

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, May 12, 2014, 7:00 PM  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment  
This is an opportunity for members of the school district to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify himself/herself and the group represented, if any. He/She will then state the reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. Please know that this is not a time to debate an issue, but for you to make your comments.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
  1. Proposed 2014-2015 Budgets.
  2. Community Services Preliminary FY 15 Budget.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Middle School Dance as a Northfield Public Schools Activity.
    2. Clay Target as a Northfield Public Schools Activity.
  - B. Items for Consent Grouping
    1. Gift Agreement.
    2. Middle School Overnight Student Field Trip Request for 2014-2015.
    3. Personnel Items.
- VIII. Items for Information
  1. Enrollment Report -- May 2014.
  2. Upcoming dates:  
Friday, May 30 -- 1:00 PM -- Area Learning Center Graduation, Longfellow Gymnasium  
Sunday, June 1 -- 2:00 PM -- High School Graduation, Memorial Field
- IX. Future Meetings  
Tuesday, May 27, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, June 9, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, May 12, 2014, 7:00 PM  
Northfield High School Media Center

**TO: Members of the Board of Education**  
**FROM: L. Chris Richardson, Ph. D., Superintendent**  
**RE: Explanation of Agenda Items for the May 12, 2014, School Board Meeting**

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes  
Minutes of Regular School Board meeting held on April 28, 2014, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
  1. Proposed 2014-2015 Budgets.  
Operating Capital, Health & Safety Budgets: Director of Finance, Val Mertesdorf will present the proposed 2014-15 Capital and Health & Safety budget. This budget is part of the District's General Fund budget, but requires separate accounting and fund balance reserves. A comprehensive preliminary budget for all funds will be presented for approval in June; however, because of the short timeline to complete projects in the summer months before school starts in the fall, we will be requesting approval of this portion of the budget at the May 27, 2014 meeting.  
Internal Service Fund Budget: Director of Finance, Val Mertesdorf will present the proposed 2014-15 Proprietary or Internal Service Fund Budget. The purpose of the internal service fund is to record the financial transactions of the District's self-insured health and dental plans. No board action is required at this meeting.
  2. Community Services Preliminary FY 15 Budget.  
The FY 15 proposed preliminary budget has been developed with the input from each program coordinator. The Community Services Advisory Council approved the preliminary budget at their April 22, 2014, meeting and recommends this budget to the School Board. The budget reflects revenues of \$1,972,058 and expenditures of \$1,951,395.
- VII. Superintendent's Report
  - A. Items for Individual Action  
At the April 21<sup>st</sup> meeting of the Activities Advisory Committee, the Committee unanimously approved recommending to the School Board that Middle School Dance and Clay Target become Northfield School District activities beginning with the 2014-2015 school year. Information about both programs was given to the Board. Activities Director Tom Graupmann and Clay Target Team Coach Scott Quiring were present at the April 28<sup>th</sup> Board meeting to provide information about these two recommendations and to answer questions from the Board about these proposals. The Board has received several email communications about the Clay Target proposal and at least one Board member attended practice and asked participants to respond to several questions about their participation in the activity. The Board will be asked to act on the Activities Advisory Committee recommendations on Monday evening.
    1. Middle School Dance as a Northfield School District Activity.  
**Superintendent's Recommendation:** Motion to approve Middle School Dance as a Northfield School District Activity effective with the 2014-2015 school year, as recommended by the Activities Advisory Committee.

2. Clay Target as a Northfield School District Activity.

**Superintendent's Recommendation:** Motion to approve Clay Target as a Northfield School District Activity effective with the 2014-2015 school year, as recommended by the Activities Advisory Committee.

B. Items for Consent Grouping

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

1. Gift Agreement.

The Board is asked to approve the Gift Agreement with the Northfield Wrestling Club. The Club is donating \$7,800 to be used towards the purchase of a new wrestling mat.

2. Middle School Overnight Student Field Trip Request for 2014-2015.

Middle School Principal Jeff Pesta and Seventh Grade Social Studies Teacher Earl Weinmann are requesting School Board approval of the annual SCOPE trip to Missouri to visit sites connected with the James Younger Gang. This trip will take place June 6 and 7, 2015.

