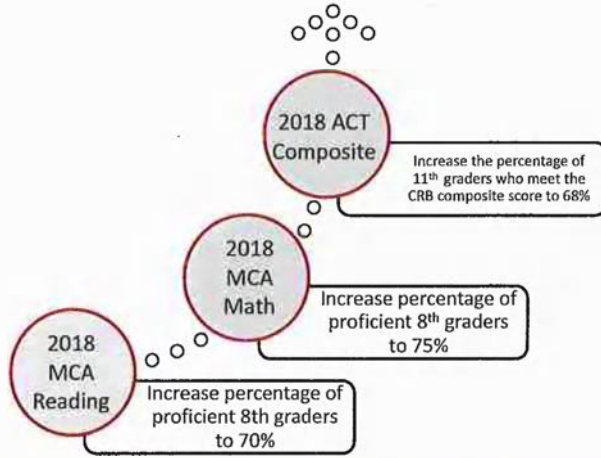
Number of exams taken: **356**

Number of AP Scholars: **70**

PERCENT OF STUDENTS SCORING 3 AND ABOVE



2017 – 2018 Career and College Readiness Goals



All students graduate from high school.

GOAL FIVE

Northfield School District will
maintain or exceed a 95%
graduation rate.

2016-2017 WBWF DISTRICT GOAL

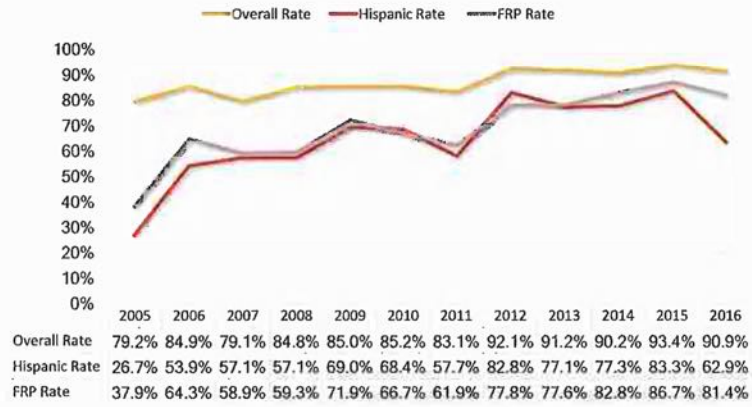
Aligns with the district strategic vision: "We will prepare every student for lifelong success within a world-class learning environment with a commitment to community partnerships and sustainability."

2017 WBWF Results

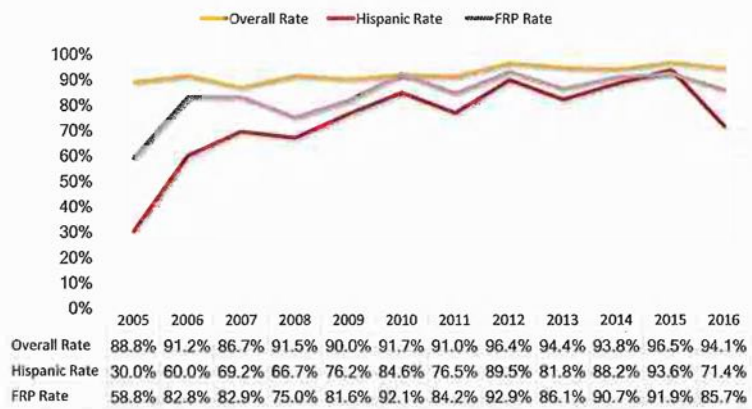
The 2016 graduation rate was
91% for all Northfield School
District students and 94% for
Northfield High School.

Source: 2016 MDE Graduation Data

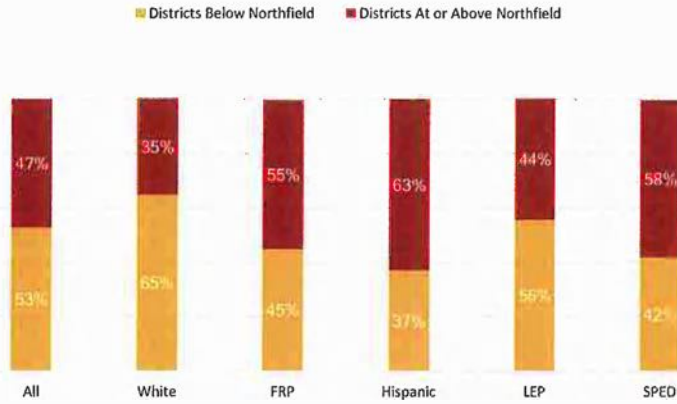
Graduation Rates Northfield School District



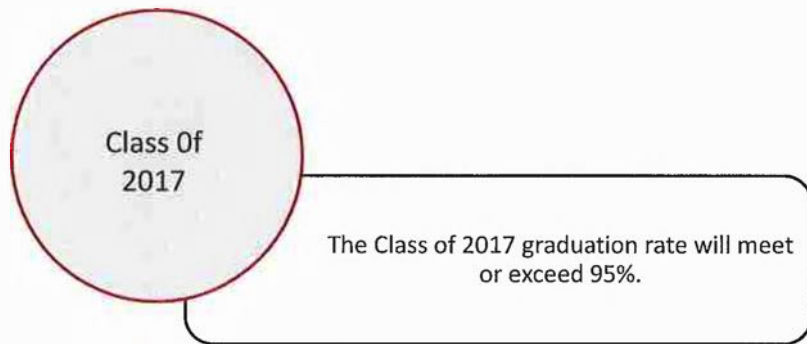
Graduation Rates Northfield High School



State Context – 2016 Graduation Rate



2017 – 2018 Graduation Goal



What's Next

Action Steps:

- ❖ Implementation of Second Step curriculum (Grades PK – 8)
- ❖ Ramp Up to Readiness (Grades 6 – 12)
- ❖ Peer Helpers (Grades 9 – 12)
- ❖ Improved procedures for tracking graduation cohorts
- ❖ MTSS Math at the HS
- ❖ Professional learning opportunities
- ❖ PLC team focus areas
- ❖ Northfield Promise action teams

QUESTIONS?

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, November 27, 2017, 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. Approval of Minutes
- V. Announcements and Recognitions
- VI. Committee Reports
- VII. Items for Discussion and Reports
 - 1. TORCH Program.
 - 2. Summary of Public Hearing regarding the 2016-2017 World's Best Workforce Plan.
 - 3. FY 2017 Audit.
- VIII. Superintendent's Report
 - A. Items for Individual Action
 - 1. World's Best Workforce 2016-2017 Annual Report.
 - 2. FY 2017 Audit.
 - 3. Co-Curricular Additions.
 - 4. Alpine Ski Cooperative Agreement.
 - B. Items for Consent Grouping
 - 1. Gift Agreement.
 - 2. Personnel Items.
- IX. Items for Information
 - 1. Designation of Combined Polling Places for 2018 Special Election.
- X. Future Meetings
 - Monday, December 4, 2017, 5:30 – 7:30 PM, School Board Work Session, Northfield High School Media Center
 - Monday, December 11, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
 - Monday, January 8, 2018, 7:00 PM, Organizational School Board Meeting followed by Regular Board Meeting, NIS Media Center
- XI. Adjournment

NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, November 27, 2017, 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 November 27, 2017, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes
Minutes of the Regular School Board meeting held on November 13, 2017, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Committee Reports
There are no committee reports at this time.
- VII. Items for Discussion and Reports
 1. TORCH Presentation.
New TORCH team members will be introduced to the School Board and an update will be provided on the TORCH programming and exciting new changes.
 2. Summary of Public Hearing regarding the 2017-2018 World's Best Workforce Plan.
Director of Teaching and Learning Mary Grace Hanson and District Assessment Coordinator Hope Langston will summarize the 2017-2018 World's Best Workforce Plan and any community feedback received at the Public Hearing that will precede the Regular School Board meeting.
 3. FY 2017 Audit.
Craig Popenhagen, Principal with CliftonLarsonAllen, LLP, will present the results of the 2016-17 fiscal year audit. Comments will focus on the executive audit summary.
- VIII. Superintendent's Report.
 - A. Items for Individual Action
 1. World's Best Workforce 2017-2018 Annual Report.
Superintendent's Recommendation: Motion to approve the 2017-2018 World's Best Workforce Annual Report as presented.
 2. FY 2017 Audit.
Superintendent's Recommendation: Motion to accept the 2016-2017 audit report as presented.
 3. Co-Curricular Additions.
Superintendent Hillmann will present three co-curricular position additions. The recommended position additions are in response to increased participation in each activity. These position additions were reviewed by the co-curricular committee.

Superintendent's Recommendation: Motion to approve the additional co-curricular positions as presented.

4. Alpine Ski Cooperative Agreement.
Activities Director Tom Graupmann will share a recommendation to add Red Wing High School to the Girls Alpine Ski cooperative that currently includes Northfield, Cannon Falls, Randolph, and Arcadia Charter School. The Board must first dissolve the current cooperative and then approve the recommended new cooperative that adds Red Wing. This addition will not change the team's section placement nor its class assignment within the Minnesota State High School League.

Superintendent's Recommendation: Motion to dissolve the Girls Alpine Ski Cooperative including Northfield, Cannon Falls, Randolph, and Arcadia Charter School.

Superintendent's Recommendation: Motion to approve the Girls Alpine Ski Cooperative sponsorship including Northfield, Cannon Falls, Randolph, Arcadia Charter School, and Red Wing.

