

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, August 12, 2013, 7:00 PM
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
This is an opportunity for members of the school district to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify himself/herself and the group represented, if any. He/She will then state the reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. Please know that this is not a time to debate an issue, but for you to make your comments.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
 - 1. Location Equity Revenue and Board-Approved Referendum Revenue.
 - 2. P-Card Program Review and Expansion.
- VII. Superintendent's Report
 - A. Items for Individual Action
There are no items at this time.
 - B. Items for Consent Grouping
 - 1. Northfield Swim Club Agreement.
 - 2. School Resource Officer Agreement.
 - 3. Cooperative Sponsorship.
 - 4. Financial Reports – April, May and June 2013.
 - 5. Personnel Items.
- VIII. Items for Information
 - 1. Workshop Schedule.
- IX. Future Meetings
Monday, August 26, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, September 9, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

August 12, 2013, 7:00 PM

Northfield High School Media Center

TO: Members of the Board of Education
FROM: L. Chris Richardson, Ph. D., Superintendent
RE: Explanation of Agenda Items for the August 12, 2013, 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 July 8, 2013, and minutes of the Special School Board meeting held on August 1, 2013, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. Location Equity Revenue and Board-Approved Referendum Revenue.
Director of Administrative Services Matt Hillmann will review these two new revenue programs created by the legislature in the last session. Mr. Hillmann will provide an overview of them and how they will impact the Northfield Public Schools.
 2. P-Card Program Review and Expansion.
Director of Administrative Services Matt Hillmann will report on the procurement card program authorized by the Board in 2011 and the next steps the District plans to take with it.
- VII. Superintendent's Report
 - A. Items for Individual Action
There are no items at this time.
 - B. Items for Consent Grouping
Superintendent's Recommendation: Motion to approve the following items listed under the Consent Grouping:
 1. Northfield Swim Club Agreement.
The School Board is asked to approve the agreement with the Northfield Swim Club for the 2013-14 year. It is effective July 1, 2013 through June 30, 2014. This is the eighth year that the Swim Club has received a long term contract for their facility usage for their programs' regularly scheduled practices.
 2. School Resource Officer Agreement.
Superintendent Richardson is recommending the approval of a contract renewal with the City of Northfield for the 2013-2015 calendar years. The contract provides for a 2% increase for the 2013 calendar year and an additional 2% increase that would be maintained for the 2014 and 2015 calendar years and reflects approximately 50% of the total costs of the School Resource Officer's yearly salary and benefits.
 3. Cooperative Sponsorship.
Activities Director Tom Graupmann is requesting that the Board approve dissolving the cooperative agreements that Northfield High School has with Arcadia Charter School in Girls Basketball and Girls Volleyball, and then approve new cooperatives with Arcadia and EdVisions Off-Campus School in Girls Basketball and Girls Volleyball. Please review the enclosed memorandum from Tom Graupmann.

4. Financial Reports – April, May and June 2013.
Val Mertesdorf requests that the Board approve the following:
 - Paid bills totaling \$1,114,658.09, payroll checks totaling \$2,269,035.15 and the financial reports for April 2013.
 - Paid bills totaling \$1,554,653.74, payroll checks totaling \$2,307,057.44 and the financial reports for May 2013.
 - Paid bills totaling \$1,590,991.49, payroll checks totaling \$5,515,711.61 and the financial reports for June 2013.

5. Personnel Items.
 - a. Appointments*
 1. Sadie Bartelt, Summer PLUS Student Site Assistant at the Middle School for 2.5 hours/day beginning 07/01/2013 – 7/25/2013; \$8.09/hour.
 2. Stephen Cade, Middle School Girls Soccer Coach beginning 9/3/2013 – 10/11/2013; Level H, Step 2.
 3. Andrea Duron, Early Ventures Site Assistant at Longfellow-CS beginning 8/22/2013; Step 1, \$11.25/hour.
 4. Corbin Gett, Summer Rec/CS Lacrosse Instructor beginning 8/6/2013 - 8/31/2013; \$10.00/hour.
 5. Hillary Graves, Building Nurse at St. Dominics and Prairie Creak Health Services for 14 hours/week, beginning Fall 2013; \$22.62/hour.
 6. Gao Hong, .4 FTE Chinese Teacher at the High School beginning 8/26/2013 - 6/4/2014; BA Step 12.
 7. Michael Humann, Evening Custodian at the High School beginning 7/16/2013; Step 3, \$14.79/hour.
 8. Lori King, Parent Educator at the NCRC/ECFE beginning 8/26/2013; Year 1, \$24.36/hour.
 9. Anna Malecha, Early Ventures Site Assistant at Longfellow-CS beginning 8/22/2013; Step 1, \$11.25/hour.
 10. Craig Manderfeld, Long Term Substitute Custodian at the Middle School beginning 8/12/2013 for 6-10 weeks, Monday-Friday 3:00-11:00 p.m.; \$14.45/hour.
 11. Dan Meyers, Strength Training Coach-Fall and Winter at the High School beginning 8/12/2013 – 11/15/2013; Level I, Step 1.
 12. Margaret Podominick, 1.0 FTE Long Term Substitute Kindergarten Teacher at Sibley Elementary beginning on or before November 18, 2013 through the end of the 2013-2014 school year; MA Step 6.
 13. Andria Schwalbe, .5 FTE Early Childhood Teacher at Longfellow/NCRC, ECFE/Hand in Hand beginning 8/25/2013; Year 1, \$24.36/hour.
 14. Geoffrey Staab, 8th Grade Football Coach at the Middle School beginning 8/26/2013 – 10/11/2013; \$14.00/hour.
 15. Michelle Steele, 6-8th Grade Girls Tennis Coach beginning 9/3/2013 – 10/11/2013; Level I, Step 5.
 16. Gina Swenson, First Grade Teacher at Sibley beginning 8/26/2013; MA Step 6.

 - b. Increase/Decrease/Change in Assignment
 1. Kristin Basinger, Site Lead Summer PLUS, add August Pool Summer PLUS Site Lead Supervision for 6 days, beginning 7/30/2013 – 8/15/2013.
 2. Lisa Battaglia, 1.0 FTE Special Education Teacher at the High School, change to .8 FTE Special Ed Teacher and .2 FTE Reading Teacher at the High School beginning 8/26/2013.
 3. Kimberly Bauer, High School Parking Lot/Security, continue 8 hours/day, 5 days/week (40 hours/week) beginning 9/3/2013 through 6/6/2014.
 4. Julie Biwer-Bekhechi, Spanish Teacher at the Middle School, current contract .4 FTE, increase continuing contract to .5 FTE at the Middle School beginning 8/26/2013 – 6/6/2014.
 5. Elizabeth Brewer, Class 4 Special Ed PCA-MMMI at the Middle School, change to Class 4 Special Ed PCA-EBD at the Middle School beginning 8/26/2013.

6. Matt Dueffert, Site Assistant Summer PLUS, add August Pool Summer PLUS Site Lead Supervision for 6 days, beginning 7/30/2013 – 8/15/2013.
 7. Jeff Fowler, Seasonal Worker in the district, change to Long-Term Substitute/District Driver beginning 8/7/2013 for 6-10 weeks.
 8. Christopher Howard, Spanish Teacher at the Middle School, add .2 FTE overload assignment for the 2013-2014 school year, beginning 8/26/2013 – 6/6/2014.
 9. Kamille Kirchberg, Site Assistant Summer PLUS, add August Pool Summer PLUS Site Lead Supervision for 6 days, beginning 7/30/2013 – 8/15/2013.
 10. Ruth Morgan Malecha, PCA at the Middle School, change to PCA at the High School beginning 9/3/2013.
 11. Kathleen Mellstrom, Class 4 Special Ed PCA-EBD at the Middle School, change to Class 4 Special Ed PCA-MMMI at the Middle School beginning 8/26/2013.
 12. Michelle Morales, Kindergarten teacher at Greenvale Park, add one week ELL Bridges-2-Kindergarten teacher at Greenvale Park beginning July 29, 2013 through August 25, 2013.
 13. Annie Oftedahl, ECSE at Longfellow, add one week ELL Bridges-2-Kindergarten Teacher at Greenvale Park beginning July 29, 2013 through August 25, 2013.
 14. Patsy Ophaug, .5 FTE Special Ed Instructor at the Middle School, change to .6 FTE Special Ed Instructor at the Middle School, beginning 8/26/2013.
 15. Amy Pfefferle, All Day Kindergarten Teacher at Sibley, change to Grade 2 Teacher at Sibley beginning 8/26/2013.
 16. Eric Sandberg, Assistant Girls Softball Coach-9th - Level F, Step 2, change to Level F, Step 3 beginning 3/10/2014-6/6/2014.
 17. Peggy Sheehy, Special Ed PCA/EA at Longfellow, change to ECFE EA at the NCRC beginning 8/26/2013, Class 1, Step 4, \$13.58/hour.
 18. Dee Tomczik, Site Assistant Summer PLUS, add August Pool Summer PLUS Site Lead Supervision for 6 days, beginning 7/30/2013 – 8/15/2013.
 19. Judy Vitito, Grade 1 Teacher at Sibley, change to Grade 4 Teacher at Sibley beginning 8/26/2013.
 20. Julie Wolner, Business & Media at the High School, change to .5 FTE Business at the High School, .1 FTE Business at the Middle School, and .4 FTE Media at the High School for Semester 1; and .9 FTE Business at the High School and .1 FTE Business at the Middle School for Semester 2.
 21. Kate Woodstrup, Art Teacher at Bridgewater, add one week ELL Bridges-2-Kindergarten Teacher at Greenvale Park beginning July 29, 2013 through August 25, 2013.
- c. Leaves of Absence
1. Tammie Warner, FMLA Leave of Absence beginning 8/2/2013 through 8/16/2013.
 2. Reggie McDonald, Leave of Absence for the 2013-14 school year – leave request will be granted subject to finding a suitable replacement.
- d. Retirements / Resignations
1. Michael Berger, Educational Assistant at the Middle School, resignation effective 7/8/2013.
 2. Michael Berger, SummerVentures Instructor, resignation effective 8/12/2013.
 3. Andrea Eichmann, Assistant Volleyball Coach, resignation effective 8/2/2013.
 4. Bonnie Johnson, Educational Assistant at Sibley Elementary, resignation effective 8/7/2013.
 5. Jane Johnson, Education Assistant-PCA at Sibley Elementary, resignation effective 8/2/2013.
 6. David Kamis, Middle School & ALC Art Teacher, retirement effective 8/5/2013.
 7. Dan Kust, Nordic Ski Coach, resignation effective 7/31/2013.
 8. Anthony LaRoy, Assistant Auditorium Technician, resignation effective 8/16/2013.
 9. Jen Quinnell, KidVentures Site Assistant at CS, resignation effective 8/29/2013.
 10. Dan Rohr, Middle School Boys Soccer Coach, resignation effective 7/16/2013.
 11. Jenni Roney, Instructional Educational Assistant at Sibley, resignation effective 7/11/2013.
 12. Leslee Swenson, Third Grade Teacher at Greenvale Park, resignation effective 7/26/2013.