3. Personnel Items.

a. Appointments\*

1. Lynn Krominga, Assistant Director of Special Education for the District, beginning 07/01/2014; Non-Union Administrative (Director); Step 1.
2. Kristy Severson, Long-Term Substitute Special Education LD Teacher with Special Services beginning on date to be determined through 06/06/2014; MA, Step 6.
3. Targeted Services Summer Plus Site Teachers beginning 06/19/2014 – 08/07/2014, Monday-Thursday (staff training day on June 19<sup>th</sup>):
  - Matt Dueffert – at the Middle School for 3 hours/day 9:30 a.m. – 12:30 p.m. – Year 1, \$26.32/hour.
  - Megan VanZuilen – at the Middle School for 3 hours/day 9:30 a.m. – 12:30 p.m. – Year 1, \$26.32/hour.
4. Targeted Services Summer Plus Site Assistants beginning 06/19/2014 – 08/07/2014, Monday-Thursday (staff training day on June 19<sup>th</sup>):
  - Savanah Bird – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 2, \$11.55/hour.
  - Rachel Clark – at Sibley Elementary for 5.5 hours/day 9:45 a.m. – 3:15 p.m. – Step 1, \$11.25/hour.
  - Tony Daza – at Sibley Elementary for 5.5 hours/day 9:45 a.m. – 3:15 p.m. – Step 1, \$11.25/hour.
  - Callie Gonyea – at Sibley Elementary for 5.5 hours/day 9:45 a.m. – 3:15 p.m. – Step 1, \$11.25/hour.
  - Sophie Guterl – at Sibley Elementary for 5.5 hours/day 9:45 a.m. – 3:15 p.m. – Step 1, \$11.25/hour.
  - Christian Lozada – at Sibley Elementary for 5.5 hours/day 9:45 a.m. – 3:15 p.m. – Step 3, \$11.84/hour.
  - Amanda Malecha – at Sibley Elementary for 5.5 hours/day 9:45 a.m. – 3:15 p.m. – Step 3, \$11.84/hour.
  - Frank Meyer – at Sibley Elementary for 5.5 hours/day 9:45 a.m. – 3:15 p.m. – Step 2, \$11.55/hour.
5. Seasonal Building & Grounds Workers in the District for 8 hours/day, Monday-Friday 7:00 a.m. – 3:30 p.m.:
  - Leif Bade – beginning 05/19/2014 – 09/01/2014; \$12.00/hour.
  - Matthew Bettinger – beginning 05/13/2014 – 09/01/2014; \$12.00/hour.
  - Megan Christophersen – beginning 05/19/2014-09/01/2014; \$9.25/hour.
  - David Piper – beginning 06/16/2014 – 08/22/2014; \$12.25/hour.
  - Nikole Webster – beginning 05/19/2014 – 09/01/2014; \$9.25/hour.

6. Community Services Recreation Positions:
  - Sam Coleman, Soccer Skills Now Staff beginning 04/29/2014 – 05/16/2014; \$7.50/hour.
  - Kendrick Paulson, Volleyball staff beginning 04/22/2014 – 05/15/2014; \$10.00/hour.
  - Eli Regnier, Soccer Skills Now Staff beginning 04/29/2014 – 05/16/2014; \$10.00/hour.
  
- b. Increase/Decrease/Change in Assignment
  1. Ray Coudret, 1.0 FTE Math Teacher at the High School; change to Interim Assistant Principal at the Middle School beginning 07/01/2014 – 06/30/2015.
  2. Mauricio Lozada, Middle School Youth Center Site Assistant at the Middle School, extended additional two weeks from 05/08/2014 – 05/22/2014.
  3. Maelynn Rosas, Middle School Youth Center Site Assistant at the Middle School, extended additional two weeks/hours from 05/08/2014 – 05/22/2014.
  4. John Sand, .9 FTE PE/Health Teacher at the High School, change to 1.0 FTE PE/Health Teacher at the High School beginning 08/25/2014.
  5. Andria Schwalbe, Hand in Hand/ECFE Preschool teacher at Longfellow for 20 hours/week, add ECFE Family School Teacher at the NCRC for additional 10 hours/week beginning 12/1/2013.
  6. Alisha Traeder, Special Education PCA at Longfellow for 10.5 hours/week, change to 10 hours/week beginning 05/05/2014 – 06/06/2014.
  7. Judi Vitito, 1.0 FTE 4<sup>th</sup> Grade Teacher at Sibley, change to 1.0 FTE RtI Coach at Bridgewater beginning 07/01/2014 through June 2015.
  8. Targeted Services Summer Plus Site Assistants beginning 06/19/2014 – 08/07/2014, Monday-Thursday (staff training day on June 19<sup>th</sup>):
    - Amy Atkinson – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 1, \$11.25/hour.
    - Sheila Atkinson - at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 1, \$11.25/hour.
    - Elizabeth Brewer – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 3, \$11.84/hour.
    - Stephanie Diamond – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 1, \$11.25/hour.
    - Javier Kell – at Sibley Elementary and the Middle School for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 1, \$11.25/hour.
    - Bonnie Klamm – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 4, \$12.15/hour.
    - Rustianna Mechura – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 2, \$11.55/hour.
    - Arlette Nelson – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 4 - \$12.15/hour.
    - Maelynn Rosas – at the Middle School for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 1, \$11.25/hour.
    - Dee Tomczik – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 4, \$12.15/hour.
    - Kim Tousignant – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 1, \$11.25/hour.
  9. Targeted Services Summer Plus Teachers beginning 6/19/2014 through 08/07/2014, Monday-Thursday for 3 hours/day from 9:30 a.m. – 12:30 p.m. (staff training day on June 19<sup>th</sup>):
    - Ruben Alvarez – at the Middle School – Year 6 - \$26.92/hour.
    - Christa Danielson – at Sibley Elementary – Year 10, \$27.39/hour.
    - Brittany Ellerbusch – at Sibley Elementary – Year 4, \$26.92/hour.
    - Robert Garcia – at Sibley Elementary – Year 4, \$26.92/hour.
    - Jessica Jessen – at Sibley Elementary – Year 4, \$26.92/hour.
    - Brent Rauk – at Sibley Elementary – Year 1, \$26.32/hour.