B. Items for Consent Grouping

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

1. Gift Agreement.
The School Board is asked to approve a gift agreement: with the Sibley PTO for \$1000 to be used for the Amity Intern Program at Sibley.
2. Personnel Items.
 - a. Appointments
 1. Gertrude Bauer, Special Education EA-PCA for 6.75 hours/day at Sibley, beginning 11/27/2017-06/07/2018; Spec Ed Step 2-\$15.65/hr.
 2. Andrea James, Special Education EA-PCA for 6.5 hours/day at Bridgewater, beginning 11/30/2017-06/07/2018; Special Ed Step 1-\$15.31/hr.
 3. Matthew Walsh, Youth Center Site Assistant for 2.5 hours/day for 4 days/wk at the Middle School, beginning 11/20/2017-05/10/2018; Step 1-\$12.56/hr.
 4. Emily Weidner, Weight Lifting Team Assistant Coach at the High School, beginning 11/17/2017; Level I, Step 1-50% Stipend.
 - b. Increase/Decrease/Change in Assignment
 1. Margaret Christensen, CNA 1 for 3.75 hours/day at the High School, change to CNA 1 for 3.25 hours/day at the High School, effective 11/27/2017.
 2. Matthew Crase, Long Term Substitute Special Ed EA-PCA at the Middle School, change to Special Ed EA-PCA for 6.5 hours/day at the Middle School, effective 11/27/2017-06/07/2018; Spec Ed Step 1-\$15.31/hr.
 3. Allison Harmer, Co-Curricular Dance Coach at the High School, add Special Ed EA-PCA for 6.5 hours/day at the High School, effective 11/27/2017-06/07/2018; Special Ed Step 1-\$15.31/hour.
 4. Peter McGorry, Supervisory Educational Assistant for 5 hours/day at Sibley, change to Supervisory Educational Assistant for 6 hours/day at Sibley, effective 11/27/2017-06/07/2018.
 5. Linda Wicklund, CNA 1 for 3.25 hours/day at the High School, change to CNA 1 for 3.75 hours/day at the High School, effective 11/27/2017.

- c. Leave of Absence Requests
 - 1. Sara DeVries, FMLA Leave beginning on or about 4/8/2018-through the end of the 2017-18 school year.
 - 2. Mary Huberg, FMLA Leave beginning on 12/01/2017-01/01/2018.
 - 3. Rebecca Meyers, Leave of Absence beginning on or about 4/9/2018-5/19/2018.

- d. Resignations/Retirement
 - 1. Elisabeth Alderks, Speech Coach, resignation effective 11/7/2017.
 - 2. Nancy Ivers, Special Education EA at the Middle School, resignation effective 12/04/2017.
 - 3. Mark Langevin, Track Coach, resignation effective 11/14/2017.
 - 4. Donita Delzer, Administrative Assistant to the Superintendent and Board of Education, retirement 12/31/2017.

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

IX. Items for Information

- 1. Designation of Combined Polling Places for 2018 Special Election.

Superintendent Hillmann and Director of Finance Val Mertesdorf will explain a new statutory requirement that every school district in Minnesota formally identify potential combined polling places for special elections each year - whether there will be a special election or not. Superintendent Hillmann and Director Mertesdorf will share a draft set of identified combined polling places to comply with the new law at the December 4, 2017, work session. State law requires school districts to adopt these combined polling places by December 31.

X. Future Meetings

Monday, December 4, 2017, 5:30-7:30 PM, School Board Work Session, Northfield High School Media Center
Monday, December 11, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, January 8, 2018, 7:00 PM, Organizational School Board Meeting followed by Regular School Board Meeting, Northfield High School Media Center

XI. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

November 13, 2017

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 7:00 p.m. Present: Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. Colangelo was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
Jana Hirsch, parent of a Greenvale Park student, expressed concerns about the "I Imagine" program. She asked the Board and administration to be thoughtful as they consider continuing the program.
- IV. Approval of Minutes
On a motion by Quinnell, seconded by Iverson, minutes of the Regular School Board meeting held on October 23, 2017, were unanimously approved.
- V. Announcements and Recognitions
 - Congratulations to Community Services Director Erin Bailey for receiving Region Five's "Community Educator of Excellence" award.
 - Congratulations to High School Business Education Teacher Julie Wolner for receiving the "Outstanding Secondary Educator" award by the Minnesota Association of Career & Technical Education Administrators on November 1.
 - Pritchard recognized the Annual Veteran's Day Program at Bridgewater on November 10. It is always a great program. Thank you to Principal Antoine.
 - Pritchard thanked the numerous people who participated in the high school fall play, "The Drowsy Chaperone." It was an excellent performance.
 - Hardy recognized the recent death of Ray Cox and his service on the school board from 1985-2000. He had a tremendous impact on community.
- VI. Items for Discussion and Reports
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Resolution Canvassing the Results of the Special Election.
On a motion by Iverson, seconded by Goerwitz, the Board unanimously adopted the Resolution Canvassing Returns of Votes of the School District Special Election held November 7, 2017, on the question of revoking the existing referendum revenue authorization of the school district and replacing that authorization with a new authorization for taxes payable in 2018 thereafter (question 1) of which 4085 voted in favor, and 3831 voted against the same. Said proposition, having received the approval of at least a majority of such votes, is hereby declared to have carried. Voting 'yes' was Goerwitz, Hardy, Iverson, Quinnell, Stratmoen and Pritchard. No one voted 'no.' Colangelo was absent.

On a motion by Stratmoen, seconded by Hardy, the Board unanimously adopted the Resolution Canvassing Returns of Votes of the School District Special Election held November 7, 2017, on the question of authorizing the issuance of school building bonds for a school acquisition and betterment program (question 2) of which 3467 voted in favor, 4436 voted against the same. The passage of School District Question 2 is contingent upon the passage of School District Question 1. Question 1

having carried and Question 2 having not received the approval of at least a majority of such votes, Question 2 is hereby declared to have failed. Voting 'yes' was Goerwitz, Hardy, Iverson, Quinnell, Stratmoen and Pritchard. No one voted 'no.' Colangelo was absent.

Hillmann thanked the community for passing the operating levy. The passage of the operating levy solidifies the district's ability to maintain programs at the highest level. Of course, there is disappointment in the outcome of the bond referendum election. Donita will survey the Board about Board members' availability to hold a work session on Monday, December 4 from 5:30 to 7:30 PM. The focus will be on the results of the bond referendum and next steps to move ahead implementing the master facilities plan. An agenda will be formulated. Board members were asked to submit agenda items to Julie.

2. Dundas Dome Lease Agreement for 2018.

On a motion by Iverson, seconded by Quinnell, the Board unanimously approved the lease agreement between Northfield Public Schools and Dundas Dome for the time period January 1, 2018 through December 31, 2018, at a full facility rental fee of \$450 per hour, not to exceed 90 hours within the lease term, was approved.

Hardy thanked Tom Graupmann for his years of service as the School District's Activities Director. (Graupmann is retiring January 1, 2018.)

3. American Education Week Proclamation.

On a motion by Hardy, seconded by Goerwitz, the Board unanimously approved the American Education Week Proclamation as follows:

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

WHEREAS, education employees—be they custodians or teachers, bus drivers or educational assistants, office employees or administrators --work tirelessly to serve our children and communities with care and professionalism; and

WHEREAS, schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders, and elected officials in a common enterprise;

NOW THEREFORE, the Northfield Public Schools Board of Education does hereby proclaim November 13 – 17, 2017, as the 96th annual observance of American Education Week.

B. Items for Consent Grouping

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

1. Financial Reports – August 2017.

The Board approved paid bills totaling \$1,781,876.72, payroll checks totaling \$852,848.76, and the financial reports for August 2017. There were no bond payments made in August 2017.

2. Gift Agreements.

The Board approved two gift agreements:

- A \$3000 donation to the Angel Fund lunch accounts from the Class of 1987.
- A \$1577 gift for summer band lessons scholarships, and \$486 for summer orchestra lessons scholarships from the Northfield Fine Arts Booster Club.

3. Personnel Items.

1. Melanie Block, Long Term Substitute Special Education EA-PCA for 6.75 hours/day at the High School, beginning 11/9/2017-12/16/2017; Long-term sub Spec Ed-Step 1-\$15.31/hr.
2. Matthew Crase, Long Term Substitute Special Education EA-PCA for 6.75 hours/day at the Middle School, beginning 11/6/2017-12/15/2017; Long-term sub Spec Ed-Step 1-\$15.31/hr.

3. Laura DeGroot, Weight Room Assistant at the High School, beginning 11/13/2017-03/16/2018; Level J, Step 9
 4. Matthew Detjen, Assistant Boys Swimming Coach at the Middle School, beginning 11/27/2017-3/3/2018; Level E, Step 1.
 5. Margaret Fessler, Targeted Services PLUS Site Assistant for 1.5 hours/day at Bridgewater, beginning 11/7/2017-03/22/2018; Step 1-\$12.26/hr.
 6. Roger Helgeson, 1.0 FTE Custodian at the High School and Bridgewater, beginning 11/14/2017. Step 3-\$17.07/hr.
 7. Jonah Hudson-Erdman, Assistant Nordic Ski Coach at the High School, beginning 11/13/2017-02/15/2018; Level G, Step 1-40% Stipend.
 8. Brenda Kragseth, 1.0 FTE General Education EA-Media Center at the High School, beginning 11/8/2017; Gen Ed Step 4-\$15.87/hr.
 9. Jamie Larson, Early Ventures Teacher for up to 40 hours/week at Longfellow, beginning 11/13/2017; Step 5-\$17.34/hr.
 10. Ellen McCarthy, Assistant Nordic Ski Coach at the High School, beginning 11/13/2017-02/15/2018; Level G, Step 1-60% Stipend.
 11. Samuel Pratt, Targeted Services PLUS Student Site Assistant for 1.5 hours/day at Bridgewater and Sibley, beginning 11/7/2017-3/22/2018; \$9.50/hr.
 12. Caitlin Reuter, Dance Team Assistant Coach at the High School, beginning 10/26/2017-02/17/2018; \$14.00/hr. paid by fund raising.
 13. Patrick Riley, Assistant Boys and Girls Track Coach at the High School, beginning 03/12/2018; Level F, Step 1
 14. Rebecca Stouffis, 1.0 FTE Long Term Substitute Special Education Teacher ASD at Sibley, beginning 11/16/2017-01/16/2018; BA, Step 1
 15. Jacklyn Swenson, Targeted Services PLUS Student Site Assistant for 1.5 hours/day for up to 4 days/week at Sibley, beginning 11/7/2017-03/22/2018; \$9.50/hr.
 16. Melissa Bernhard, Assistant Girls Gymnastics Coach at the High School, beginning 11/13/2017. Level E, Step 10.
 17. Emma Brezina, Targeted Services PLUS Student Site Assistant for 1.5 hours/day at Sibley, beginning 11/13/2017-3/22/2018; \$9.50/hr.
 18. Marissa Gallardo, Targeted Services PLUS Student Site Assistant for 1.5 hours/day at Bridgewater, beginning 11/13/2017-3/22/2018; \$9.50/hr.
 19. Henry Kelley, Weight Lifting Team Assistant Coach at the High School, beginning 11/13/2017; Level I, Step 1-50% Stipend.
 20. Daniel Taylor, Science Olympiad Advisor at the High School, beginning 11/13/2017-4/06/2018; Level H, Step 2.
- b. Increase/Decrease/Change in Assignment
1. Correction: Peggy Fink, Teacher at the High School, add Special Education Mentor at the High School, effective 10/13/2017-06/07/2018; \$500 Stipend-Sharing Stipend with Mary Magnuson.
 2. Correction: Mary Magnuson, Teacher at the High School, add Special Education Mentor at the High School, effective 10/13/2017-06/07/2018; \$250 Stipend-Sharing Stipend with Peggy Fink.
 3. Charlie Alvarez, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for 1.25 hours/day for up to 4 days/week at Greenvale Park, effective 11/1/2017-05/03/2018; Yr. 3-\$27.11/hr.
 4. Robert Benson, EA at Sibley, add Targeted Services PLUS Site Lead for 1.5 hours/day for up to 4 days/week at Sibley, effective 11/6/2017-3/22/2018; Step 2-\$15.82/hr.
 5. Caitlyn Bushey, Special Ed Teacher for .50 FTE at Greenvale Park and .50 FTE at Bridgewater, change to 1.0 FTE Special Ed Teacher at Bridgewater, effective 10/23/2017-06/07/2018.
 6. Tina Dokken, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 5 hours/wk for up to 4 days/week at the Middle School, effective 11/1/2017-05/10/2018; Yr. 1-\$27.11/hr.
 7. Stephanie Ennis, Teacher District Wide, add Targeted Services PLUS Teacher for 1.25 hours/day for up to 4 days/week at Greenvale Park, effective 11/1/2017-05/03/2018; Yr. 2-\$27.11/hr.