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

** Subject to revision when negotiations for 2013-15 are completed.

VIII. Items for Information

1. Workshop Schedule.

The schedule for the staff pre-school workshops to be held on August 26, 27, 28 and 29 is enclosed.

IX. Future Meetings

Monday, August 26, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, September 9, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

School Board Minutes

School Board Minutes

July 8, 2013

Northfield High School Media Center

- I. Call to Order.
Board Chair Ellen Iverson called the Regular meeting of the Northfield Board of Education to order at 7:00 PM. No one was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was none.
- IV. Approval of Minutes
On a motion by Pritchard, seconded by Hardy, the minutes of the Regular School Board meeting held on June 30, 2013, were unanimously approved.
- V. Announcements and Recognitions
 - Kristin Everson Cade and Dr. Jennifer Albers presented to the School Board a check for \$400 from the Class of 1987 to be used for the Angel Fund. This money was collected at their 25th class reunion last year.
 - Senator Franken specifically mentioned the TORCH program during a recent statement on immigration reform that he delivered on the U.S. Senate floor.
 - Five Northfield High School swimmers and divers from last year achieved All-American status. These swimmers became All-Americans in the 200 Free Style Relay: Grete Baker, Claire Walters, Emily Lundstrom, and Emily Anderson. And Bailey DuPay is an All-American diver. The Head Girls Swimming and Diving Coach is Deb Seitz.
- VI. Items for Discussion and / or Reports
 1. iPad Loan Agreement.
Director of Administrative Services Matt Hillmann updated the Board on the Transformational Technology project and shared the text of the iPad Loan Agreement that will be used to guide the appropriate use of the technology beginning this fall.
- VII. Superintendent's Report
 - A. Item for Individual Action
 1. Resolution Regarding Christopher Columbus Day.
On a motion by Nelson, seconded by Stratmoen, the Board unanimously approved the following Resolution Regarding Columbus Day.
WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then
BE IT RESOLVED, that Christopher Columbus Day on October 14, 2013, shall not be a holiday.
Voting 'yes' was Fossum, Maple, Nelson, Pritchard, Hardy, Stratmoen and Iverson. No one voted 'no.'
 - B. Items for Consent Grouping
On a motion by Maple, seconded by Nelson, the Board unanimously approved the following items listed under the Consent Grouping.
 1. Fiscal Year Organizational Actions.
The following financial organizational issues were approved.
 - a) Authorized the Director of Administrative Services and the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2013-2014.
 - b) Designated Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 - Investments, for fiscal year 2013-2014.

- c) Authorized the Director of Administrative Services and the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2013-2014.
2. Memberships for 2013-2014.

Memberships in the groups listed below were renewed for the 2013-2014 school year.

 - a. Minnesota State High School League.
 - b. Minnesota Association of School Administrators.
 - c. Schools for Equity in Education.
 - d. Southeast Service Cooperative.
 - e. Region V Computer Services Cooperative.
 - f. Rice County Family Services Collaborative.
 - g. Minnesota School Boards Association.
 - h. Healthy Community Initiative.
3. School Board Policy 807 – Health and Safety.

The Board approved Policy 807 – Health and Safety, which the Board approved on May 29, 2012. Even though there were no changes to the policy, the School Board was still required to review and approve it.
4. Gift Agreements.

The Board accepted the following gifts:

 - An \$18,189 gift from the Northfield Booster Club to be used for purchases outlined in the gift agreement. Note that during the 2012-2013 school year, the Northfield Booster Club donated an additional \$14,803 to be used towards fee waivers.
 - A \$2500 gift from the Longfellow Parent Advisory Council to be used for technology purchases.
 - A \$2050 gift from the ECFE Parent Advisory Council to be used for technology purchases.
5. Student Activity Account – Dance Team.

The Board approved designating up to \$2,000 from the Dance Team’s student activity account to pay for a JV assistant coach. The rate of pay will be \$12 per hour. The Dance Team intentionally fundraised so that this coach could be secured.
6. Long Term Contract with Canvas Church.

The School Board approved the long term contract with Canvas Church. This long term contract is the third year for Canvas Church, which moved from Bridgewater Elementary School to Northfield High School last September. This contract is for the time period July 1, 2013 to June 30, 2014.
7. Contract with the Center for Sports Medicine and Rehabilitation.

The two-year contract (school years 2013-2014 and 2014-2015) with the Center for Sports Medicine and Rehabilitation (CSMR) to provide athletic training services to Northfield High School student athletes was approved. The amount, \$17,410.46, does reflect a \$720 increase over the previous contract. The increase is based on the CSMR covering their employee costs for providing service and the addition of Lacrosse.
8. Personnel Items.
 - a. Appointments*
 1. Sara Anderson, 1.0 FTE Companeros Teacher at Bridgewater Elem. beginning 8/26/2013 - BA15, Step 1.
 2. Stephanie Balvin, Summer Weight Room Coach at the High School beginning 6/11/2013 - \$16.75/hour.
 3. Sidney Beaumaster, CS Summer Recreation Water Safety Instructor beginning 6/17/2013-8/31/2013 - \$10.50/hour.
 4. Jamie Dop, ECSE Birth-5 Teacher at Longfellow/Special Educ. beginning 7/1/2013 – BA, Step 2.