- Amanda Schrader – at Sibley Elementary – Year 10, \$27.39/hour.
  - Paula Seeberg – at Sibley Elementary – Year 1, \$26.32/hour.
  - Melissa Spitzack – at Sibley Elementary – Year 3, \$26.32/hour.
  - Gina Swenson – at Sibley Elementary – Year 1, \$26.32/hour.
  - Diane Torbenson – at Sibley Elementary – Year 1, \$26.32/hour.
  - Lily Trelstad – at Sibley Elementary – Year 1, \$26.32/hour.
  - Peg Witt – at Sibley Elementary – Year 6, \$26.92/hour
  - Katherine Woodstrup – at Sibley Elementary – Year 4, \$26.92/hour.
- c. Leaves of Absence
1. Melissa Bernhard, Family/Medical Leave of Absence beginning on or about 09/19/2014 and returning to work on 10/31/2014.
  2. Ray Coudret, 1.0 FTE Leave of Absence from High School Math teaching position for the 2014-15 school year. He will serve as the Interim Assistant Principal at the Middle School for the 2014-15 school year.
  3. Gabriela Nieves Marquez, Family/Medical Leave of Absence beginning 04/25/2014 as needed for up to 60 work days.
  4. Brianna Spittle, EarlyVentures Site Assistant at Longfellow, Family/Medical Leave of Absence beginning 05/01/2014 – 05/09/2014.
- d. Advancement of Licensed Staff to Tenure Status 2014-15  
Geoff Staab, Rafael Estrella, Jamie Wiebe, Tina Holum, Stephani Carlson, Shari Karlsrud, Ann Jerdee, Claiborne Day, Laura McManus, Karleen Sherman and Gina Swenson
- Advancement of Licensed Staff to Third Year Probationary Status  
Elaine Harries, Hope Langston, Wendy Shampine, Natalie Czech, Jessica Jessen, Dana Sonnicksen, Ann Ackerman, Lily Trelstad, Scott Stanina, Kimberly Milne, Joseph Jorgensen, Michelle Gaertner and Annette Cerreta
- Advancement of Licensed Staff to Second Year Probationary Status  
Sara Anderson, Elizabeth Ryan, Stefanie Bothun, Maren Wacholz, Anita Sasse and Mary Coyne

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

VIII. Items for Information

1. Enrollment Report – May 2014.
2. Upcoming dates:  
Friday, May 30 – 1:00 PM – Area Learning Center Graduation, Longfellow Gymnasium  
Sunday, June 1 – 2:00 PM – High School Graduation, Memorial Field

IX. Future Meetings

Tuesday, May 27, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, June 9, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes

April 28, 2014

Northfield High School Media Center

- I. Call to Order  
Board Chair Ellen Iverson called the Regular meeting of the Northfield Board of Education to order at 7:00 PM. No one was absent.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
There was no one.
- IV. Approval of Minutes  
On a motion by Maple, seconded by Pritchard, minutes of the Regular School Board meeting held on April 14, 2014, were unanimously approved.
- V. Announcements and Recognitions
  - The Minnesota Association of Secondary School Principals has partnered with Horace Mann to sponsor the Star of Innovation Award. This award is designed to recognize MASSP member schools statewide for the development and support of an exemplary and innovative education program in their school. There are three winner categories – Gold, Silver and Bronze. Northfield Middle School and Principal Jeff Pesta is a Gold Star Winner this year for the 8<sup>th</sup> grade student led transition conferences. As a Gold Star Winner, Northfield Middle School will receive a \$250 award and be recognized at MASSP's Summer Conference. Also, the program will be highlighted in an upcoming MASSP newsletter.
  - Congratulations to the Art Department for all of their hard work pulling together Arts A La Carte on April 25.
  - Thank you to Bridgewater Art teacher Kate Woodstrup for all of her work in displaying student work throughout the halls of Bridgewater, at the Northfield Arts Guild, Northfield Senior Center and at the Ordway!
  - The week of May 5-9 is Teacher Appreciation Week! The Northfield Teachers are greatly appreciated for all of their hard work with students every day. Thank you teachers!
  - The Bridgewater Learning Fair, Art Show and Student Council Hot Dog Supper will be held Tuesday, May 6 from 4:30-6:30 right before the Choir and Band Concert at 7:00 p.m.
  - Pritchard thanked the grounds crew for their work getting the fields ready for the numerous spring sports.
- VI. Items for Discussion and / or Reports
  1. YMCA Construction Update.  
YMCA Director Virginia Kaczmarek updated the Board on the current YMCA construction project and the facilities that will be available to the community upon its completion.
  2. Proposed 2014-2015 Child Nutrition Budget.  
Child Nutrition Director Pam Haupt presented the 2014-15 proposed child nutrition budget. This fund is used to record financial activities of the District's child nutrition activity, which include preparation and service of the milk, meals, and snacks in connection with school and Community Services activities. No Board action was required at this meeting.
  3. Proposed 2014-2015 Non-Operating Fund Budgets.  
The following proposed budgets for 2014-15 were presented by Val Mertesdorf, Director of Finance:
    - Debt Service Fund accounts for the School District's outstanding bonded indebtedness for past building construction and major capital projects. Revenues represent property tax levies,

state credits, and a minor amount of interest. Expenditures represent principal and interest payments on bonds previously sold.

- Fiduciary or Trust Fund is used to record revenues and expenditures for trust agreements where the school board has accepted responsibility to serve as trustee, as well as annual gifts and donations for student scholarships.

No action was required by the Board at this meeting.

4. Activities Advisory Committee Recommendation.

At the April 21<sup>st</sup> meeting of the Activities Advisory Committee, the Committee unanimously approved recommending to the School Board that Middle School Dance and Clay Target become Northfield School District activities beginning with the 2014-2015 school year. Information about both programs was provided to the Board. Activities Director Tom Graupmann and Clay Target Team Coach Scott Quiring were present and provided additional information about these two recommendations answered questions from the Board about these proposals. The Board will be asked to act on this recommendation at its May 12<sup>th</sup> meeting.

VII. Superintendent's Report

A. Items for Individual Action

1. Fiscal Year 2013-2014 Child Nutrition Budget Amendment.

On a motion by Stratmoen, seconded by Maple, the Board unanimously approved the revised 2013-14 child nutrition budget as presented with revenues of \$1,766,483 and expenditures of \$1,863,059.