8. Marilyn Frey, Special Ed EA at the High School, add LTS Special Ed Bus EA for up to 2.5 hours/day at the High School, effective 10/27/2017-12/11/2017.
9. Rebecca Gainey, Instructional Coach at Sibley, add an overload effective 01/2/2018-06/07/2018.
10. Melanie Klein, Special Ed EA-PCA at Sibley, change to 1.0 FTE Special Education Teacher ASD at Sibley, effective 11/6/2017-06/07/2018; BA, Step 1
11. Tiffany Malecha, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for 1.25 hours/day for up to 4 days/week at Greenvale Park, effective 10/12/2017-05/03/2018; Yr. 5-\$27.73/hr.
12. Tammy McDonough, Teacher at the Middle School, add Targeted Services BLAST Teacher for 5 hours/wk for up to 4 days/week at the Middle School, effective 10/26/2017-05/10/2018; Yr. 3-\$27.11/hr.
13. Rebecca Meyers, Early Childhood Teacher for 35 hours/week at the NCRC, change to Early Childhood Teacher for 33 hours/week at the NCRC, effective 10/30/2017.
14. Katie Remy, EA at the Middle School, change to a.m. Crossing Guard for 15 minutes/day at the Middle School, effective 09/06/2017-06/07/2018.
15. Jessica Rushton, Special Ed EA-PCA NB Room for 6.75 hours/day at Sibley, change to Special Ed EA-PCA NB Room for 6.91 hours/day at Sibley, effective 10/11/2017-on going.
16. Heather Ryden, Instructional Coach at Greenvale Park, add an overload at Sibley, effective 01/2/2018-06/07/2018.
17. Kimberly Slegers, 1.0 FTE Health Teacher at the High School, change to .8 FTE Health and .2 FTE Phy-Ed at the High School, effective 09/05/2017-01/26/2018.
18. Rhonda Stanley, EA-PCA/EA Gen Ed at Greenvale Park, add Safety Patrol Duties at Greenvale Park, effective 10/31/2017.
19. Gina Swenson, Teacher at Sibley, add Targeted Services PLUS Teacher for 1.25 hours/day for up to 4 days/week at Sibley, effective 11/7/2017-3/22/2018; Yr. 5-\$27.73/hr.
20. Amber Soderlund, Teacher at Sibley, add Targeted Services PLUS Teacher for 1.25 hours/day for up to 4 days/week at Sibley, effective 11/7/2017-3/22/2018; Yr. 1-\$27.11/hr.
21. Melanie Block, Long Term Substitute Special Ed EA-PCA for 6.75 hours/day at the High School, add Long Term Substitute Morning Bus EA for a total of 7.58 hours/day at the High School, effective 11/9/17-12/11/2017.
22. Marilyn Frey, Special Ed EA and Long Term Substitute Morning and Afternoon Bus EA for a total of 9.25 hours/day at the High School, change to Special Ed EA and Long Term Substitute Afternoon Bus EA for a total of 8.41 hours/day at the High School, effective 11/9/17-12/11/2017.
23. Heather Ryden, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for 1.25 hours/day for up to 4 days/wk at Greenvale Park, effective 11/9/2017-5/3/2018; Yr. 3-\$27.11/hr.
24. Elizabeth Valentine, Teacher at Sibley, add Targeted Services PLUS Teacher for 1.25 hours/day for up to 4 days/wk at Greenvale Park, effective 11/9/2017-3/22/2018; Yr. 12-\$28.82/hr.

c. Leave of Absence Approved

1. Kathleen Beck, FMLA leave beginning on 10/24/17 through 11/6/17.
2. Stephanie DeAdder, FMLA leave beginning on 11/22/2017 through 11/28/2017.
3. Curt Mikkelson, FMLA leave beginning 12/12/2017-01/01/2018.
4. Mark Johnson, Teacher at the Middle School, Family/Medical Leave of Absence beginning 12/01/2017-12/11/2017.

d. Resignations

1. Mary Harrity-Davidson, Middle School Boys Tennis Coach, resignation effective 11/6/2017.
2. Samantha Olson, Media Center Assistant at the High School, resignation effective 11/13/2017.
3. Michelle Steele, Middle School Girls Tennis Coach, resignation effective 11/3/2017.
4. Dan Meyers, Weightlifting Team Coach, resignation effective 11/08/2017.

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

VIII. Items for Information

1. Enrollment Options Report.

Student Information Systems Specialist Christine Neset provided the 2017-2018 Enrollment Options Report. Northfield Public Schools has 411 students attending our schools from other school districts this school year compared to 313 last year. 739 Northfield students are attending school elsewhere, including other public schools (189), charter schools (280), home schools (130) and non-public schools (140). Last year 719 students attended school elsewhere.

2. Enrollment Report – November 2017.

IX. Future Meetings

Monday, November 27, 2017, 6:30 PM, World's Best Workforce Public Hearing, Northfield High School Media Center

Monday, November 27, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, December 11, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 8:15 PM.

Noel Stratmoen
School Board Clerk

Tackling Obstacles
Raising College Hopes

TORCH

Teddy Gelderman, Tessa Kiesow and Katie Lovrien
Northfield Middle and High School TORCH Team

TORCH Staff



Teddy Gelderman
TORCH Alumni
Services Director



Tessa Kiesow
High School
TORCH Director



Katie Lovrien
Middle School
TORCH Director



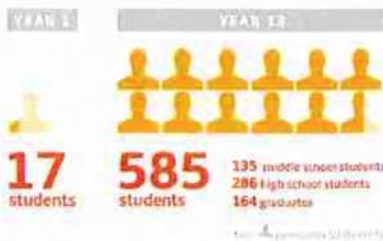
Sarah Lee
Support Specialist

TORCH Background

- **Tackling Obstacles, Raising College Hopes**
 - Started in 2005 with 17 high school students
 - Latino graduation rate of 36%
 - Low-income graduation rate of 38%
- **Initial Goal**
 - To increase the high school graduation rate of Northfield's Latino population and to encourage the pursuit of post-secondary education



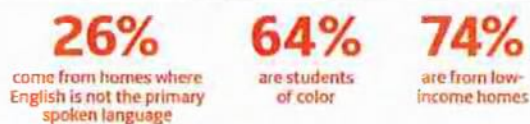
13 YEARS OF SUCCESS IN NORTHFIELD



TORCH

www.northfieldtorch.org

TODAY'S TORCH STUDENTS



TORCH CLASS OF 2017



In June 2017, TORCH graduated its 500th student!

The mission of TORCH is to improve the graduation and post-secondary participation rates of Northfield's students of color, low-income students, and youth who would be first-generation college attendees.



TORCH Structure

- Support and oversight from NHS Assistant Principal Marnie Thompson
- Alumni, high school, and middle school coordinators, and support specialist
- 10 AmeriCorps members at high school, middle school, ALC, and the Key
- Support from Healthy Community Initiative



Community Partners

- Northfield Public Schools
- Carleton College
- St. Olaf College
- Riverland Community College
- Middle School Youth Center
- Connected Kids Mentoring
- The Key (Northfield Union of Youth)
- Greenvale Park Community School
- AmeriCorps - Minnesota Alliance with Youth
- Healthfinders
- Community Action Center



Financial Support

- MN Office of Higher Education: ICAP
- Additional State Funding - YIP & Northfield Promise
- Northfield School District
- Local Philanthropic Organizations
 - Northfield Area United Way
 - WINGS
 - Northfield Shares
- Private Donations



TORCH provides...