5. Shannan Goettl, Dance Team Assistant Coach-JV at the High School beginning 10/21/2013-2/15/2014 – Level F, Step 1.
 6. Mike Humann, Building & Grounds Long Term Substitute Custodian beginning 6/10/2013 through Early Fall - \$14.31/hour 2012-13; \$14.45/hour 2013-14.
 7. Alyse Lindholm, 1.0 FTE LTS Primary Classroom Teacher, Grade 2 at Greenvale Park beginning 8/26/2013-6/6/2014 – BA, Step 1.
 8. Tiffany Malecha, .5 FTE Kindergarten Teacher at Greenvale Park beginning 8/26/2013 – BA, Step 0.
 9. Bob Matthies, Building & Grounds Long Term Substitute Custodian beginning 6/10/2013 through Early Fall - \$14.31/hour 2012-13; \$14.45/hour 2013-14.
 10. Grady McGovern, Summer Weight Room Coach at the High School beginning 6/11/2013 - \$16.75/hour.
 11. Adam Nystuen, Community Services Summer Recreation Swimming Aide and Lifeguard beginning 6/17/2013-8/31/2013 - \$8.25/hour.
 12. Heidi Muller Peterson, correction to .4 FTE Life Science Teacher at the Middle School beginning 8/26/2013 – BA45, Step 7.
 13. Elizabeth Ryan, .5 FTE Read 180 Teacher at Greenvale Park beginning 8/26/2013-6/6/2014 – BA, Step 1.
 14. Derrick Skoglund, Assistant Boys Soccer Coach at the High School beginning 8/12/2013-10/31/2013 – Level F, Step 1.
 15. Nancy Sparby, Office Generalist at the High School beginning 9/3/2013 – Class II, Step 1, \$15.56/hour.
 16. Mark Thornton, Summer Weight Room Coach at the High School beginning 6/17/2013-8/9/2013, \$16.75/hour.
 17. Justin Wagner, Assistant Volleyball Coach-JV at the High School beginning 8/12/2013-11/9/2013, Level E, Step 1.
 18. Alyssa Weber, Summer Ventures Site Assistant at Greenvale Park/Community Services beginning 6/17/2013-8/23/2013 for 6.25 hours/day Mon.-Thursday - \$11.14/hour.
 19. Mark Weitalla, Summer Weight Room Coach at the High School beginning 6/11/2013-8/9/2013 - \$16.75/hour.
 20. Ethan Nelson, CS Summer Recreation Soccer Coach beginning 7/1/2013-8/31/2013, \$7.50/hour.
 21. Rachel Turbeville, Dance Team Assistant Coach-JV at the High School beginning 10/21/2013-2/15/2014, \$12.00/hour, from dance team fundraising.
- b. Increase/Decrease/Change in Assignment
1. Ryan Abdella, CS Tennis Instructor beginning 6/5/2013-8/31/2013 - \$7.50/hour, add Junior Team Tennis - \$10.00/hour.
 2. Scott Abdella, CS Tennis Instructor beginning 6/3/2013-8/31/2013 - \$7.50/hour, change to Junior Team Tennis at \$9.00/hour.
 3. Amy Allin, Science Teacher at the Middle School, add Environmental Club Co-Coordinator at the Middle School beginning 8/26/2013 - \$750.00 stipend.
 4. Janet Amundson, Class 4 PCA at the High School for 6.75 hours/day, change to Class 3 EA at the Middle School for 5.0 hours/day, beginning 8/26/2013.
 5. Emily Anderson, CS Water Safety Instructor beginning 6/17/2013-8/31/2013 - \$8.25/hour; change to WSI \$10.25/hour; Add Lifeguard at \$8.25/hour.
 6. Mari Arneson, CS Tennis Instructor beginning 6/5/2013-8/31/2013 - \$7.50/hour; change to Tennis Supervisor at \$10.00/hour.
 7. Michael Berger, Class 3 EA-Job Coach at the High School for 6.75 hours/day, change to Class 4 PCA-EBD at the Middle School for 6.5 hours/day, beginning 8/26/2013.
 8. Nick Bornhauser, CS Baseball Instructor beginning 6/10/2013-8/31/2013 - \$7.50/hour; change to Baseball Supervisor at \$10.00/hour.
 9. Tory Borovsky, CS Tennis Instructor beginning 6/5/2013-8/31/2013 - \$10.00/hour; change to Junior Team Tennis Supervisor at \$2,000 Stipend.
 10. Mary Boyum, ESY Special Education PCA at Longfellow, add ESY Bus PCA at Longfellow for 2.17 hours/day, beginning 7/1/2013.

11. Liz Brewer, Class 4 PCA at the High School, change to Class 4 PCA at the Middle School for 6.75 hours/day, beginning 8/26/2013.
12. Shari Bridley, ESY Special Education PCA at Longfellow, add ESY Bus PCA at Longfellow for 1.25 hours/day beginning 7/1/2013-7/25/2013.
13. Kayla Burt, CS Lacrosse Instructor beginning 6/11/2013-8/31/2013 - \$10.00/hour, change to Lacrosse Supervisor \$10.00/hour; Add Softball Coach at \$7.50/hour.
14. Nhung Bui, Class 4 PCA at the Middle School, change to Class 4 PCA at the Middle School for 2.4 hours/day, Add Class 3 EA at the Middle School for 4 hours/day, beginning 8/26/2013.
15. Allison Clark, CS WSI & Lifeguard beginning 6/17/2013-8/31/2013 - \$8.25/hour, change to WSI \$10.25/hour and Lifeguard \$8.25/hour.
16. Kelle Edwards, SpEd PCA/Instructional EA 6.75 hours/day at Greenvale Park, change to Instructional EA 4.5 hours/day, Supervisory EA 1.5 hours/day at Greenvale Park, beginning 9/3/2013.
17. Nicole Gill, Class 4 PCA at the Middle School for 7.0 hours/day, change to Class 4 PCA at the Middle School for 5.17 hours/day, beginning 1/6/2014.
18. Jay Grossman, Custodian at Bridgewater/High School, change to Custodial Engineer with stipend at Longfellow beginning 6/11/2013.
19. Lisa Hovden, Social Studies Teacher at the Middle School, add Environmental Club Co-Coordinator at the Middle School beginning 8/26/2013 - \$250.00 stipend.
20. Brenda Kragseth, Media/Supervisory EA 3.75 hours/day at Greenvale Park, change to Media EA 5.5 hours/day at Greenvale Park, beginning 9/3/2013.
21. Beth Kuyper, Class 4 PCA at the Middle School for 7.0 hours/day, change to Class 4 PCA at the Middle School for 6.75 hours/day, beginning 8/26/2013.
22. Laurie Larson, Physical Therapist at Longfellow/District .8 FTE, increase to 1.0 FTE beginning 7/1/2013.
23. Kirsten Mace, CS SuperKids, Wiggle & Giggle Instructor beginning 6/7/2013-8/31/2013 - \$7.50/hour, Change to SuperKids \$7.50/hour; Wiggle & Giggle Supervisor \$10.00/hour.
24. Jackie Meyer, ESY Special Education PCA at the High School, add ESY Bus PCA for 1.75 hours/day at the High School beginning 7/1/2013-7/25/2013.
25. LaDonna Miller, SpEd EA-PCA/Supervisory EA 7.0 hours/day at Greenvale Park, change to Instructional EA 4.0 hours/day, Supervisory EA 2.0 hours/day at Greenvale Park, beginning 9/3/2013.
26. Jackie Moon, ESY Special Education PCA at Longfellow for 3.5 hours/day, add ESY Bus PCA at Longfellow for .42 hours/day, beginning 7/1/13-7/25/2013.
27. Deb Pack, ESY Special Education PCA at the High School, add ESY Pus PCA for 1.92 hours/day at the High School beginning 7/1/2013-7/25/2013.
28. Jack Peters, CS Lacrosse Instructor at \$7.50/hour; change to Lacrosse Supervisor at \$10.00/hour.
29. Molly Peterson, Class 4 PCA at the High School for 6.75 hours/day, change to Class 4 PCA at the Middle School for 5.83 hours/day, beginning 8/26/2013.
30. Katie Roster, CS Soccer Instructor/SUPER Kids, change to CS Soccer Supervisor, \$10.00/hour; SUPER Kids at \$7.50/hour.
31. Tammy Schwagerl, Class 4 PCA at the Middle School for 7.0 hours/day, change to Class 4 PCA at the Middle School for 6.75 hours/day, beginning 8/26/2013.
32. Nancy Seeberg, Junior Team Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$10.50/hour; Add Community Services Tennis Instructor at \$7.75/hour.
33. Ellen Sheehy, Super Kids beginning 6/7/2013 through 8/31/2013 - \$7.50/hour; Add Track Supervisor at \$10.00/hour.
34. Vicky Shimota, SpEd EA/Supervisory EA at Greenvale Park for 6.75 hours/day, change to SpEd EA 3.0 hours/day and Supervisory EA for .5 hours/day at Greenvale Park, beginning 9/3/2013.
35. Brad Skapyak, High School Custodian Tues.-Saturday, change to Bridgewater/High School Custodian Mon.-Friday, beginning 7/1/2013.
36. Rhonda Stanley, Title III/Instructional/Supervisory EA for 5.5 hours/day at Greenvale Park, change to SpEd EA 2 hours/day, K-Instructional EA 1 hour/day, Supervisory EA 1.5 hours/day at Greenvale Park, beginning 9/3/2013.

37. Jane Streitz, SpEd PCA for 6.25 hours/day at Greenvale Park, change to SpEd PCA 5 hours/day, SpEd EA 1.5 hours/day at Greenvale Park, beginning 9/3/2013.
38. Deb Thomforde, Reading Teacher at the Middle School, current contract .7 FTE, increase continuing contract to .8 FTE beginning 8/26/2013.
39. Rolf Tollefson, SpEd PCA/Supervisory EA for 7 hours/day at Greenvale Park, change to Supervisory EA 1.25 hours/day at Greenvale Park, beginning 9/3/2013.
40. Ryan Walser-Kuntz, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$7.50/hour; Add Junior Team Tennis at \$9.00/hour.
41. Linda Wilson, SpEd PCA/Instructional EA/Supervisory EA 7.25 hours/day at Greenvale Park, change to Instructional EA 3 hours/day, Supervisory EA 2 hours/day at Greenvale Park, beginning 9/3/2013.
42. Diana Wokson, ESY Special Education PCA at Longfellow, change to ESY DCD Teacher at the High School beginning 6/26/2013-7/25/2013 for 3.5 hours/day, Mon-Thursday – BA, Step 0.
43. Julie Wolner, Business Education Teacher at the High School, change to Business Education teacher at the High School for .9 FTE, and the Middle School for .1 FTE, beginning 8/26/2013.
44. Carina Zick, ESY Special Education PCA at Longfellow, add ESY Bus PCA for .5 hours/day at Longfellow beginning 7/1/2013-7/25/2013.
45. Judi Vitito, 1st Grade Teacher at Sibley, change to 4th Grade Teacher at Sibley beginning 7/1/2013.