2. Resolution for Termination and Non-Renewal of Probationary Licensed Staff.

On a motion by Hardy, seconded by Fossum, the Board unanimously adopted the Resolution related to the termination and non-renewal of the teaching contract of the probationary licensed teachers listed below effective at the end of the 2013-2014 school year. Voting 'yes' was Stratmoen, Hardy, Nelson, Pritchard, Maple, Fossum and Iverson. No one voted 'no.'

<u>Name</u>	<u>FTE</u>	<u>Position</u>
Tiffany Malecha	.50 FTE	Kindergarten
Kimbra Kosak	.55 FTE	Read 180
Jamie Dop	1.0 FTE	ECSE
Erin Carson	.90 FTE	Social Studies
Joni Karl	.40 FTE	Math
Heather Kuehl	.40 FTE	English/Language Arts
Katherine Ford	.40 FTE	Science
Grady McGovern	.75 FTE	Art

3. Amendment to the Northfield Community Resource Center (NCRC) Lease Agreement.

On a motion by Nelson, seconded by Maple, the Board unanimously approved the Amendment to the Northfield Community Resource Center (NCRC) Lease Agreement for a term commencing May 1, 2014 and ending December 31, 2016.

B. Items for Consent Grouping

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

1. Grant Request.

Director of Teaching and Learning Mary Hansen and the Media Specialists are submitting a \$12,000 grant request to the MN Department of Education. The project is called "Reaching Young Hispanic Readers." If the grant is received, Spanish and English materials will be purchased for the Media Centers and the Middle School Hispanic book club.

2. Child Nutrition Primary Vendor.

The Board approved the lowest responsible proposal from Upper Lakes Foods to be the Northfield School District's prime vendor.

3. Personnel Items.

a. Appointments\*

1. Kimberly Briske, Director of Technology Services for the District beginning 07/01/2014; Non-union Administrative-Director, Step 1.
2. Joey Dickens, Community Services Volleyball Staff beginning 04/22/2014 – 05/15/2014; \$9.00/hour.
3. Tyler Faust, 1.0 FTE EBD/LD Special Education Teacher at Bridgewater and Greenvale Park beginning 04/16/2014 – 06/06/2014; BA 0.
4. Jeff Fowler, Summer Maintenance Worker for the District beginning 04/28/2014 – 08/31/2014; \$12.00/hour.
5. Sam Goldstein, Community Services Volleyball Staff beginning 04/22/2014 – 05/15/2014; \$9.00/hour.
6. Bill Kaul, Summer Maintenance Technician for the District beginning 05/01/2014 – 10/31/2014; \$12.50/hour.
7. Jared Stowe, Summer Maintenance Technician for the District beginning 04/21/2014 – 08/31/2014; \$12.25/hour.
8. Event Workers – Activities: Jediaiah McGuire
9. Tonya Haugen, SummerVentures Site Assistant at Longfellow beginning 06/09/2014 - 08/22/2014 for 5 hours/day Monday-Thursday and Fridays (TBD); Step 1, \$12.64/hour.
10. Rachel Hughitt, SummerVentures Site Assistant at Longfellow beginning 06/09/2014 - 08/22/2014 for 5.75 hours/day Monday-Thursday and Fridays (TBD); Step 3, \$11.84/hour.
11. Shari Karlsrud, 1.0 FTE FACS Teacher at the High School beginning 08/25/2014; Ma – Step 4.
12. Julia Mandsager, SummerVentures Site Assistant at Longfellow beginning 06/09/2014 - 08/22/2014 for 8 hours/day Monday-Thursday and Fridays (TBD); Step 1, \$12.64/hour.
13. Becca Quinnell, SummerVentures Site Assistant at Longfellow beginning 06/09/2014 – 08/22/2014 for 5.5 hours/day Monday-Thursday and Fridays (TBD); Step 1, \$11.25/hour.
14. Emily Torbenson, SummerVentures Site Assistant at Longfellow beginning 06/09/2014 - 08/22/2014 for 5.75 hours/day Monday-Thursday and Fridays (TBD); Step 2, \$11.55/hour.
15. Grace Vasilis, SummerVentures Site Assistant at Longfellow beginning 06/09/2014 – 08/22/2014 for 5.25 hours/day Monday-Thursday and Fridays (TBD); Step 1, \$11.25/hour.
16. Community Services – Summer 2014 Brochure Instructors:

Victor Albrecht	Juliana Lima
American Red Cross	Robert Knutson
Doug Bengtson	Mary Malone
Char Bezanson	Tony Mathison
Carly & John Born	Dan McHugh - Sports Unlimited
Cannon Valley Sportsmen's Club	Bob McNeely
Community Services Employees	Nfld High School Raiders Cheer Team
Jacob Conway	Northfield Senior Center Staff
Beki Cook	Lisa Precht
Kevin Dahle	Megan Proft
Michael Detjen	Project ABLE Staff
Bob Dobrow	Tony Seidl
Daniel Elo	Alicia Sheehy
Dr. Mary Fisher	Skyhawks Sports staff
Laura Geissler	Kate Southwick
Arlette Gerber	Jack Stouten
Dave Gilmore	Bubba Sullivan
Andrew Gray	Tim Torstenson
Mary Hahn	Watch Me Draw
Heartwork Yoga Studio	Christine Wehling
T J Heinrich	Cathy White
IT! FACTORY	Mary Williams
Naomi Jirele	Youth Enrichment League Staff
LCYC Sailing School	