- Academic advising & support
- College & career exploration
- Financial literacy & financial aid assistance
- Engagement in activities
- Youth leadership & community service
- Summer activities, camps & enrichment



Middle School TORCH

- Academic advising
- TORCH Study Center
- Check & Connect
- Push-in classroom support
- Teen Outreach Program
- 8th Grade College Field Trip
- After-School Homework Help
- Summer BLAST
- Summer camps & enrichment



High School TORCH



- Academic advising meetings
- Tutoring & homework help
- Check & Connect
- Dual enrollment PSEO
- College visits
- Career exploration
- Financial aid assistance
- Leadership & community service opportunities



TORCH Alumni Support



- Alumni outreach & advising
- Ongoing financial counseling
- Local community college classes through partnership with Riverland
- Opportunity to earn AA degree while in Northfield



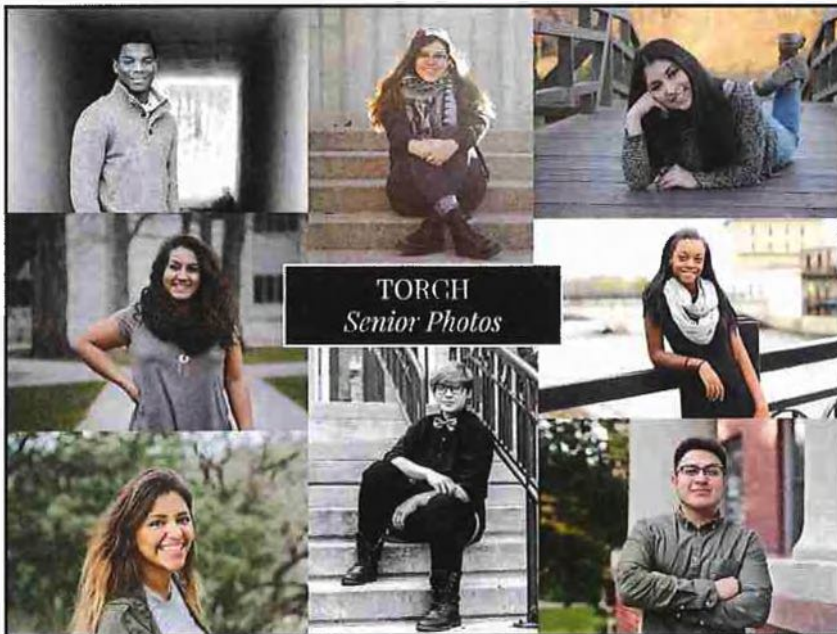
Academic Advising and Tutoring



Engagement in Activities



Community Building & Volunteer Engagement



Leadership Opportunities



Family Engagement



Summer Programming



College Readiness Programming



Career Exploration & Advising



Financial Literacy & Support



Dual Enrollment PSEO & Local Community College Classes



Challenges

- Post-secondary support
- Transitions
- Mental health and wellness
- Transportation
- Basic needs
- TORCH staff capacity
- Student persistence
- Immigration laws
- Funding

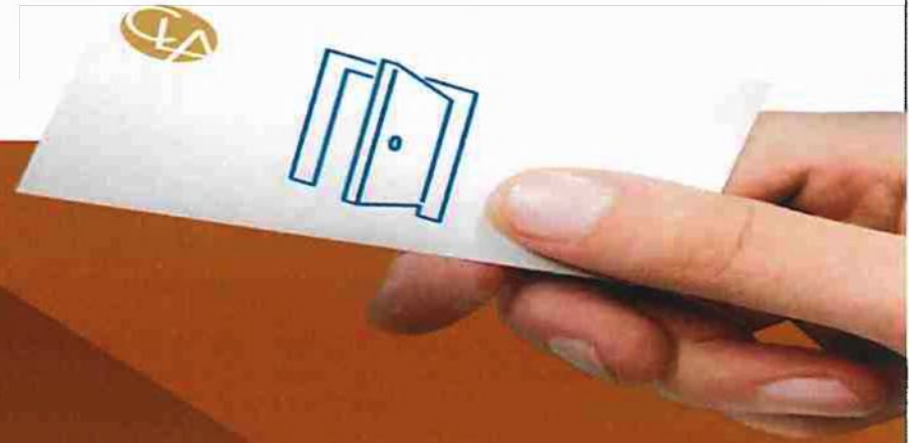




Thank you!

ISD NO. 659 NORTHFIELD

June 30, 2017



**INDEPENDENT SCHOOL DISTRICT #659
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
YEAR ENDED JUNE 30, 2017**

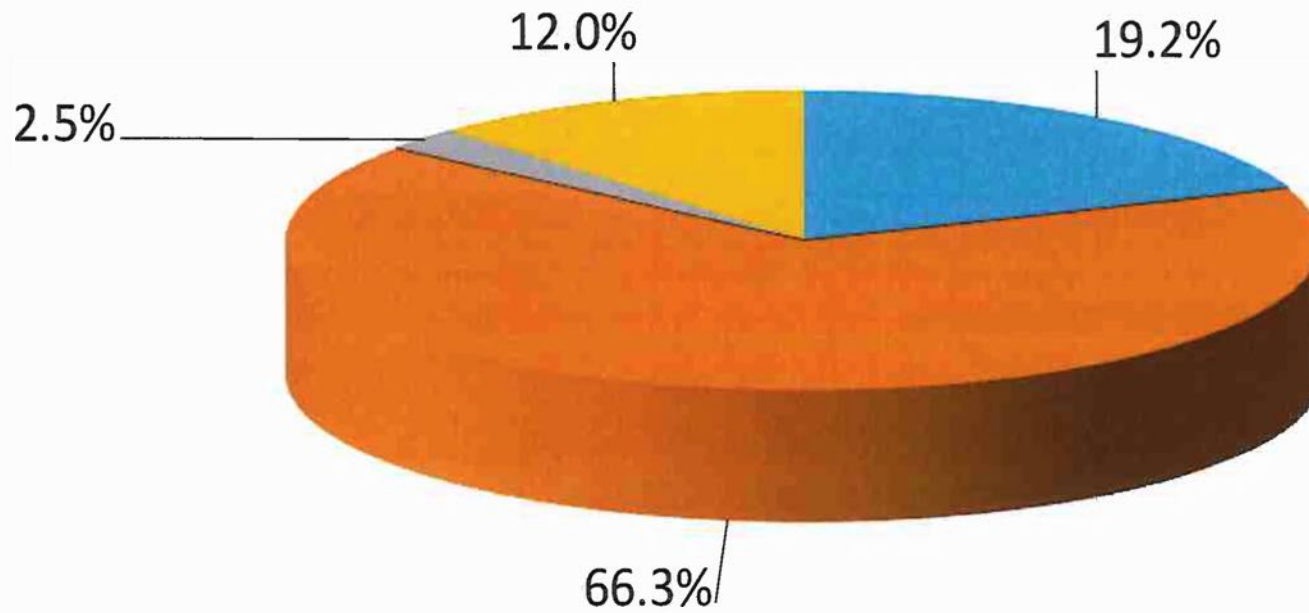
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	Nonspendable Assigned & Unassigned	Non-Capital Restrictions	Capital Related Restriction				Total	General Fund Total
			Operating Capital	Health & Safety	Deferred Maintenance	Long Term Fac. Maint.		
Revenues	\$ 47,938,469	\$ 4,427,701	\$ 1,153,721	\$ 30,626	\$ -	\$ 797,884	\$ 1,982,231	\$ 54,348,401
Expenditures and Operating Transfers	<u>47,468,877</u>	<u>4,432,427</u>	<u>1,255,733</u>	<u>-</u>	<u>346,797</u>	<u>354,953</u>	<u>1,957,483</u>	<u>\$ 53,858,787</u>
Excess (Deficit) Revenues Over Expenditures	469,592	(4,726)	(102,012)	30,626	(346,797)	442,931	24,748	489,614
Fund Balance June 30, 2016	<u>16,673,226</u>	<u>90,715</u>	<u>569,700</u>	<u>(110,827)</u>	<u>346,797</u>	<u>-</u>	<u>805,670</u>	<u>\$ 17,569,611</u>
Fund Balance June 30, 2017	<u>\$ 17,142,818</u>	<u>\$ 85,989</u>	<u>\$ 467,688</u>	<u>\$ (80,201)</u>	<u>\$ -</u>	<u>\$ 442,931</u>	<u>\$ 830,418</u>	<u>\$ 18,059,225</u>