c. Leave of Absence

1. Kasha Zeman, FMLA leave of absence beginning on or about December 23, 2013 through the end of the 2013-14 school year.
2. Allison Otte, Childcare Leave of Absence beginning 11/18/2013 through the end of the 2013-14 school year.

d. Retirements/Resignations

1. Mike Allen, Weight Room Coach/Supervisor at the High School, resignation effective August 8, 2013.
2. Sarah Carlson, Middle School Girls Tennis Coach, resignation effective 7/1/2013.
3. Tyler Faust, 8th Grade Football Coach, resignation effective 5/15/2013.
4. Anna Kelly, Early Ventures Site Assistant, resignation effective August 10, 2013.
5. Claire Larson, 6th Grade Volleyball Coach, resignation effective 6/29/2013.
6. Mary Loven, Early Childhood Instructor, resignation effective June 24, 2013.
7. Josh Maus, 8th Grade Football Coach, resignation effective 7/1/2013.
8. Dana Pemrick, 4th Grade Teacher at Sibley, resignation effective 6/30/2013.
9. Frannie Seitz, 6th Grade Volleyball Coach-PT Assistant, resignation effective 7/1/2013.
10. Erik Severson, Middle School Girls Soccer Coach, resignation effective 7/1/2013.
11. Doug Seymour, Assistant Boys Soccer Coach, resignation effective 6/13/2013.
12. Justin Wagner, B-Squad Volleyball Coach at the High School, resignation effective 6/14/2013.
13. Jane Morrison, Early Ventures Assistant, resignation effective 8/21/2013.
14. Laurel Sargent, Educational Assistant PCA, resignation effective 7/5/2013.

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

** Subject to revision when negotiations for 2013-15 are completed.

9. Cooperative Sponsorships.

The Board approved entering into a cooperative sponsorship with Arcadia School for Girls Cross Country, Girls Swimming and Diving and Football. MSHSL cooperative sponsorships are in effect for two school years (2013-2014 and 2014-2015).

VIII. Items for Information
There were no items.

School Board Minutes

July 8, 2013

Page Six

IX. Future Meetings

Monday, August 12, 2013, Regular School Board Meeting, Northfield High School Media Center

Monday, August 26, 2013, Regular School Board Meeting followed by work session, Northfield High School Media Center

- X. On a motion by Stratmoen, seconded by Maple, the Board adjourned at 7:30 PM. A Board Work Session on the Student Achievement Gap and Summer Slide followed.

Noel Stratmoen
School Board Clerk

Special School Board Meeting Minutes

Special School Board Meeting Minutes
August 1, 2013
District Office Conference Room

- I. Call to Order.
Board Chair Ellen Iverson called the Special meeting of the Northfield Board of Education to order at 1:04 PM. No one was absent.

- II. Closed Negotiations Strategy Session.
On a motion by Pritchard, seconded by Nelson, the Board unanimously agreed to proceed to a closed negotiations strategy session.

- III. On a motion by Stratmoen, seconded by Hardy, the Board unanimously agreed to adjourn at 2:02 PM.

Location Equity Revenue and Board Approved Levies

August 12, 2013 | Matt Hillmann, Director of Administrative Services

During the past legislative session, two new financial strategies were created for school districts, Location Equity Revenue and a School Board approved levy of up to \$300 per pupil.

Location Equity Revenue

Location Equity Revenue was passed very late in the session and, according to the authors, designed to offset larger costs associated with running school districts in metro and larger outstate communities.

In order to receive Location Equity Revenue, a school district must:

- have some of the district located in the seven county metropolitan area
- or be outside the seven county metropolitan area and have 2,000 or more students

School districts, like Northfield, who have some or all of their district located in the seven county metropolitan area are eligible for \$424 per pupil in Location Equity Revenue. School districts who are outside the seven county metropolitan area and have 2,000 or more students are eligible for \$212 per pupil in Location Equity Revenue. These dollars are provided as categorical funding, similar to the manner we receive funding for operating capital and Healthy & Safety. The funding for the Location Equity Revenue is a mix of state aid and local property tax levy and reduces the amount of a school district's operating levy by a corresponding amount.

For example, Northfield has a voter approved levy of \$1,656 per pupil . By accepting Location Equity Revenue, \$424 per pupil of our levy will be converted to categorical state funding. Our official voter approved levy would drop to \$1,232. The District will get exactly the same amount of money in the end, but our taxpayers should pay slightly less in property taxes because of additional legislative changes to state equalization of school district levies.

While this could allow some metro districts previously at the levy cap to go back to their voters and request additional operating levy dollars, **we need to be clear that is not the plan here in Northfield.**

The Board does not need to take any action to accept Location Equity Revenue. If a School Board would prefer **not** to accept the Location Equity Revenue, they would need to take action to that effect by September 1st. Our recommendation is to accept the Location Equity Revenue. In an interesting twist of state calculations, we would actually see \$76,484 less in state aid by not accepting Location Equity Revenue. This is because districts who have lower operating levy referenda are eligible for more state aid in equity funding.

Board Approved Levy

The legislature also gave School Boards new authority to independently authorize an operating levy of up to \$300 per pupil and/or convert up to \$300 per pupil of existing voter approved levy to Board approved levy. The authority allows the Board approved levy to last five years and is renewable.

This new authority may provide great benefit to districts without a levy. The School Board could vote to create a levy of up to \$300 per pupil without going to the voters.

Regardless of whether a district takes advantage of this change, the first \$300 per pupil of voter or Board approved levy will be equalized at a much higher rate, increasing the amount of the levy paid by state aid and reducing the portion paid through property tax dollars.

We do not recommend converting any of our current voter approved levy to Board approved levy at this time.

Impact

These two new financial avenues have the ability to support local school districts.

In Northfield, we are not asking the Board to take any action. By not taking any action, we will be **accepting** Location Equity Revenue and **not converting** any of our existing voter approved levy to Board approved levy. While we will receive exactly the same revenue as in the past, **the portion coming from state aid will increase and the portion coming from property tax will decrease.**

P-Card Program Review and Expansion

8.12.2013 | Matt Hillmann, Director of Administrative Services

The Northfield Public Schools began a procurement card (P-Card) program in June 2011. A P-Card is essentially a credit card program in which the District receives rebates in a similar manner that an individual might receive airline miles or other rewards for using their personal credit card. The program began with Cabinet level administrators being assigned cards.

The program has provided principals and other Cabinet members with greater flexibility and has streamlined processes. For example, an individual with a P-Card no longer has to make appropriate school related payments out of their own pocket and then wait to be reimbursed. The cards also have the District's tax exempt ID number printed on them, providing greater opportunity to take advantage of the District's tax exempt status.

The P-Card 'year' spans September 1st - August 31st. The table below illustrates the total transactions using the P-Card and the rebates to date.

| Dates | Total Transactions | Rebate |
|-----------------------|---------------------------|----------------------|
| 2010-11 (began 06.11) | \$132,081.76 | \$493.29 |
| 2011-12 | \$353,652.46 | \$1,572.06 |
| 2012-13 (to date) | \$1,012,667.76 | \$5,000+ (projected) |

In general, the District is using the card to pay regular expenditures with our major vendors. The list below illustrates the major vendors and the approximate transaction amounts for each to date.

- Xcel Energy | \$500,000
- Sprint | \$20,000
- Century Link | \$20,000
- CDWG | \$34,000
- Cole Papers | \$27,000
- Pearson | \$30,000
- McGraw-Hill | \$60,000

Due to the program's success, we are planning to take this year as an opportunity to provide P-Cards to other departments.

AGREEMENT

This Agreement is entered into this ~~thirteenth~~ twelfth day of August ~~2012~~ 2013 by and between the Northfield Public Schools (hereinafter the School) and the Northfield Swim Club (hereinafter the NSC). It is understood between the parties hereto that the NSC wishes to utilize certain facilities belonging to the School for swim practice purposes. It is further understood that the School wishes to accommodate the NSC pursuant to the School's Policy Regarding Community Use of School Facilities.

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

I. Description of Premises – The premises covered by this Agreement are the Northfield Middle School swimming pool, the girls locker room and the boys locker room.

II. Use of Premises – The NSC is allowed under this Agreement to use the premises for swim practices. No other use of the premises is authorized under this Agreement. It is expressly agreed and understood between the parties that the NSC shall use the premises only on weekdays, Monday through Friday, at times provided by the facilities scheduling designee of the NSC Board of Directors or a member of the NSC Board of Directors to, and approved by, the School's Facilities Scheduler. Any other use, such as swim meets, will require a separate application; regular rates will apply.

III. Term of Agreement – This agreement shall commence on July 1, ~~2012~~ 2013 and shall continue until June 30, ~~2013~~ 2014, unless terminated prior to that date as provided herein. This Agreement may be extended for an additional term, should the parties choose to do so; however, nothing contained herein shall be construed to require the School to extend the Agreement.