- b. Increase/Decrease/Change in Assignment
1. Greg Gelineau, Middle School Assistant Principal, change to Interim Principal at the Middle School beginning 07/01/2014 – 06/30/2015 for the 2014-2015 school year.
  2. Sherri Goehring, ALC Office Generalist (Class II), change from 174 work days/year to 177 work days/year beginning 07/01/2014.
  3. Hope Langston, 1.0 FTE RtI Coach at Bridgewater, add District Assessment Coordinator (.65 FTE) for the District, and RtI Coach .6 FTE beginning 07/01/2014 (1.25 FTE), plus 30 days paid at lane/step for summer DAC services.
  4. Michelle Steele, 1.0 FTE DAPE/PE Instructor at the Middle School, change from .40 FTE DAPE to .20 FTE DAPE, and from .60 FTE PE, to .80 FTE PE, beginning 01/28/2014.
  5. Katherine Woodstrup, .75 FTE Visual Arts Teacher at Bridgewater, change to 1.0 FTE Visual Arts Teacher beginning 08/25/2014.
  6. Trisha Beacom, Early Ventures Site Assistant at Longfellow, change to Early Ventures Site Assistant Substitute at Longfellow beginning 06/09/2014 – 08/22/2014; Step 1, \$11.25/hour.
  7. Melanie Cork, Kid Ventures Site Assistant at Bridgewater for 13.5 hours/week, change to Summer Ventures Site Assistant at Longfellow beginning 06/09/2014 – 08/28/2014 for 30 hours/week.
  8. Anita Corwin, Early Ventures Site Assistant at Longfellow, change from 30.5 hours/week to 22.5 hours/week beginning 06/09/2014 – 08/22/2014.
  9. Elliott Courchaine, EA/Kid Ventures Site Assistant at the High School & Sibley, change to Summer Ventures Site Assistant at Longfellow beginning 06/09/2014 – 08/28/2014 for 37.5 hours/week.
  10. Nikki Elliot, Early Ventures Site Assistant at Longfellow, change from 36 hours/week to 31.25 hours/week beginning 6/9/2014 – 8/22/2014.
  11. Julie Erickson, Early Ventures Site Assistant at Longfellow, change from 40 hours/week to 38 hours/week beginning 06/09/2014 – 08/22/2014.
  12. Melanie Feldhake, Educational Assistant at Sibley, add Summer Ventures Site Instructor at Longfellow beginning 06/09/2014 – 08/22/2014 for 27.5 hours/week; Step 1, \$12.64/hour
  13. Debbie Foley, Early Ventures Site Assistant at Longfellow, change from 27.5 hours/week to 25.5 hours/week beginning 06/09/2014 – 08/22/2014.
  14. Angela Frawley, Early Ventures Site Assistant at Longfellow, change from 40 hours/week to 30 hours/week beginning 06/09/2014 – 08/22/2014.
  15. Aimee Gerdesmeier, Kid ventures Site Leader LTS at Sibley, change to Summer Ventures Site Leader LTS at Longfellow beginning 06/09/2014 – 07/02/2014 for 40 hours/week.
  16. Tyler Grave, Kid Ventures Student Site Assistant at Sibley, change to Summer Ventures Site Assistant at Longfellow beginning 06/09/2014 – 08/28/2014 for 27.5 hours/week; Step 2, \$11.55/hour.
  17. Vanessa Grave, Kid Ventures Site Leader at Bridgewater, change to Summer Ventures Site Leader at Longfellow beginning 06/09/2014 – 08/28/2014 for 40 hours/week.
  18. Peggy Mills, Kid Ventures Site Assistant LTS at Sibley, change to Summer Ventures Site Assistant LTS at Longfellow beginning 06/09/2014 – 07/02/2014 for 22.5 hours/week.
  19. Nicole Miner, Kid Ventures Site Leader at GVP, change to Summer Ventures Site Leader at Longfellow beginning 06/09/2014 – 08/28/2014 for 40 hours/week.
  20. Nicki Pulju, Kid Ventures Site Assistant at Bridgewater, change to Summer Ventures Site Instructor at Longfellow beginning 06/09/2014 – 08/28/2014 for 27.5 hours/week; Step 1, \$12.64/hour.
  21. Jessica Rushton, Early Ventures Site Assistant at Longfellow, change from 40 hours/week to 36.5 hours/week beginning 06/09/2014 – 08/22/2014.
  22. Brianna Spittle, Early Ventures Site Assistant at Longfellow, change from 40 hours/week to 38 hours/week beginning 06/09/2014 – 08/22/2014.
  23. Amanda Story, Special Education PCA (Class IV) at Longfellow on Monday & Wednesday for 3.25 hours/day, change to Monday's for 3.25 hours/day beginning 05/05/2014-06/06/2014; and Friday's for 2 hours/day beginning 05/01/2014 – 05/16/2014.