ISD NO. 659 NORTHFIELD
General Fund Revenue
Year Ended June 30, 2017

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\$54,348,401

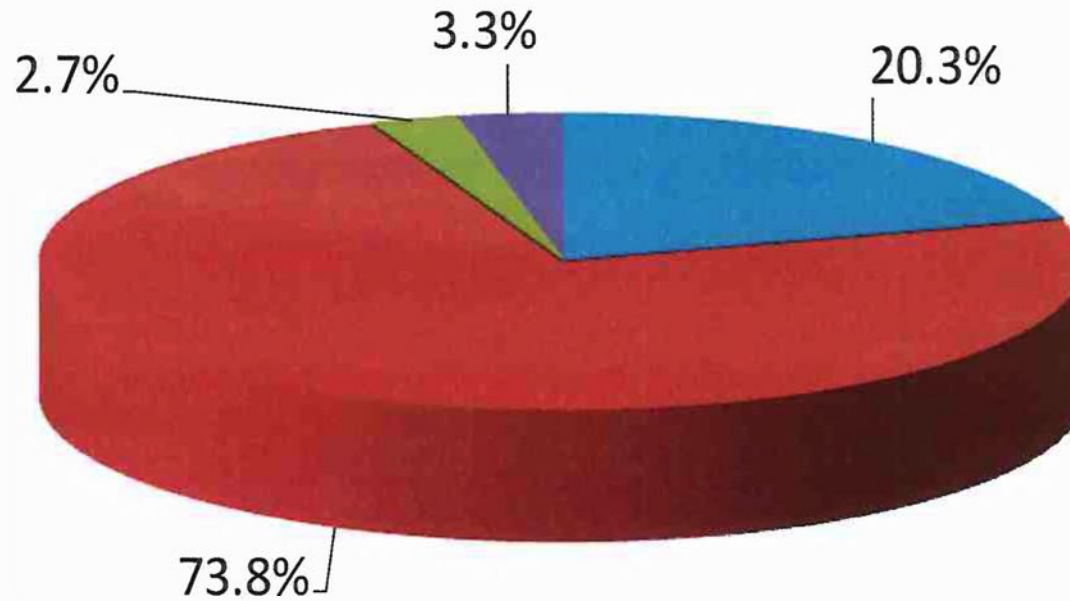


■ Local Property Taxes ■ State Sources ■ Federal Sources ■ Other

ISD NO. 659 NORTHFIELD
General Fund Revenue
Year Ended June 30, 2016

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\$48,084,719

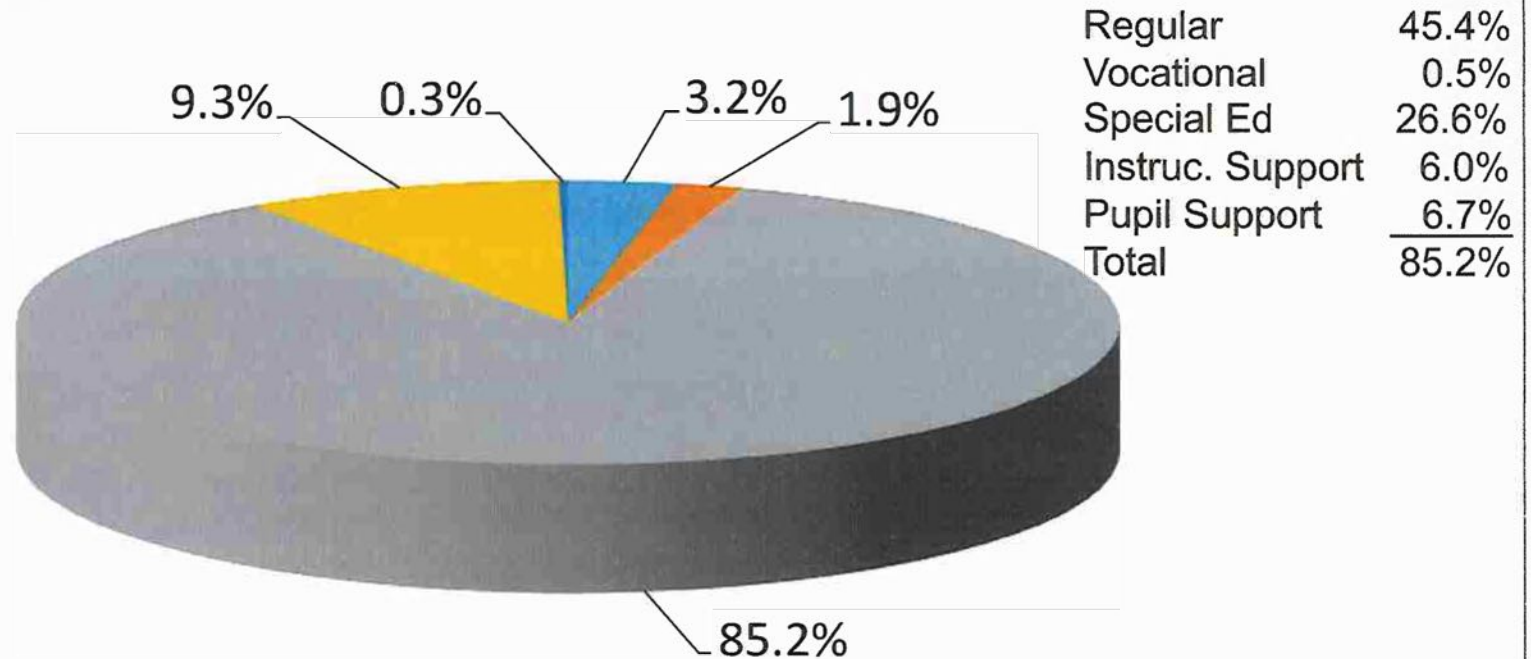


■ Local Property Taxes ■ State Sources ■ Federal Sources ■ Other

ISD NO. 659 NORTHFIELD
 General Fund Expenditures
 Year Ended June 30, 2017

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\$53,716,027



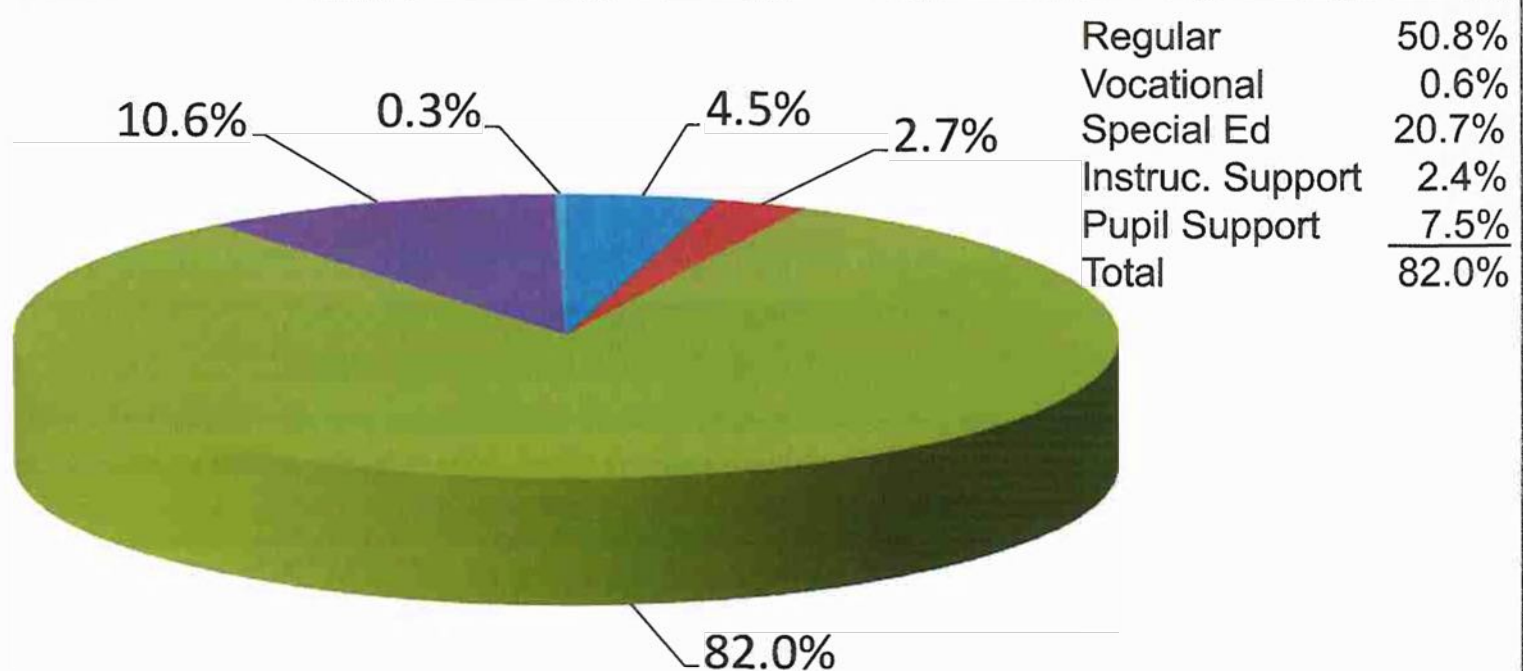
Regular	45.4%
Vocational	0.5%
Special Ed	26.6%
Instruc. Support	6.0%
Pupil Support	6.7%
Total	85.2%

- Administration
- Instruction & Support
- Fiscal & Other Fixed Costs
- District Support
- Sites & Buildings

ISD NO. 659 NORTHFIELD
 General Fund Expenditures
 Year Ended June 30, 2016

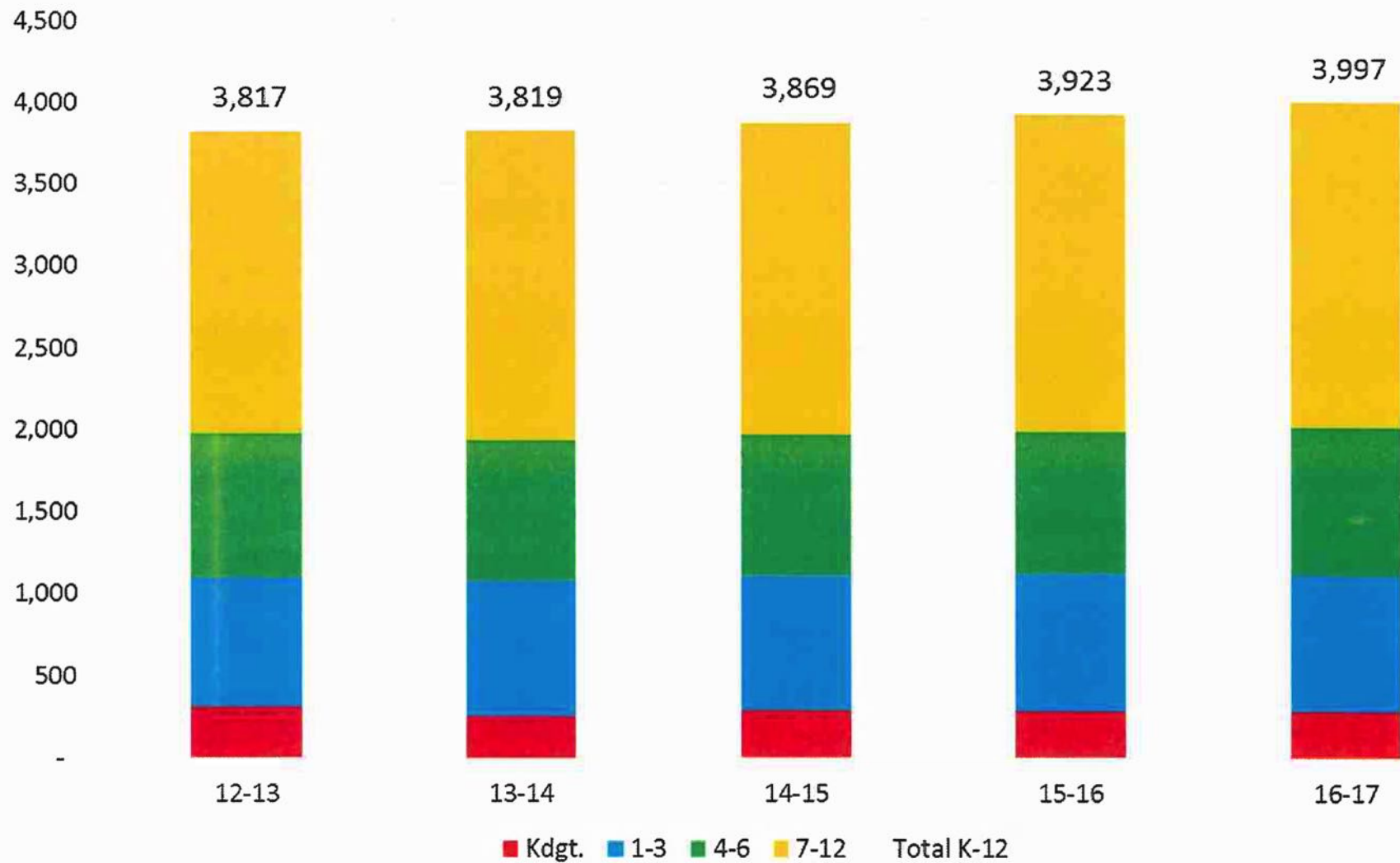
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\$46,433,449



- Administration
- Instruction & Support
- Fiscal & Other Fixed Costs
- District Support
- Sites & Buildings

ISD NO. 659 NORTHFIELD Five-Year Enrollment Trend





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Board of Education
Independent School District No. 659
Northfield, Minnesota

This Executive Audit Summary and Management Report presents information which we believe is important to you as members of the school board. We encourage you to review the sections of this report, the audited financial statements and the auditors' reports.