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

- Facilities – Effective July 1, ~~2012-2013~~, the NSC will pay a facility fee of \$22.50 per hour for use of the swimming pool and the girls and boys locker rooms, with a two (2) hour maximum charge per date of use. These fees represent a negotiated 10% reduction from established community use fees. In addition, the NSC will pay an energy fee of \$10.80 per hour for every hour of use of the Pool/Locker Rooms after two hours per date of use, which is a 10% reduction from established energy fees. When the NSC shares space with the Community Services Division ~~American Red Cross swimming lessons~~ and SCUBA classes, the NSC will pay one-half of the agreed upon rental fee.
- Custodial – The NSC will pay ~~\$42.00~~ \$43.00 per hour to the School for custodial services related to the NSC's use of the Premises should the use fall outside the normal hours of building operation, Monday through Friday. The NSC understands and agrees that the custodial services shall include any clean up necessary from any other event located on or about the premises which might occur during the day or evening prior to the NSC's practices. The NSC understands and agrees that custodial service is required in the building prior to, and after, the NSC's use of the premises. In addition, any use during non-school months in June, July and August, as the schedule allows, up to two hours per day of regular custodial time may be charged.

V. Payment of Expenses – The School will bill the NSC monthly for any of the aforementioned expenses. The NSC will make payment within 30 days of its receipt of any such invoice. Invoices will be sent electronically to the NSC Treasurer, ~~John Battiste~~, at: ~~jbattiste@charter.net~~, email to be provided by the NSC.

VI. Limitations on NSC Use of Premises – According to the school district facility policy, school district activities and events take precedence over permit usage. The NSC understands that other School and non-School related activities may take precedence over the NSC's use of the premises. In the event the NSC's use of the premises is to be precluded by any such activity, the Community Services Division Office will attempt to provide two weeks notice to the NSC that it will not be allowed to use the premises. In addition, the NSC understands that there may be School or non-school activities which may require that certain pieces of equipment be left in the pool area or in locker rooms located on the premises. The NSC agrees that in such an event it will take every precaution necessary not to disturb such equipment. Activities scheduled in school facilities can be viewed at <http://fs-northfield.rschooldtoday.com/calendar/index/publicview/> Northfield High School Swim and Dive Team meet schedules can be viewed at http://www.missotaconference.org/g5-bin/client.cgi?G5genie=36&school_id=121.

VII. Snow Emergency or Calamitous Event – In the event of a snow emergency, or any other event which may substantially impair the safety or viability of the premises, the NSC understands and agrees that the School will exercise its discretion in deciding whether to cancel any scheduled use of the premises by the NSC. The School hereby agrees to make every effort to provide the NSC with as much advance notice of any such cancellation as possible.

VIII. Keys – The NSC understands and agrees that this Agreement shall entitle the NSC to possess two sets of keys to access the swimming pool, pool office, pool equipment room and locker rooms on the premises. The NSC has determined that these keys are to be issued to the current President and the current Head Coach of the NSC. The assigned keyholders will each sign for and be issued a key from the Facilities Scheduler at the beginning of the contract period and shall return the key at the end of the contract period, or when there is a change in keyholder. In the event these keys are lost, the NSC will be charged actual costs for re-keying/re-coring as necessary.

IX. Storage – The NSC understands and agrees that it shall be allowed to store items of a swim practice nature only on the premises with the knowledge and permission of the School's Facilities Scheduler and Activities Director. All stored items, plus any School items used, must be returned to their assigned location at the end of each day.

X. Northfield Public School Access Policy – The NSC understands and agrees that the Northfield Public Schools Policy regarding Community Use of School Facilities (the Policy), including any amendments thereto, and the permit delineating dates of use and expectations of use are hereby incorporated into this Agreement. Adequate and responsible adult supervision must be present in all areas where participants in NSC activities are located. In the event any provision of this Agreement contradicts any provision of the Policy, this Agreement shall control.

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

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

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

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

Insurance against bodily injury and property damage which is to be in the amount of at least One Million Dollars (\$1,000,000) per occurrence and naming the School as an additional insured with copies thereof to be provided by the NSC. Furthermore, insurance covering all property owned by the NSC and stored on the premises shall be the sole responsibility of the NSC.

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

Northfield Swim Club

Northfield Public Schools

Devon Barnes, President

Date

Noel Stratmoen, Clerk

Date

~~John Baptiste~~, Treasurer

Date

POLICE-SCHOOL LIAISON OFFICER AGREEMENT

This AGREEMENT, made this 23 day of July, 2013, by and between Independent School District No. 659 ("SCHOOL DISTRICT") and the City of Northfield, a Minnesota municipal corporation ("CITY"), (collectively, the "PARTIES").

WHEREAS, SCHOOL DISTRICT is in need of and desires to receive certain law enforcement services from CITY; and

WHEREAS, CITY, through its police department, is willing and able to provide certain law enforcement services to SCHOOL DISTRICT; and

WHEREAS, SCHOOL DISTRICT and CITY desire to join in a mutual effort to curb delinquency and crime in the community and to develop better community understanding of law and law enforcement.

NOW, THEREFORE, in consideration of the mutual agreements and provisions herein set forth, SCHOOL DISTRICT and CITY agree as follows:

1. POLICE-SCHOOL LIAISON OFFICER. For the purpose of this AGREEMENT, the term Police-School Liaison Officer shall have the meaning and duties described in this Section.
 - 1.1. Police-School Liaison Officer. The Police-School Liaison Officer will be an Officer of the Northfield Police Department ("NPD") who shall be responsible for performing the duties set forth in Paragraph 1.4 of this Section.
 - 1.2. The Police-School Liaison Officer will be for the purposes of this AGREEMENT a Contracted Agent of the SCHOOL DISTRICT and have access to all such information deemed necessary for the completion of the Police-School Liaison Officer duties as approved by the SCHOOL DISTRICT.
 - 1.3. Police-School Liaison Officer Employed by CITY. The Northfield Police Chief shall assign a law enforcement officer to serve as the Police-School Liaison Officer in SCHOOL DISTRICT. The Chief of Police in conference with SCHOOL DISTRICT officials shall select the officer. The Police-School Liaison Officer shall be a licensed peace officer in the NPD and an employee of CITY, and will operate under the direct administration and supervision of the Chief of Police or his/her designee. Law enforcement services rendered to SCHOOL DISTRICT under this AGREEMENT shall be at the sole discretion of the Chief of Police. CITY shall assume all obligations and payments with regard to Police-School Liaison Officer salaries and benefits including workers compensation, PERA, withholding taxes, etc. SCHOOL DISTRICT will reimburse CITY for such expenses pursuant to Section 4 of this AGREEMENT. Consistent with the relationship between the PARTIES, the Police-School Liaison Officer

shall not be represented to the public as an employee of SCHOOL DISTRICT by either CITY or SCHOOL DISTRICT.

1.4. Duties of the Police-School Liaison Officer. The Police-School Liaison Officer will:

- 1.4.1. Strive to develop a better understanding within SCHOOL DISTRICT's schools of the law enforcement process.
- 1.4.2. Meet regularly with SCHOOL DISTRICT's administrators and special education personnel regarding law enforcement procedures and juvenile court procedures, and impart knowledge of families, neighborhoods, individuals, statistics, and trends when requested and in accordance with applicable law. The Police Chief shall meet with SCHOOL DISTRICT'S administrative team at least twice during the school year, preferably once at the start and once at the end of each school year in order to assess current police involvement in the schools.
- 1.4.3. Confer with SCHOOL DISTRICT parents, students, neighbors, school personnel and other members of the community regarding pre-delinquent behavior.
- 1.4.4. Conduct investigations within SCHOOL DISTRICT, its facilities and the surrounding community, both criminal and otherwise as deemed necessary by NPD or by mutual agreement between NPD and SCHOOL DISTRICT personnel.
- 1.4.5. Identify problems focused on children by inspecting SCHOOL DISTRICT schools' area, grounds and property, being watchful for loiterers and suspicious persons or automobiles, frequently visiting high-delinquency areas for law violators, and observing matters conflicting with the best interests of SCHOOL DISTRICT's pupils.
- 1.4.6. Take part in SCHOOL DISTRICT functions and community projects as deemed necessary by mutual agreement between CITY AND SCHOOL DISTRICT personnel in order to become acquainted with parents, businesspersons and community leaders and to assist in the social and cultural development of pupils, dropouts and recidivists.
- 1.4.7. Organize law enforcement or related educational programs within the framework of existing SCHOOL DISTRICT programs, as subject to approval by SCHOOL DISTRICT personnel.
- 1.4.8. In the instance of law violations, serve in the normal police officer capacity to protect life, limb, and property; to prevent crime, to recover stolen and lost property; and to apprehend and prosecute offenders, but in so doing orient activities toward rehabilitation and correction.
- 1.4.9. Work in cooperation with SCHOOL DISTRICT administrators towards mutually agreed upon goals involving NPD, SCHOOL DISTRICT's schools or its students.