24. Alisha Traeder, KV Site Assistant/Educ. Assistant at GVP & Longfellow, change to SummerVentures Site Assistant at Longfellow beginning 06/09/2014 – 08/28/2014 for 32.5 hours/week.
  25. Dylan Warner, KidVentures Student Site Assistant at Sibley & GVP, change to SummerVentures Site Assistant at Longfellow beginning 06/09/2014 – 08/28/2014 for 27.5 hours/week; Step 2, \$11.55/hour.
  26. Tammie Warner, EarlyVentures Site Assistant at Longfellow, change from 40 hours/week to 31.25 hours/week beginning 06/09/2014 – 08/22/2014.
- c. Leaves of Absence
1. Brenda Hand, Teacher at Bridgewater, Family/Medical Leave of Absence beginning April 7, 2014 continuing for up to 60 work days.
  2. Kathleen Kopseng, 1.0 FTE English/Language Arts Teacher at the High School, .2 FTE Leave of Absence for the 2014-2015 school year, maintaining .8 FTE for 2014-2015.
- d. Resignations
1. Gay Eggers, Media Assistant at the High School, resignation effective 06/10/2014.
  2. Renae Christenson, Speech/Language at Sibley, resignation effective the end of the 2013-2014 school year.
- e. Accelerate Northfield Coordinator
- The Board approved hiring a person beginning in the 2014-15 school year for approximately 10 hours per week (350 hours per year) to coordinate the recruitment and placement of Accelerate Northfield academic tutors at all buildings and to communicate with tutors and maintain data about the program's impact. The position will be housed at Longfellow and be supervised by the Director of Teaching and Learning. This position will insure that the needed Accelerate Northfield volunteer coordination previously provided by a Vista position will continue once the Vista funding ends.

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

VIII. Items for Information

There were no items for information.

IX. Future Meetings

Monday, May 12, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Tuesday, May 27, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Fossum, seconded by Maple, the Board adjourned at 9:03 PM.

Noel Stratmoen  
School Board Clerk

## Operating Capital and Health & Safety | Proposed Budget | May 12, 2014

Val Mertesdorf, Director of Finance

Our capital projects levy makes up the largest percentage of our capital revenue at 36%. This is a voter approved levy and just another testament to the generosity of this community and their support for education. Operating Capital is our next largest source; this is calculated at roughly \$199 per AMCPU. Deferred Maintenance is also formula driven and is approximately \$60/AMCPU adjusted for the average age of our buildings. Health and Safety and our Lease Levy are data driven based on our lease expenditures and health and safety projects.

We are anticipating a little over two million dollars in revenue for the 14-15 school year. During my debt service presentation I discussed our capital facility bonds which are a direct reduction of our operating capital revenue. The \$276,361 is the reduction I referred to.

We have some required commitments consistently paid out of the capital budget. Our leased facility costs (this drives our lease levy revenue), health and safety, deferred maintenance and our lease purchase of the Sibley addition. Deferred maintenance and health and safety are fairly restrictive. Paul Bell, our Director of Buildings and Grounds oversees these funds and prioritizes projects across the District after receiving input from the building level. The remaining funds were prioritized at our annual capital committee meeting. The school and program allocation is an amount fairly consistent with the prior year that gets allocated to each building for discretionary spending. We have budgeted \$150,000 for the textbook/digital curriculum which is overseen by Mary Grace Hanson our Director of Teaching and Learning. Facilities will have \$309,000. These projects include resurfacing Greenvale Park's parking lot, replacing a truck and plow and installing some CO2 controls. Technology will have \$584,103; this includes 50% of the iPad lease, replacing a 10+ year old core network switch, replacing some staff computers and updating some computer labs.

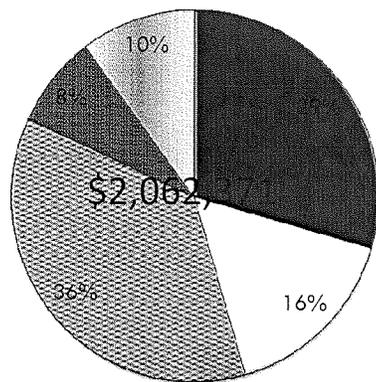
The financial summary shows the intentional fund balance spend down in FY13 for security upgrades and a few other projects. We are projecting a decrease in the fund balance for FY15 as well due to our health and safety funding. We have a significant negative adjustment coming through on the levy for health and safety next year. The calculation for health and safety revenue is quite complicated, taking into account accumulative revenue and expenditures since 1999. The Director of Buildings & Grounds and myself met with a health and safety specialist this past year to ensure we are properly using and maintaining this funding source. She recommended spending a similar amount each year, so we are proposing health and safety expenditures at the same spending level as the prior year even though our revenue will be \$100,000 short of that. We believe this will alleviate the large swings in the future. Outside of that we are planning to spend only the money we bring in for deferred maintenance and operating capital.

Overall, the capital budget has been pretty consistent from year to year. The funds are limited compared to the buildings needs but the committee works hard to prioritize so the District can make the most of the resources we have available.

# 2014-15 PROPOSED BUDGET SUMMARY

Capital Budget

## Capital Funding



- Operating Capital  
\$608,220
- Lease Levy  
\$330,513
- ▨ Capital Levy  
\$750,000
- Health & Safety  
\$164,514
- ▨ Deferred  
Maintenance  
\$209,124

## Projected Revenue

<b>Formula Revenue</b>	
Operating Capital Aid	\$570,688
Operating Capital Levy	313,893
Deferred Maintenance Levy	209,124
<b>Non-Formula Revenue</b>	
Capital Projects Levy	750,000
Health and Safety Levy	164,514
Lease Levy	330,513
Capital Facility Bond Adjustment**	(276,361)
<b>Total Revenue</b>	<b>\$2,062,371</b>

\*\*Final annual payment of \$275K for '06 debt occurs in 15-16

## Projected Expenditures

<b>Required Commitments</b>	
Leased Facility Space/Assessments	\$373,018
Health and Safety Projects	270,452
Deferred Maintenance Projects	209,124
Lease Purchase (Sibley)	142,758
<b>Prioritized Allocations</b>	
Schools and Programs	128,336
Textbooks/Digital Curriculum	150,000
Facilities	309,000
Technology	584,103
<b>Total Expenditures</b>	<b>\$2,166,791</b>

## Financial Summary

	2011-12 Actual	2012-13 Actual	2013-14 Revised	2014-15 Proposed
Beginning Balance	\$1,121,588	\$1,573,882	\$885,813	\$885,813
Revenue	2,497,516	2,058,035	1,934,559	2,062,371
Expenditures	2,045,222	2,746,103	1,934,559	2,166,791
Ending Balance	\$1,573,882	\$885,814	\$885,813	\$781,393
Fund Balance Detail				
Health & Safety	(121,952)	(47,120)	(47,120)	(153,058)
Deferred Maintenance	158,987	124,272	124,272	124,272
Operating Capital	1,536,847	808,661	808,661	810,179
Ending Balance	\$1,573,882	\$885,813	\$885,813	\$781,393

## Questions?

Thanks for your time!