We would be pleased to furnish additional information with respect to these suggestions and discuss this memorandum with you at your convenience. We wish to express our appreciation to the District for the courtesies, cooperation and assistance extended to us during the course of our work.

CliftonLarsonAllen LLP

Craig Popenhagen, CPA
Principal

**NORTHFIELD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 659**

EXECUTIVE AUDIT SUMMARY (EAS)

JUNE 30, 2017

**NORTHFIELD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 659
TABLE OF CONTENTS
JUNE 30, 2017**

EXECUTIVE AUDIT SUMMARY	1
FORMAL REQUIRED COMMUNICATIONS	2
INTERNAL CONTROL COMMUNICATION	7
INTERNAL CONTROL COMMUNICATION – STUDENT ACTIVITY FUNDS	8
APPENDIX A	
FINANCIAL TRENDS OF YOUR DISTRICT	11

**EXECUTIVE AUDIT SUMMARY (EAS) FOR
INDEPENDENT SCHOOL DISTRICT NO. 659
YEAR ENDED JUNE 30, 2017**

We prepared this Executive Audit Summary and Management Report in conjunction with our audit of the District's financial records for the year ended June 30, 2017.

Audit Opinion

The financial statements are fairly stated. We issued what is known as a "clean" audit report.

Internal Control Over Financial Reporting

No findings in internal controls were noted.

Yellow Book Compliance Findings

No compliance issues were noted in our review of laws, regulations, contracts and grants that could have significant financial implications to the District.

Single Audit

There was one finding noted relating to compliance and internal control over compliance, based on our audit of compliance of the Child Nutrition Cluster and Special Education programs. It related to time and effort reporting in the Special Education program.

Minnesota Legal Compliance

No findings related to Minnesota Legal Compliance were noted.

Student Activity Funds

The student activity financial statements are prepared on the regulatory basis prescribed or permitted by the Minnesota Department of Education, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The financial statements are fairly stated, except for such adjustments, if any, as might have been determined necessary had the cash collections been susceptible to satisfactory audit tests. This is what is known as a qualified opinion and is expected for audits of student activity funds.

There was one compliance finding noted for student activity funds. It related to an inappropriate disbursement.



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FORMAL REQUIRED COMMUNICATIONS

Board of Education
Independent School District No. 659
Northfield, Minnesota

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Independent School District No. 659 (the District) as of and for the year ended June 30, 2017, and have issued our report thereon dated REPORT DATE. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2017.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Board of Education
Independent School District No. 659

- Due from Minnesota Department of Education
- Due from Federal through the Minnesota Department of Education
- Estimated useful lives of depreciable capital assets
- Estimated severance benefits payable
- Other postemployment benefits payable
- Net Pension Liability
- Incurred but not reported claims (IBNR) related to self-insurance

Management's estimate of the due from Minnesota Department of Education is based on amounts anticipated to be received from the state for various aid entitlements for fiscal 2016-2017. The most significant of these is the aid portion of general education revenue. General education revenue and certain other revenues are computed by applying an allowance per student to the number of students served by the District. Student attendance is accumulated in a statewide database – MARSS. Because of the complexity of student accounting and because of certain enrollment options, student information is input by other school districts and the MARSS data for fiscal year 2016-2017 is not finalized until well into the next fiscal year. Management expects any differences between estimated and actual data will be insignificant.

Management's estimate of due from Federal through the Minnesota Department of Education is based on amounts anticipated to be received through the state for various federal aid entitlements for fiscal 2016-2017. Many federal entitlements require that supporting financial reporting information be provided both in the UFARS accounting system and also the SERVS reporting system. To the extent that these two separate systems are not in agreement and reported in a timely manner, the estimated aid entitlement may be adversely affected. Management expects any differences between estimated and actual data will be insignificant.

Management's estimate of useful lives for depreciable assets is based on guidance recommended by the Minnesota Department of Education and other sources. The useful life of a depreciable asset determines the amount of depreciation that will be recorded in any given reporting period as well as the amount of accumulated depreciation that is reported at the end of a reporting period.

Management's estimate of severance payable is based on assumptions made by the District as required by GASB 16 and the results of an actuarial study. A liability has been recorded in long-term debt for accumulated sick leave convertible to early retirement pay for which it is probable the employees will be compensated. The "vesting method" used by the District to calculate this liability is based on assumptions involving the probability of employees becoming eligible to receive the benefits (vesting), and the potential use of accumulated sick leave prior to termination.

Management's estimate of other postemployment benefits payable is based on an actuarially determined calculation, less actual payments incurred on behalf of retirees and an actuarially determined estimate of implicit rate subsidy, which is the estimated increased cost of premiums due to inclusion of retirees in the same plan as the District's active employees.

Management's estimate of the net pension liability is based on an actuarially determined calculation of the District's proportionate share of the net pension liability of cost-sharing multiple-employer pension plans sponsored by the Teachers Retirement Association and the Public Employees Retirement Association of Minnesota, in which the District participates.

Management's estimate of IBNR is based on claims history and guidance provided by the District's health insurance consultants.

We reviewed and tested management's procedures and underlying supporting documentation in the areas discussed above and evaluated the key factors and assumptions used to develop the estimates noted above in determining that they are reasonable in relation to the financial statements taken as a whole. We concluded that the accounting estimates and management judgments appeared to consider all significant factors and resulted in appropriate accounting recognition.

Financial Statement Disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

Corrected Misstatements

Management did not identify and we did not notify them of any financial statement misstatements detected as a result of audit procedures.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated REPORT DATE.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant Issues Discussed with Management Prior to Engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other Information in Documents Containing Audited Financial Statements

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

With respect to the Schedule of Expenditures of Federal Awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated REPORT DATE.

With respect to the Schedule of Revenues, Expenditures, and Changes in Fund Balance –Budget to Actual – Debt Service Fund, the Schedule of Changes in Fund Equities, and the Uniform Financial Reporting and Accounting Standards Compliance Table (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated REPORT DATE.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

* * *

Board of Education
Independent School District No. 659

This communication is intended solely for the information and use of the Board of Education and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Austin, Minnesota
REPORT DATE



CliftonLarsonAllen

CliftonLarsonAllen LLP
CLAconnect.com

Board of Education
Independent School District No. 659
Northfield, Minnesota

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Independent School District No. 659 as of and for the year ended June 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered Independent School District No. 659's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this communication is solely to describe the scope of our testing of internal control over financial reporting and the results of that testing. This communication is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Austin, Minnesota
REPORT DATE



CliftonLarsonAllen

CliftonLarsonAllen LLP
CLAconnect.com

Board of Education
Independent School District No. 659
Northfield, Minnesota

In planning and performing our audit of the financial statement of the student activity funds of Independent School District No. 659 as of and for the year ended June 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the student activity funds' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the student activity funds' internal control. Accordingly, we do not express an opinion on the effectiveness of the student activity funds' internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to fraud or error may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the student activity funds' financial statements will not be prevented, or detected and corrected, on a timely basis.

Material Weaknesses

The material weakness related to student activity receipts that is included in the attached Schedule of Findings and Responses was identified and communicated in a prior period; remedial action has not yet been taken.

Management's Response

Independent School District No. 659's written response to the material weakness identified in our audit was not subjected to the audit procedures applied in the audit of the financial statement and, accordingly, we express no opinion on it.

Board of Education
Independent School District No. 659

* * *

This communication is intended solely for the information and use of management, the Board of Education, others within the student activity funds, and the Minnesota Department of Education, and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Austin, Minnesota
REPORT DATE

Schedule of Findings and Responses:

Condition: The District has not established accounting procedures to provide assurance that all cash collections are recorded in the accounting records. The District records student activity revenues on the cash basis and does not have an accounting system and internal controls in place to ensure student activity revenues and receipts have been properly recorded. The potential exists that a material misstatement could occur in the financial statements and not be prevented or detected by the District's internal controls. The accounting system and internal controls could be improved by (a) use of pre-numbered receipts with reconciliation of the numerical sequence, (b) reconciliation of merchandise purchased to items sold and items remaining at the end of the fundraiser, and (c) calculation of expected sales compared to cash receipts or various other procedures determined by management.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement With Audit Findings

There is no disagreement with the audit finding.

Actions Planned in Response to Finding

The District is conscious of the lack of accounting procedures involved with student activity receipts. In consideration of the guiding principles under which the student activity fund was established, the District provides opportunities for substantial student involvement in the selection, direction, and management of fundraisers. This student involvement, although of immeasurable value to those students, is an inherent internal control weakness. Implementation of further internal controls may provide limited improvement in internal controls, but may also reduce the relative value of the student experience. At this time, the District does not intend to implement further internal controls in this area.

Official Responsible for Ensuring CAP

Val Mertesdorf, Director of Finance, is the official responsible for ensuring corrective action of the deficiency.