The Police-School Liaison Officer shall not have disciplinary authority within the school.

1.4.10. In the course of performing the duties of this AGREEMENT, respond to emergency calls within the NPD service area when necessary, investigate cases assigned by the Chief of Police, and attend trainings and perform special duties as assigned by the Chief of Police. These responsibilities will require flexibility in the hours that the Police-School Liaison Officer works and require the freedom to leave SCHOOL DISTRICT's facilities at various times.

1.4.11. Generally, subject to the requirements of Paragraph 1.4.10 above, the Police-School Liaison Officer shall spend a minimum of fifty percent (50%) his/her annual hours worked (1040) in or at SCHOOL DISTRICT schools and functions during the school calendar year. If schools in SCHOOL DISTRICT are not in session, the Police-School Liaison Officer will function as and perform the duties of a patrol officer for NPD under the direct supervision of the Chief of Police within the jurisdiction of the City of Northfield. Prior to the start of the school year a schedule will be developed by the Chief of Police or designee in consultation with SCHOOL DISTRICT personal as identified by the Superintendent of Schools.

2. RESPONSIBILITY OF SCHOOL DISTRICT. It shall be the responsibility of SCHOOL DISTRICT to:

2.1. Provide guidance and assistance to the Police-School Liaison Officer through SCHOOL DISTRICT's principals, teachers, administrative staff, other personnel and student body.

2.2. Provide a private office, desk, and telephone with outside line for use by the Police-School Liaison Officer to meet with students and staff on both a public and private meeting basis and to conduct and perform his/her duties as necessary and as otherwise assigned and directed by the Chief of Police.

2.3. Require its principals to coordinate the efforts of the Police-School Liaison Officer within the schools.

2.4. Provide clerical help and assistance to the Police-School Liaison Officer when needed by the officer within any school at which the officer is working in his/her capacity as Police-School Liaison Officer. This includes providing the supplies and materials needed. Clerical help and assistance and supplies and materials will be limited to those duties of the Police-School Liaison Officer directly related to law enforcement or related educational programs within the framework of existing SCHOOL DISTRICT programs.

2.5. Provide an assessment of the services received under this AGREEMENT to CITY, if requested by CITY.

3. RESPONSIBILITY OF CITY. It is the intention of CITY to provide a Police-School Liaison Officer to SCHOOL DISTRICT, and it shall be the responsibility of CITY to:

3.1. Assign one licensed peace officer to SCHOOL DISTRICT to act as Police-School Liaison Officer at SCHOOL DISTRICT's schools.

3.2. Provide NPD equipment needed by the Police-School Liaison Officer to perform necessary functions and duties.

3.3. Provide training and education within the scope of NPD.

3.4. Provide temporary replacements for the Police-School Liaison Officer as deemed necessary by NPD.

4. CONSIDERATION.

4.1. SCHOOL DISTRICT shall pay CITY the sum of \$47,000 as consideration for CITY's provision of the Police-School Liaison Officer for the calendar year of 2013, with two equal payments of \$23,500. The initial payment being made on June 1, 2013 and the final payment on December 1, 2013.

4.2. SCHOOL DISTRICT shall pay CITY the sum of \$48,400, for the CITY's provision of the Police-School Liaison Officer. This annual amount is based on fifty percent (50%) of the total wages and benefits expense for the Police-School Liaison Officer. The payment shall be made with two equal payments in each of those years. The initial payment being made on or before June 1 of the applicable year, and the final payment on or before to December 1 of the applicable year. CITY shall provide SCHOOL DISTRICT an invoice for the amount owing and payable to CITY at least thirty (30) days in advance of the respective dates upon which payment by SCHOOL DISTRICT is required to be made.

5. TERM. The term of this AGREEMENT is for THREE (3) years and shall be effective as of January 1, 2013 and shall continue to December 31, 2015. This AGREEMENT shall be in effect as determined above unless terminated by either party. Termination of this AGREEMENT by either party shall be effective by delivering to the other party a preliminary written notice of termination not less than ninety (90) days prior to the date of termination of the AGREEMENT. All payments due under this AGREEMENT shall be prorated in the event of such termination.

6. INDEMNIFICATION.

6.1. As a condition of CITY's assignment of a Police-School Liaison Officer pursuant to this AGREEMENT, SCHOOL DISTRICT agrees to and shall indemnify, protect, save, hold harmless and insure CITY, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by SCHOOL DISTRICT or its agents, employees, contractors or subcontractors with respect to SCHOOL

DISTRICT's performance of its obligations under this AGREEMENT. SCHOOL DISTRICT shall defend CITY against the foregoing, or litigation in connection with the foregoing, at SCHOOL DISTRICT's expense, with counsel reasonably acceptable to CITY. CITY, at its expense, shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of CITY. All indemnification obligations shall survive termination, expiration or cancellation of this AGREEMENT.

- 6.2. CITY agrees to and shall indemnify, protect, save harmless and insure SCHOOL DISTRICT, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by CITY or its agents, employees, contractors or subcontractors with respect to CITY's performance of its obligations under this AGREEMENT. CITY shall defend SCHOOL DISTRICT against the foregoing, or litigation in connection with the foregoing, at CITY's expense, with counsel reasonably acceptable to SCHOOL DISTRICT. SCHOOL DISTRICT, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of SCHOOL DISTRICT. All indemnification obligations shall survive termination, expiration or cancellation of this AGREEMENT.
7. VOLUNTARY AND KNOWING ACTION. The PARTIES, by executing this AGREEMENT, state that they have carefully read this AGREEMENT and understand fully the contents thereof; that in executing this AGREEMENT they voluntarily accept all terms described in this AGREEMENT without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
8. AUTHORIZED SIGNATORIES. The PARTIES each represent and warrant to the other that (1) the persons signing this AGREEMENT are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this AGREEMENT against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
9. GOVERNING LAW. This AGREEMENT shall be deemed to have been made and accepted in Rice County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of this AGREEMENT without regard to its choice of law or conflict of laws principles.
10. DATA PRACTICES. The PARTIES acknowledge that this AGREEMENT is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*

11. NO WAIVER. Any Party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this AGREEMENT or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that Party's right to assert or rely upon the terms and conditions of this AGREEMENT. Any express waiver of a term of this AGREEMENT shall not be binding and effective unless made in writing and properly executed by the waiving Party.
12. AMENDMENTS. This AGREEMENT may not be amended except in writing properly executed by the PARTIES hereto. Except as specifically amended, this AGREEMENT shall remain in full force and effect.
13. ASSIGNMENT. This AGREEMENT may not be assigned by either Party without the written consent of the other Party.
14. SEVERABILITY. The invalidity or unenforceability of any provision of this AGREEMENT shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this AGREEMENT to the extent of its invalidity or unenforceability, and this AGREEMENT shall be construed and enforced as if the AGREEMENT did not contain that particular provision to the extent of its invalidity or unenforceability.
15. ENTIRE AGREEMENT. These terms and conditions constitute the entire agreement between the PARTIES regarding the subject matter hereof. All discussions and negotiations are deemed merged in this AGREEMENT. The headings to the various sections of this AGREEMENT are solely for the convenience of the PARTIES, are not part of the AGREEMENT and shall not be used for the interpretation of the validity of the AGREEMENT or any provision hereof.
16. SURVIVABILITY. All covenants, indemnities, guarantees, releases, representations and warranties by any Party or PARTIES, and any undischarged obligations of CITY and SCHOOL DISTRICT arising prior to the expiration of this AGREEMENT (whether by completion or earlier termination), shall survive such expiration.
17. EXECUTION. This AGREEMENT may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any Party to the counterpart shall be deemed a signature to the AGREEMENT, and may be appended to, any other counterpart. Facsimile transmission of executed signature pages shall be deemed as originals and sufficient to bind the executing Party.

IN WITNESS WHEREOF, the PARTIES have hereunto executed this document the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 659

By: _____
(Signature)
Title: School Board Chairperson
Print Name: Ellen Iverson

Date: August 12, 2013

By: _____
(Signature)
Title: School Board Clerk
Print Name: Noel Stratmoen

Date: August 12, 2013

CITY OF NORTHFIELD

By: _____
Dana Graham, Its Mayor

Date: _____

By: _____
Chuck Walerius, Its (Interim) Chief of Police

Date: _____

By: _____
Deb Little, Its City Clerk

Date: _____

NORTHFIELD HIGH SCHOOL

Activities Office

TO: Dr. Richardson
FROM: Tom Graupmann
DATE: July 19, 2013
RE: **Application of Cooperative Sponsorship**

The purpose of this memo is to ask the board to take action to “add on” to our existing cooperative sponsorships with Arcadia School in Girls’ Basketball and Girls’ Volleyball. The “add on” school is EdVisions Off-Campus School. Attached are the forms for application.

Also attached are the Dissolution forms required by the MSHSL in order for us to “add on” to the existing co-op.

As a reminder it should be noted that MSHSL cooperative sponsorships are in effect for the duration of two school years. This co-op would be for both the 2013-14 and 2014-15 school years.

I support entering into these agreements.