## Internal Service Fund | Proposed Budget | May 12, 2014

Val Mertesdorf, Director of Finance

The Internal Service Fund is used to account for our self insured health and dental plans. The dental plan was established in FY06 and the health plan was established in FY12. The revenue is generated by the premiums that the District, our employees and our retirees pay. Expenditures are actual claims expense and the cost to administer the plan. Currently we use Delta Dental and Medica as our plan administrators.

Our dental participation is very stable with almost 70% of our active staff enrolling in the program. The dental program has built fund balance every year since its inception. Last year we reduced the premiums by 50% to help offset the increase to the health premium and spend down some of the fund balance in the dental fund. For FY15, the benefits advisory committee is recommending increasing the premiums 50% or going half way back to what the premiums were in FY13. While 50% sounds like a very large increase employees will be paying \$0.35/mo for single and less than \$20.00/mo for family next year. We will still be spending down the fund balance slightly. This is an excellent example of the great work our benefit advisory committee does on an annual basis.

The health plan also has strong enrollment with approximately 65% of our active staff enrolling in the program. The health plan has had a low claim year which provided us a favorable renewal. The benefits advisory committee is recommending a zero percent increase to our health premiums! All of the employment contracts have a four percent increase in district contribution next year, so our employees will actually be paying less for health insurance next year. In addition to this good news we will also be building the fund balance for the self insured health plan.

The benefits advisory committee set a fund balance goal for both the health and dental funds. The dental financial summary shows an increase in premiums as well as an increase in expected claims. The advisory committee's fund balance goal was between \$200-300,000. We are projecting to end the year right on target.

The health financial summary shows a slight increase in premium, mostly due to enrollment changes since the premium isn't being increased. Also, we plan for the medical inflation rate on our projected claims from our renewal. There is a decline in our administrative fee and that is due to our favorable renewal. The advisory committee's fund balance goal was between \$2-3 million. While we are still a little shy of that goal, but we are only in our third year of self-insurance. I'm also optimistic that we will grow the fund balance more than projected for FY14 since we've had such low claims.

Overall, we are doing really well with our self-insurance. The work of the benefit advisory committee has really paid off for the employees and retirees for the District!

## 2014-15 PROPOSED BUDGET SUMMARY

Internal Service Fund

### Internal Service Fund - Insurance

- Fund that accounts for our self-insured health and dental plans
- Dental was established in FY06 and Health was added in FY12
- Revenue is from the premiums paid by the District, Employees and Retirees
- Expenditures reflect actual claims paid and the administration of the plan
- Currently using Delta Dental and Medica as our providers
- Stand alone fund that is presented separately on our financial statements

## Dental Participation

- Enrollment = 487
  - ▣ Active = 391
  - ▣ Retiree = 96
- Premiums

Plan	Current	Proposed
Single	\$19.04	\$28.55
Family	\$56.11	\$84.16

- Increasing 50% to bring premiums half way back to where they were in 2012. Last year we reduced premiums by 50% to spend down some of the dental fund balance and help offset the increase to health insurance.

## Health Participation

- Enrollment = 398
  - ▣ Active = 363
  - ▣ Retiree = 35
- Premiums

Plan	Current	Proposed
HRA – Single	\$598.92	\$598.92
HRA – Family	\$1,616.90	\$1,616.90
CMM – Single	\$602.70	\$602.70
CMM – Family	\$1,629.32	\$1629.32

- The Benefits Advisory Committee is recommending we hold the health premiums flat for the 14-15 school year.

## Dental Financial Summary

	2011-12 AUDIT RESULTS	2012-13 AUDIT RESULTS	2013-14 ADOPTED BUDGET	2014-15 PROPOSED BUDGET
Beginning Balance	\$447,236	\$495,769	\$526,713	\$369,583
Charges for Services	466,132	388,356	272,870	305,540
Total Sources	913,368	884,125	799,583	675,123
Insurance Claims	385,932	319,591	395,000	420,000
Administrative Fees	31,667	37,821	35,000	37,800
Total Expenditures	417,599	357,412	430,000	457,800
<b>Ending Fund Balance</b>	<b>\$495,769</b>	<b>\$526,713</b>	<b>\$369,583</b>	<b>\$217,323</b>

## Health Financial Summary

	2011-12 AUDIT RESULTS	2012-13 AUDIT RESULTS	2013-14 ADOPTED BUDGET	2014-15 PROPOSED BUDGET
Beginning Balance	\$0	\$669,355	\$1,122,862	\$1,307,619
Charges for Services	5,196,764	4,497,427	5,523,579	5,768,495
Total Sources	5,196,764	5,166,782	6,646,441	7,076,114
Insurance Claims	3,825,992	3,355,523	4,307,173	4,456,722
Administrative Fees	701,417	688,397	1,031,649	912,717
Total Expenditures	4,527,409	4,043,920	5,338,822	5,369,439
<b>Ending Fund Balance</b>	<b>\$669,355</b>	<b>\$1,122,862</b>	<b>\$1,307,619</b>	<b>\$1,706,675</b>

## Questions?

□ Thanks for your time!!