Planned Completion Date for CAP

December 31, 2017

Plan to Monitor Completion of CAP

Superintendent and the board of education will be monitoring this corrective action plan.

APPENDIX A

FINANCIAL TRENDS OF YOUR DISTRICT

The following graphs reflect financial trends of Independent School District No. 659. Information related to fund balances were obtained from current and prior year audit reports.

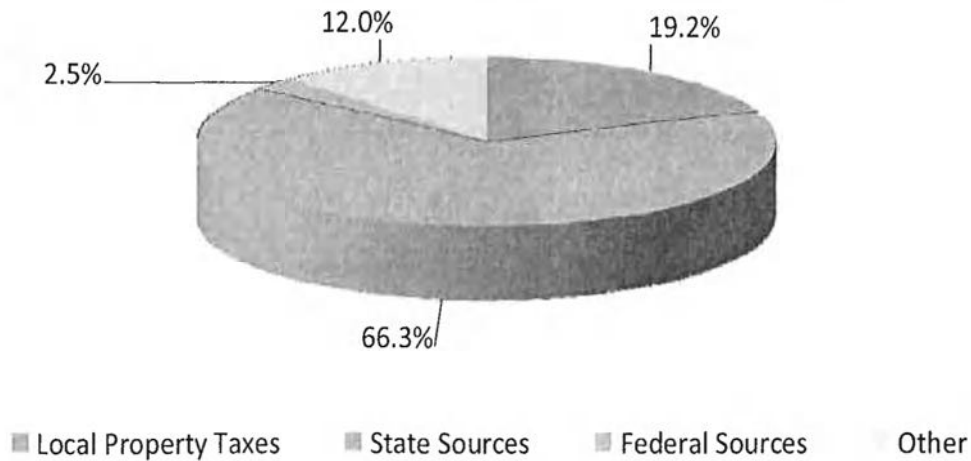
INDEPENDENT SCHOOL DISTRICT #659
 COMBINING STATEMENT OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES
 GENERAL FUND
 YEAR ENDED JUNE 30, 2017

	Nonspendable Assigned & Unassigned	Non-Capital Restrictions	Capital Related Restriction				Total	General Fund Total
			Operating Capital	Health & Safety	Deferred Maintenance	Long Term Fac. Maint.		
Revenues	\$ 47,938,469	\$ 4,427,701	\$ 1,153,721	\$ 30,626	\$ -	\$ 797,884	\$ 1,982,231	\$ 54,348,401
Expenditures and Operating Transfers	47,468,877	4,432,427	1,255,733	-	346,797	354,953	1,957,483	\$ 53,858,787
Excess (Deficit) Revenues Over Expenditures	469,592	(4,726)	(102,012)	30,626	(346,797)	442,931	24,748	489,614
Fund Balance June 30, 2016	16,673,226	90,715	569,700	(110,827)	346,797	-	805,670	\$ 17,569,611
Fund Balance June 30, 2017	\$ 17,142,818	\$ 85,989	\$ 467,688	\$ (80,201)	\$ -	\$ 442,931	\$ 830,418	\$ 18,059,225

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ISD NO. 659 NORTHFIELD
 General Fund Revenue
 Year Ended June 30, 2017

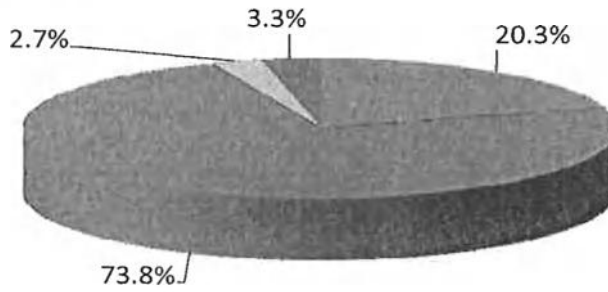
\$54,348,401



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ISD NO. 659 NORTHFIELD
 General Fund Revenue
 Year Ended June 30, 2016

\$48,084,719

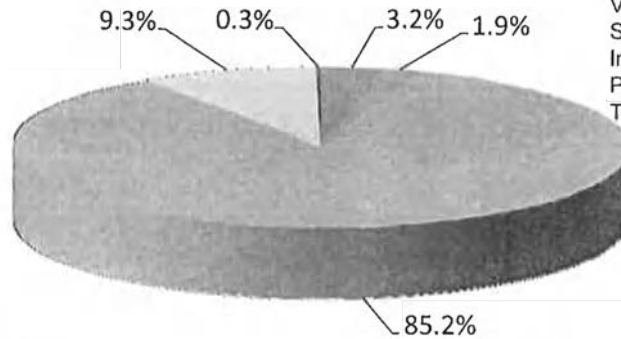


■ Local Property Taxes ■ State Sources ■ Federal Sources ■ Other

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ISD NO. 659 NORTHFIELD
 General Fund Expenditures
 Year Ended June 30, 2017

\$53,716,027



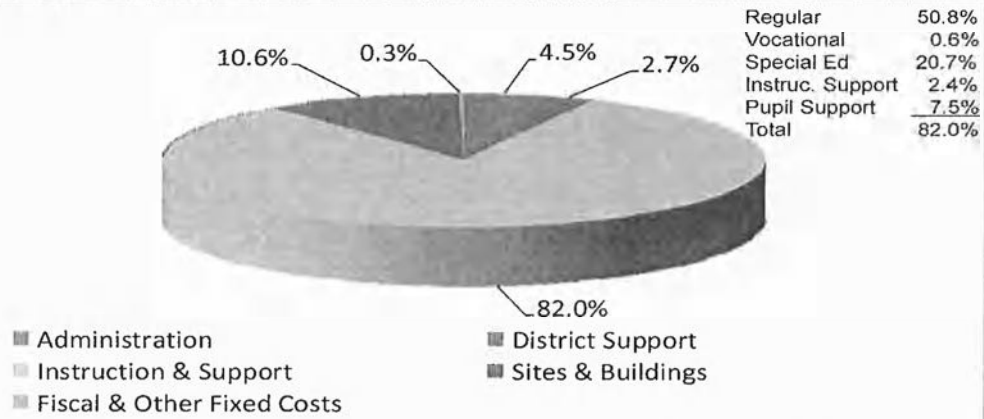
■ Administration ■ District Support
 ■ Instruction & Support ■ Sites & Buildings
 ■ Fiscal & Other Fixed Costs

Regular	45.4%
Vocational	0.5%
Special Ed	26.6%
Instruc. Support	6.0%
Pupil Support	6.7%
Total	85.2%

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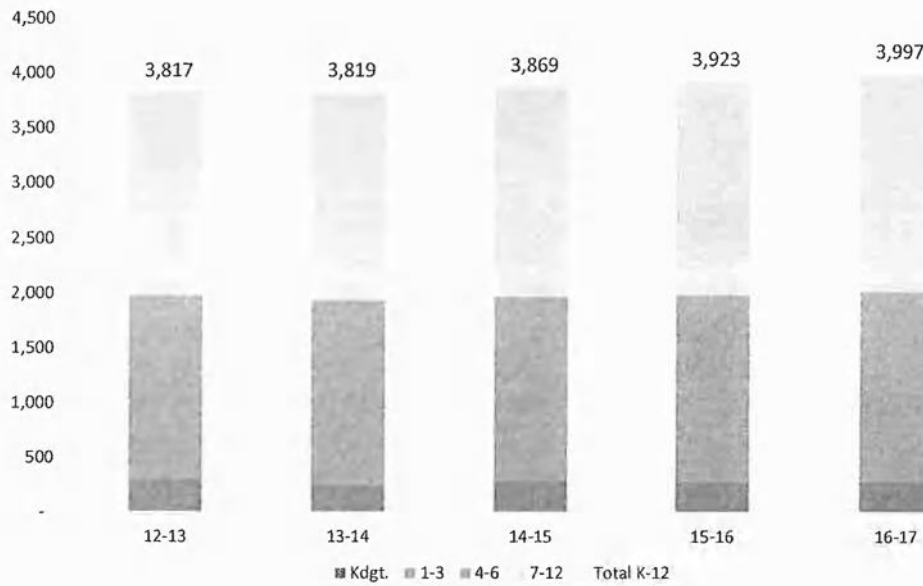
ISD NO. 659 NORTHFIELD
 General Fund Expenditures
 Year Ended June 30, 2016

\$46,433,449



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ISD NO. 659 NORTHFIELD
 Five-Year Enrollment Trend



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Co-Curricular Coach/Advisor Matrix | Recommended Additions | November 27, 2017

Molly Viesselman, Director of Human Resources

The 2017-19 Master Agreement with the Northfield Education Association changed the way co-curricular positions are added, eliminated, and modified. In the past, the District negotiated the specific number of coaching or advisor positions for each activity and the amount of stipend each position would receive based on its placement on the co-curricular salary schedule (commonly referred to as Schedule C). After the settlement of the agreement, the School Board will approve the additions, reductions, or modifications to positions and the associated stipend amount recommended by the District’s co-curricular committee. The co-curricular committee is led by the Activities Director and includes coaches, advisors, and administrators. The salary schedule itself remains in the NEA Master Agreement and the stipend amounts for each “level” will still be part of the negotiations process with the NEA.

The co-curricular committee would like to add language to the co-curricular coach/advisor job matrix that reads as follows: “The positions reflected on this matrix have been approved by the School Board. The Activities Director or building Principal has the latitude to NOT fill coaching/advising positions if participation numbers do not warrant such.”

Recommended Additions		
Position	Total Cost	Rationale
Middle School Fitness Room - add additional season (spring)-Level K	\$1,434	Increased participation. This is the base salary for Level K. The amount paid may be higher depending on who is hired and their prior experience.
Assistant Gymnastics Coach - Hourly - Add one position	Less than \$3,639	Increased number of participants and this has become a safety issue. This person will primarily work as a spotter during practices.
MS Assistant Knowledge Bowl Advisor Level L - add one position	\$1,103	Increased participation. The advisor often needs to help judge and this leaves the students with no supervision. To many students for one advisor. This is the base salary for Level L and may be higher depending on who is hired and their prior experience.
Totals	\$6,176	
Total Including FICA	\$6,648	Note: This is the best approximation at this time. No one currently holds these positions.