Upon the passage of these resolutions, these 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

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 the first day of practice for that sport season.

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 Girls Basketball beginning with the 20 13 - 20 14 school year.
 (activity) (boys' or girls') (Adapted-CI or PI)

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

| | School | City |
|-----------------|------------------------|------------|
| High School #1: | Northfield High school | Northfield |
| High School #2: | Arcadia school | Northfield |
| High School #3: | | |
| High School #4: | | |

1. Please state the reason for dissolving this cooperative sponsorship: forming a new co-op - adding another school

2. Please circle appropriate letter.

High School #1: A B **C**
 High School #2: A B **C**
 High School #3: A B C
 High School #4: A B C

A. Our school is dropping this activity.
 B. Our school will sponsor this activity without a cooperative sponsorship.
 C. Our school will sponsor this activity as part of a new cooperative sponsorship. **Please submit an Application for Cooperative Sponsorship for the new coop.**

Signatures

Northfield H.S.

Arcadia

High School #1: _____
 Board of Education
 High School #2: James D. Decker
 Board of Education
 High School #3: _____
 Board of Education
 High School #4: _____
 Board of Education

Superintendent of Schools
Ray T. Knij
 Superintendent of Schools
 Superintendent of Schools
 Superintendent of Schools

Official Action of the MSHSL Board of Directors

Approved Not Approved

Signature: _____
 MSHSL Executive Director

Date: _____

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

Application for Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.

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 Girls Basketball
 beginning with the 20 13 - 20 14 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: | EdVisions Off Campus | 74 | Henderson, MN | 2A | |
| High School #2: | Northfield H.S. | 1145 | Northfield | 1AA | 1AAAA |
| High School #3: | Arcadia School | 66 | Northfield | 1A | |
| 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

3. 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/MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

- To provide opportunity for one student in home district (resident)
- 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 | | | | | 1 | |
| High School #2 | 0 | 3 | 13 | 12 | 4 | 4 |
| High School #3 | | | | | | 1 |
| High School #4 | | | | | | |

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

6. Host School (school that will receive revenue share check): Northfield High School

| | Board of Education (or designee) | School | Date |
|--------|----------------------------------|-------------------------------|----------------|
| Signed | <u>[Signature]</u> | <u>EdVisions Off Campus</u> | <u>6/27/13</u> |
| Signed | | <u>Northfield High School</u> | |
| Signed | <u>[Signature]</u> | <u>Arcadia School</u> | <u>7/18/13</u> |
| Signed | | | |

Official Action of the MSHSL Board of Directors

Approved Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director

Application for DISSOLUTION of Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.

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 Girls Volleyball beginning with the 2013 - 2014 school year.
 (activity) (boys' or girls') (Adapted-CI or PI)

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

| | School | City |
|-----------------|------------------------|------------|
| High School #1: | Northfield High School | Northfield |
| High School #2: | Arcadia School | Northfield |
| High School #3: | | |
| High School #4: | | |

1. Please state the reason for dissolving this cooperative sponsorship: forming a new coop - adding a school

2. Please circle appropriate letter.

- | | | | | |
|-----------------|---|---|------------------------------------|--|
| High School #1: | A | B | <input checked="" type="radio"/> C | A. Our school is dropping this activity. |
| High School #2: | A | B | <input checked="" type="radio"/> C | B. Our school will sponsor this activity without a cooperative sponsorship. |
| High School #3: | A | B | <input type="radio"/> C | C. Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new coop. |
| High School #4: | A | B | <input type="radio"/> C | |

Signatures

| | | | |
|----------------------|-----------------|--------------------|---------------------------|
| <u>Northfield HS</u> | High School #1: | _____ | _____ |
| | | Board of Education | Superintendent of Schools |
| <u>Arcadia HS</u> | High School #2: | <u>[Signature]</u> | <u>[Signature]</u> |
| | | Board of Education | Superintendent of Schools |
| | High School #3: | _____ | _____ |
| | | Board of Education | Superintendent of Schools |
| | High School #4: | _____ | _____ |
| | | Board of Education | Superintendent of Schools |

Official Action of the MSHSL Board of Directors

- Approved
 Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director

Application for Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.

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 Girls Volleyball
 beginning with the 20 13 - 20 14 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: | EdVisions - Off Campus | 74 | Henderson, MN | 2A | |
| High School #2: | Northfield H.S. | 1145 | Northfield | 1AA | 1AAA |
| High School #3: | Arcadia School | 66 | Northfield | 1A | |
| 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))

- List the number of students, by grade level, who participated in this activity during the previous year. *To provide opportunity for one student in home district (resident)*
 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 | | | | | 1 | |
| High School #2 | 4 | 0 | 20 | 11 | 15 | 3 |
| High School #3 | | | | | | |
| High School #4 | | | | | | |

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): Northfield Raiders

- Host School (school that will receive revenue share check): Northfield High School

| Board of Education (or designee) | School | Date |
|----------------------------------|-------------------------------|----------------|
| Signed <u>[Signature]</u> | <u>EdVisions Off Campus</u> | <u>6/27/13</u> |
| Signed _____ | <u>Northfield High School</u> | _____ |
| Signed <u>[Signature]</u> | <u>Arcadia School</u> | <u>7/16/13</u> |
| Signed _____ | _____ | _____ |

Official Action of the MSHSL Board of Directors

Approved Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director

TO: L. Chris Richardson, Superintendent
FROM: Val Mertesdorf, Director of Finance *VM*
DATE: August 12, 2013
RE: Board Approval of Financial Reports – April 2013

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of April 2013.

Bills totaling \$1,114,658.09 were paid in April 2013.

Payroll checks totaling \$2,269,035.15 were issued in April 2013.

No bond payments were paid in April 2013.

At the end of April 2013 Total Cash and Investments amounted to \$19,592,089.71

All funds ended April with positive cash balances.

There were no wire transfers in April 2013.

The following financial reports for April 2013 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

April 2013 Treasurer's Report

| FUNDS | BALANCE BEGINNING OF MONTH | RECEIPTS |
|-------------------------------|---|-----------------|
| GENERAL FUND | 7,636,591.53 | 3,955,249.98 |
| FOOD SERVICE | 800,745.67 | 164,597.83 |
| COMMUNITY ED | 384,487.09 | 179,831.70 |
| DEBT SERVICE | 1,138,567.57 | 4,441.03 |
| TRUST | 114,302.38 | 2,000.00 |
| SELF INSURANCE | 1,600,990.31 | 12.60 |
| TOTALS | 11,675,684.55 | 4,306,133.14 |
| CERTIFICATE OF DEPOSIT | 6,991,432.36 | |
| GRAND TOTALS | 18,667,116.91 | 4,306,133.14 |

Disbursement Report

ISD 659 - Northfield

April 2013

Disbursements:

Bills Paid:

| | | |
|-------------------------|-------------------|--------------|
| General Fund | \$ 681,880.89 | |
| Food Service Fund | 61,319.28 | |
| Community Services Fund | 12,156.82 | |
| Trust & Agency Fund | - | |
| Self Insurance Fund | <u>359,301.10</u> | |
| Total Bills Paid | | 1,114,658.09 |

Payroll:

| | | |
|-------------------------|--------------|--------------|
| General Fund | 2,087,299.39 | |
| Food Service Fund | 62,164.86 | |
| Community Services Fund | 119,570.90 | |
| Trust Fund | - | |
| Self Insurance Fund | <u>-</u> | |
| Total Payroll | | 2,269,035.15 |

Bond Payments:

| | | |
|----------------------|----------|------------------------------|
| Debt Redemption Fund | <u>-</u> | |
| Total Bond Payments | | <u>-</u> |
| Total Disbursements | | <u><u>\$3,383,693.24</u></u> |

TO: L. Chris Richardson, Superintendent
FROM: Val Mertesdorf, Director of Finance VM
DATE: August 12, 2013
RE: Board Approval of Financial Reports – May 2013

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of May 2013.

Bills totaling \$1,554,653.74 were paid in May 2013.

Payroll checks totaling \$2,307,057.44 were issued in May 2013.

No bond payments were paid in May 2013.

At the end of May 2013 Total Cash and Investments amounted to \$20,397,089.21.

All funds ended May with positive cash balances.

Wire transfers initiated by the district during May 2013:

5/22/13 \$100,000.00 From MSDLAF Liquid to Wells Fargo

The following financial reports for May 2013 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

May 2013 Treasurer's Report

| FUNDS | BALANCE BEGINNING OF MONTH | RECEIPTS |
|-------------------------------|---|-----------------|
| GENERAL FUND | 6,347,885.02 | 2,628,876.67 |
| FOOD SERVICE | 844,763.16 | 163,412.36 |
| COMMUNITY ED | 426,922.43 | 295,552.08 |
| DEBT SERVICE | 1,143,008.60 | 1,556,379.68 |
| TRUST | 116,302.38 | 13,417.00 |
| SELF INSURANCE | 1,726,575.76 | 13.19 |
| TOTALS | 10,605,457.35 | 4,657,650.98 |
| CERTIFICATE OF DEPOSIT | 8,986,632.36 | - |
| GRAND TOTALS | 19,592,089.71 | 4,657,650.98 |

Disbursement Report

ISD 659 - Northfield

May 2013

Disbursements:

Bills Paid:

| | | |
|-------------------------|-------------------|--------------|
| General Fund | \$ 928,084.98 | |
| Food Service Fund | 103,385.38 | |
| Community Services Fund | 48,747.26 | |
| Trust & Agency Fund | 1,500.00 | |
| Self Insurance Fund | <u>472,936.12</u> | |
| Total Bills Paid | | 1,554,653.74 |

Payroll:

| | | |
|-------------------------|--------------|--------------|
| General Fund | 2,094,051.11 | |
| Food Service Fund | 83,039.12 | |
| Community Services Fund | 129,967.21 | |
| Trust Fund | - | |
| Self Insurance Fund | <u>-</u> | |
| Total Payroll | | 2,307,057.44 |

Bond Payments:

| | | |
|----------------------|----------|------------------------------|
| Debt Redemption Fund | <u>-</u> | |
| Total Bond Payments | | <u>-</u> |
| Total Disbursements | | <u><u>\$3,861,711.18</u></u> |

TO: L. Chris Richardson, Superintendent
FROM: Val Mertesdorf, Director of Finance 
DATE: August 12, 2013
RE: Board Approval of Financial Reports – June 2013

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of June 2013.

Bills totaling \$1,590,991.49 were paid in June 2013.

Payroll checks totaling \$5,515,711.61 were issued in June 2013.

No bond payments were paid in June 2013.

At the end of June 2013 Total Cash and Investments amounted to \$17,740,175.53.

All funds ended June with positive cash balances.

There were no wire transfers in June 2013.

The following financial reports for June 2013 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

June 2013 Treasurer's Report

| FUNDS | BALANCE BEGINNING OF MONTH | RECEIPTS |
|-------------------------------|---|-----------------|
| GENERAL FUND | 5,478,992.31 | 2,579,969.86 |
| FOOD SERVICE | 823,016.26 | 92,645.61 |
| COMMUNITY ED | 542,322.98 | 273,175.93 |
| DEBT SERVICE | 2,699,388.28 | 1,483,734.22 |
| TRUST | 127,639.38 | 9,967.00 |
| SELF INSURANCE | 1,739,097.64 | 12.90 |
| TOTALS | 11,410,456.85 | 4,439,505.52 |
| CERTIFICATE OF DEPOSIT | 8,986,632.36 | - |
| GRAND TOTALS | 20,397,089.21 | 4,439,505.52 |

Disbursement Report

ISD 659 - Northfield

June 2013

Disbursements:

Bills Paid:

| | | |
|-------------------------|-------------------|--------------|
| General Fund | \$ 1,090,912.64 | |
| Food Service Fund | 96,942.79 | |
| Community Services Fund | 53,859.23 | |
| Trust & Agency Fund | 11,000.00 | |
| Self Insurance Fund | <u>338,276.83</u> | |
| Total Bills Paid | | 1,590,991.49 |

Payroll:

| | | |
|-------------------------|--------------|--------------|
| General Fund | 5,320,628.00 | |
| Food Service Fund | 61,945.01 | |
| Community Services Fund | 133,138.60 | |
| Trust Fund | - | |
| Self Insurance Fund | <u>-</u> | |
| Total Payroll | | 5,515,711.61 |

Bond Payments:

| | | |
|----------------------|----------|------------------------------|
| Debt Redemption Fund | <u>-</u> | |
| Total Bond Payments | | <u>-</u> |
| Total Disbursements | | <u><u>\$7,106,703.10</u></u> |

Staff Workshop
August 26-29, 2013

| | Monday August 26 2 BSD; 5 WT | Tuesday August 27 7 BSD | Wednesday August 28 2 DSD; 5 WT | Thursday August 29 2 DSD; 5 WT |
|------------------------|--|---|--|---|
| EC | Staff Meeting | Program Development: Sara Line and Ashley Northrup | 10:00PLC Time 7:45 PreK-12 SpEd Meeting** | Assessment Training: Continuation |
| Elementary K-5 | Staff Meeting 1.5 hours Training for Ready, Set, Go Day .5 hours | Ready, Set, Go Day | 7:45 WTW Training; Social Studies by grade levels 9:45 WT | 7:45 Everyday Math Training: K-2 10:00 Everyday Math Training: 3-5 HS Computer Lab |
| Elementary Specialists | Staff Meeting 1.5 hours Training for Ready, Set, Go Day .5 hours | Ready, Set, Go Day | 7:45 Department Meetings 9:45 Work Time | 7:45 Department Meetings 9:45 Work Time |
| Title 1 | Staff Meeting 1.5 hours Training for Ready, Set, Go Day .5 hours | Ready, Set, Go Day | 1:00 Title 1 Meeting at Longfellow 102 | Everyday Math Training appropriate to grade level |
| Special Ed | Staff Meeting 1.5 hours Training for Ready, Set, Go Day .5 hours | Ready, Set, Go Day | 7:45 PreK-12 SpEd Meeting** | Attend the Everyday Math Training as appropriate |
| EL | Staff Meeting 1.5 hours Training for Ready, Set, Go Day .5 hours | Ready, Set, Go Day | 7:45 WTW | 7:45 Everyday Math Training 10:00 Everyday Math Training HS Computer Lab |
| MS | Staff Meeting | PBIS: 1 Hour <i>Tech Transformation</i> <i>Other: determined by site councils</i> | 7:45 Department/ Subject Meetings: Language Arts Standards; Standards Based Grading 7:45 PreK-12 SpEd Meeting** | 7:45 Ergonomics 8:15 PLCs; Technology 9:45 Work Time |

Staff Workshop
August 26-29, 2013

| | | | | |
|-------------------|---------------------------------------|---|--|---|
| HS | Staff Meeting | PBIS: 1 Hour <i>Tech Transformation</i> <i>Other: determined by site councils</i> | 7:45 Department/ Subject Meetings: Language Arts Standards; Standards Based Grading 7:45 PreK-12 SpEd Meeting** | 7:45 PLCs; Technology 9:15 Ergonomics 9:45 Work Time |
| ALC | Staff Meeting | PBIS: 1 Hour <i>Tech Transformation</i> <i>Other: determined by site councils</i> | 7:45 Department/ Subject Meetings: Language Arts Standards; Standards Based Grading 7:45 PreK-12 SpEd Meeting** | 7:45 Work Time 8:30 PLCs; Technology 10:00 Ergonomics 10:30 Work Time |
| Social Workers | Staff Meeting at various buildings | E: Ready, Set, Go! Day MS & HS: PBIS | 7:45 PreK-12 SpEd Meeting** | 1:00 Behavior Curriculum Meeting |
| School Psychs | Staff Meeting at various buildings | E: Ready, Set, Go! Day MS & HS: PBIS | 7:45 PreK-12 SpEd Meeting** | 1:00 Behavior Curriculum Meeting |

4 District SD; 9 Building SD; 15 Work Time

08/1/13

****The special ed meeting on Wednesday is all licensed special ed instructional and related services staff. The meeting is scheduled for two hours. The meeting will be held at Longfellow School.**

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: L. Chris Richardson, Ph.D., Superintendent
RE: Table File Items for August 12, 2013, Regular School Board Meeting

VII. Superintendent's Report

B. Items for Consent Grouping

5. Personnel Items.

a. Appointments *

17. Mauricio Lozada, Instructional Educational Assistant at the Middle School for 33.75 hours/week beginning 8/26/2013; Class 2, Step 1, \$12.98/hour.

b. Increase/Decrease/Change in Assignment

22. Tim Biegert, 1.0 FTE Industrial Tech Teacher at the Middle School, change to .7 FTE Ind. Tech Teacher and .1 FTE Health Teacher at the High School, and .2 FTE Health Teacher at the ALC beginning 8/26/2013 – 6/6/2014.

23. Amy Moeller, .5 FTE Language Arts Teacher at the High School, change to .2 FTE English at the HS and .25 FTE English at the ALC for Semester 1; and to .4 FTE English at the HS and .25 FTE English at the ALC for Semester 2, beginning 8/26/2013 - 6/6/2014.

24. John Sand, .9 FTE PE Teacher at the High School, change to 1.0 FTE PE Teacher at the High School beginning 8/26/2013 – 6/6/2014.

25. Leah Sand, 1.0 FTE PE Teacher at the High School, change to .9 FTE PE Teacher and .2 FTE Reading Teacher at the High School beginning 8/26/2013 – 6/6/2014.

26. Erik Swenson, 5th Grade Compañeros Teacher at Bridgewater, change to 4th Grade Compañeros Teacher at Bridgewater, beginning 8/26/2013.

27. Carina Zick, Educational Assistant-PCA/Supervisory at Sibley, change to EA-PCA at Sibley for 6.5 hours/day beginning 8/26/2013.

c. Leaves of Absence

d. Retirements / Resignations

13. Nhung Bui, Educational Assistant at the Middle School, resignation effective 8/8/2013.

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

** Subject to revision when negotiations for 2013-15 are completed.