CO-CURRICULAR COACH AND ADVISOR MATRIX

The following document includes a current list of the School Board approved co-curricular positions. The stipend amount for each level (the letters going across the top of the matrix) is contained in Schedule C of the Master Agreement with the Northfield Education Association. Changes to this matrix are recommended by the Co-Curricular Committee, reviewed by the Superintendent, and considered for approval by the School Board.

Activity	A 100%	B 90%	C 82%	D 74%	E 66%	F 58%	G 50%	H 44%	I 38%	J 32%	K 26%	L 20%	M 14%	N 8%	O Hourly
Baseball			Head			Asst (3)									(1)
Basketball – Boys	Head				Asst (3)										9th
Basketball - Girls	Head				Asst (3)										9th
Cross Country			Head				Asst (2)		PT Asst (1)						
Football	Head		Coord.		Asst (4)	9th Gr (2)		7 th (2), 8 th (2)		6th Gr (4)					9 th -(2) 7 th (2),8 th (2)
Golf - Boys				Head					Asst						
Golf - Girls				Head					Asst						
Gymnastics	Head				Asst										
Hockey-Boys	Head				Asst (2)										
Hockey-Girls	Head				Asst (2)										
Lacrosse-Boys				Head				Asst							
Lacrosse-Girls				Head				Asst							
Ski - Nordic				Head			Asst (2)								
Ski - Slalom				Head			Asst								
Soccer - Boys		Head				Asst (3)		7 th (2),8 th (2)		6th Gr					PT Asst
Soccer - Girls		Head				Asst (3)		7 th (2),8 th (2)		6 th Gr.					9 th Gr. Hrly
Softball			Head			Asst (3)									(1)
Swimming/Diving - Boys	Head				Asst (2)										
Swimming/Diving - Girls	Head				Asst (2)										
Tennis - Boys				Head				Asst	MS Program (2)						
Tennis - Girls				Head				Asst	MS Program (2)						

Activity	A 100%	B 90%	C 82%	D 74%	E 66%	F 58%	G 50%	H 44%	I 38%	J 32%	K 26%	L 20%	M 14%	N 8%	O Hourly
Track - Boys	Head					Asst (5)		MS Head	MS Asst (4)						
Track - Girls	Head														
Volleyball		Head			Asst (3)			7 th (2), 8 th (2)		6 th Gr					6 th /9 th Gr
Wrestling	Head				Asst (2)				MS						MS Asst
Weight Lifting Team Coach						Head			Asst.						
Strength Training-Weight Room (fall/winter/spring)							Head-3 seasons			Asst-2 seasons					
Cheerleaders (fall/winter)				X											
Chess Club								HS			MS				
Class Advisors										Jr & Sr					
Dance Team			Head			Asst (3)									
DECA Advisor								X							
Drama								3-Act Play							
Knowledge Bowl								HS							
Knowledge Masters											MS				
Life of an Athlete								HS							
Math Team								X		MS	Asst				
Music Act. Assign. - Band			HS Band				MS Band		Pep Band	Elem Band		HS/MS Jazz			
Music Act. Assign.- Orchestra			HS Orch				MS Orch			Elem Orch					
Music Act. Assign.- Vocal			HS Vocal				MS Vocal						Elem (split)		
Musical - MS									X		Asst				

Activity	A 100%	B 90%	C 82%	D 74%	E 66%	F 58%	G 50%	H 44%	I 38%	J 32%	K 26%	L 20%	M 14%	N 8%	O Hourly
Musical – HS						Director			Asst						
Musical-Rock N Roll Revival	Director				Choreographer	Band Leader Vocal Coach									
Mock Trial							X								
National Honor Society									X						
One Act Play									X						
RALIE								Asst (2)							
Science Olympiad Advisor								X				HS / MS			
Speech				Head				HS Asst (2)			MS Head	MS Asst			
MS Spelling Bee														X	
MS Geography Bee														X	
MS Fitness Room											MS (2)				
Student Council							HS		MS		Elem (3)/HS Asst				
Yearbook - Norhian			X								MS				

SCHEDULE C 2017-18

<u>LEVEL</u>	<u>%</u>	<u>1 (1.0)</u>	<u>2 (1.03)</u>	<u>3 (1.06)</u>	<u>4 (1.09)</u>	<u>5 (1.12)</u>	<u>After Completion of Consecutive Years in Northfield</u>	
							<u>After 5 yrs</u>	<u>After 10 yrs</u>
							<u>6 (1.15)</u>	<u>7 (1.18)</u>
A	100%	\$5,514	\$5,679	\$5,845	\$6,010	\$6,176	\$6,341	\$6,506
B	90%	\$4,963	\$5,111	\$5,260	\$5,408	\$5,558	\$5,707	\$5,855
C	82%	\$4,522	\$4,657	\$4,793	\$4,928	\$5,063	\$5,200	\$5,335
D	74%	\$4,081	\$4,203	\$4,325	\$4,448	\$4,571	\$4,693	\$4,814
E	66%	\$3,639	\$3,748	\$3,858	\$3,966	\$4,076	\$4,185	\$4,295
F	58%	\$3,198	\$3,294	\$3,390	\$3,486	\$3,582	\$3,678	\$3,774
G	50%	\$2,757	\$2,839	\$2,922	\$3,005	\$3,087	\$3,171	\$3,254
H	44%	\$2,426	\$2,499	\$2,571	\$2,645	\$2,717	\$2,790	\$2,863
I	38%	\$2,095	\$2,159	\$2,221	\$2,284	\$2,346	\$2,410	\$2,473
J	32%	\$1,765	\$1,817	\$1,870	\$1,923	\$1,976	\$2,030	\$2,082
K	26%	\$1,434	\$1,476	\$1,519	\$1,563	\$1,605	\$1,648	\$1,691
L	20%	\$1,103	\$1,136	\$1,169	\$1,202	\$1,236	\$1,268	\$1,301
M	14%	\$772	\$795	\$818	\$842	\$865	\$888	\$911
N	8%	\$442	\$454	\$467	\$480	\$495	\$506	\$520

NORTHFIELD HIGH SCHOOL

Activities Office

TO: Dr. Hillmann

FROM: Tom Graupmann

DATE: November 20, 2017

RE: **Application of Cooperative Sponsorship**
Dissolution of Cooperative Sponsorship

The purpose of this memo is to ask the board to take action to add Red Wing High School to the existing cooperative sponsorship for Girls Alpine Ski. Attached are the forms for application. As a reminder it should be noted that MSHSL cooperative sponsorships are in effect for the duration of two school years. This coop would be for both the 2017-18 and 2018-2019 school years. In addition to note: The coop in Girls Alpine Ski also includes Cannon Falls, Randolph, and Arcadia that our School Board has already approved.

I support entering into these agreements.

Accompanying the application is a Dissolution form as well. Because we have an existing Cooperative Sponsorship in place, that Co-op must dissolve so we can "reform" adding Red Wing.

Upon the passage of these resolutions, the attached forms must be signed by a member of the School Board or a designee and should be returned to me.

Let me know if there are questions.

CC: Joel Leer

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION
 AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Alpine Skiing (Girls)
 beginning with the 20 17 - 20 18 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List ALL schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Northfield	1183	Northfield	1AA	6A
High School #2:	Cannon Falls	324	Cannon Falls	1A	6A
High School #3:	Red Wing	692	Red Wing	1AA	6A
High School #4:	Randolph	148	Randolph	1A	6A

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members. *See attached*
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards)) *To provide opportunity for one student from Red wing.*
- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	0	1	0	4	3	3
High School #2	0	0	0	0	0	0
High School #3 <i>RW</i>					1	
High School #4	0	0	0	0	0	0

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): Northfield High School
- Team Colors: Maroon & Gold Team Mascot: Raiders
- Host School (school that will receive revenue share check):

Board of Education (or designee)	School	Date
Signed _____	<u>Northfield</u>	_____
Signed _____	<u>Cannon Falls</u>	_____
Signed _____	<u>Red wing</u>	_____
Signed _____	<u>Randolph</u>	_____

Official Action of the MSHSL Board of Directors

Approved Not Approved

Signature: _____

MSHSL Executive Director

Date: _____

Continued

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Alpine Skiing (Girls)
beginning with the 20 17 - 20 18 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School # ^{#5} 1	<u>Arcadia</u>	<u>65</u>	<u>Northfield</u>	<u>1A</u>	<u>6A</u>
High School #2:					
High School #3:					
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1 ^{#5}	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
High School #2						
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): _____

6. Team Colors: _____ Team Mascot: _____

7. Host School (school that will receive revenue share check): _____

Board of Education (or designee)	School	Date
Signed _____	<u>Arcadia</u>	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

- Approved Not Approved

Signature: _____ Date: _____

Minnesota State High School League
 2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
 763-560-2262, Fax: 763.569.0499

Application for DISSOLUTION of Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

Alpine Skiing (Girls) beginning with the 2017 - 2018 school year.
 (activity) (boys' or girls') (Adapted-GI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	City
High School #1:	Northfield	Northfield
High School #2:	Cannon Falls	Cannon Falls
High School #3:	Randolph	Randolph
High School #4:	Arcadia	Northfield

1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?

- Yes** A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, MUST be included with this application.
 No DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

	Member School			Reason for the Dissolution	
High School #1	A	B		A.	Our school is dropping the activity.
High School #2	A	B		B.	Our school will sponsor this activity without a cooperative sponsorship.
High School #3	A	B		C.	Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-p.
High School #4	A	B			

Signature of the person duly authorized by the member school to act on behalf of the member school.

High School #1:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #2:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #3:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #4:	_____	_____
	Designated School Representative	Title of the Designated School Representative

Official Action of the MSHSL Board of Directors

- Approved Not Approved

Signature: _____
 MSHSL Executive Director

Date: _____

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 8 day of November 2017 by and between Sibley PTO, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,000 for Amity Intern Program at Sibley.

Sibley Parent Teacher Organization
Donor

Approved by resolution of the School Board on the 8 day of Nov, 2017

INDEPENDENT SCHOOL DISTRICT No. 659

By: Jessica Heilman (PTO Treasurer)

Jessica Heilman
Clerk