Community Services - Proposed Preliminary Budget FY 15			W/ Wksht. # 1		4/18/2014	
Program	Projected Beg.	Code	Total Revenues	Total Expenditures	Prog. Balance	Fund Balance
Gen. Comm. Ed.	Balance	505-000	\$ 154,937.00	\$ 181,843.00	\$ (26,906.00)	
Recreation		505-106	327,444.00	326,803.00	641.00	
Volunteer		505-107	-	-	-	
Driver Ed.		505-108	85,000.00	81,102.00	3,898.00	
RCFS Collaborative		505-110	128,732.00	128,732.00	-	
Adult Enr.		505-113	24,500.00	26,779.00	(2,279.00)	
ABLE		505-510	15,000.00	15,000.00	-	
School Age Care		570-000	412,000.00	408,207.00	3,793.00	
EV Child Care		590 -195	315,000.00	303,597.00	11,403.00	
Youth Prog.in CE		585-000-332	66,154.00	68,863.00	(2,709.00)	
Youth Dev./Serv.		585-000-362	27,800.00	31,123.00	(3,323.00)	
Included in Youth areas					-	
PLUS		585-189	32,000.00	32,000.00	-	
<b>Total Gen. CE Bal</b>	<b>\$ 253,624.00</b>		<b>\$ 1,588,567.00</b>	<b>\$ 1,604,049.00</b>	<b>\$ (15,482.00)</b>	<b>\$ 238,142.00</b>
					-1%	15%
<b>ECFE</b>		580-325	228,320.00	198,214.00	\$ 30,106.00	
Home Visits		580-000-328	2,848.00	\$ 2,848.00		
<b>Total ECFE</b>	<b>\$ 60,376.00</b>		<b>\$ 231,168.00</b>	<b>\$ 201,062.00</b>	<b>\$ 30,106.00</b>	<b>\$ 90,482.00</b>
					13%	45%
Bridges to K		582-199	9,000.00	9,000.00	-	
Presch.(S.R)		582-193	118,752.00	111,251.00	7,501.00	
<b>Total School Readiness</b>	<b>\$ (9,749.00)</b>		<b>\$ 127,752.00</b>	<b>\$ 120,251.00</b>	<b>\$ 7,501.00</b>	<b>\$ (2,248.00)</b>
					6%	-2%
ECIC (fiscal agent)		590-115	6,244.00	6,244.00	-	
EC Screening		583-000-354	18,327.00	19,789.00	(1,462.00)	
<b>Total Unreserved</b>	<b>\$ (2,202.00)</b>		<b>\$ 24,571.00</b>	<b>\$ 26,033.00</b>	<b>\$ (1,462.00)</b>	<b>\$ (3,664.00)</b>
					-6%	-14%
<b>Total All Funds</b>	<b>\$ 302,049.00</b>		<b>\$ 1,972,058.00</b>	<b>\$ 1,951,395.00</b>	<b>\$ 20,663.00</b>	<b>\$ 322,712.00</b>
					1%	17%



*Northfield*  
PUBLIC SCHOOLS



COMMUNITY SERVICES  
2014-2015 PRELIMINARY  
BUDGET PRESENTATION

May 12, 2014

4/22/14



*Northfield*  
PUBLIC SCHOOLS

Principles of Community Education



- Lifelong Learning
- Maximizing Community & School Resources
- Maximizing Community & School Facilities
- Promoting Collaboration & Partnerships
- Citizen Involvement



## Community Services Program Components



### Adult Learning

- Adult Lifelong Learning
- Adult Basic Education/EL
- Driver Education
- Project ABLE
- Recreation

### Youth Programs

- Middle School Youth Center
- Ventures Programs
- Youth Development/Service Learning
- Connected Kids Mentoring
- Recreation



## Community Services Program Components



### Early Childhood

- Early Childhood & Family Education
- Early Childhood Screening
- Hand in Hand Preschool/Bridges to K
- Early Childhood Initiative Coalition
- Early Ventures Child Care Center
- Recreation

### Community Programs

- Facility Use
- Community Relations



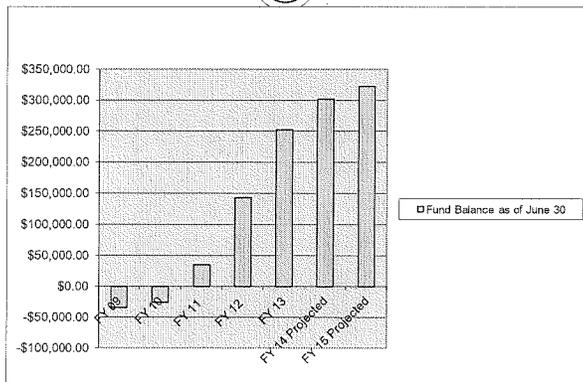
### Community Services Budget Goal



**• To work toward an overall fund balance that equals two months of the Community Services Division’s operating expenses, without any of the four fund balances exceeding 25%. This is approximately \$315,000.**



### Community Services Fund Balance History





## Community Services FY 15 Budget Assumptions

### *Revenues*

- A return to average in the School Age Childcare Special Needs Levy. This levy is calculated in three year adjustments.
- Maintaining revenue for fees based on the activity in FY 14.
- The Recreation Program is seeing a decrease in revenues due to programs becoming high school sports and associations' registering their participants. This also impacts expenditures.
- Several grant applications

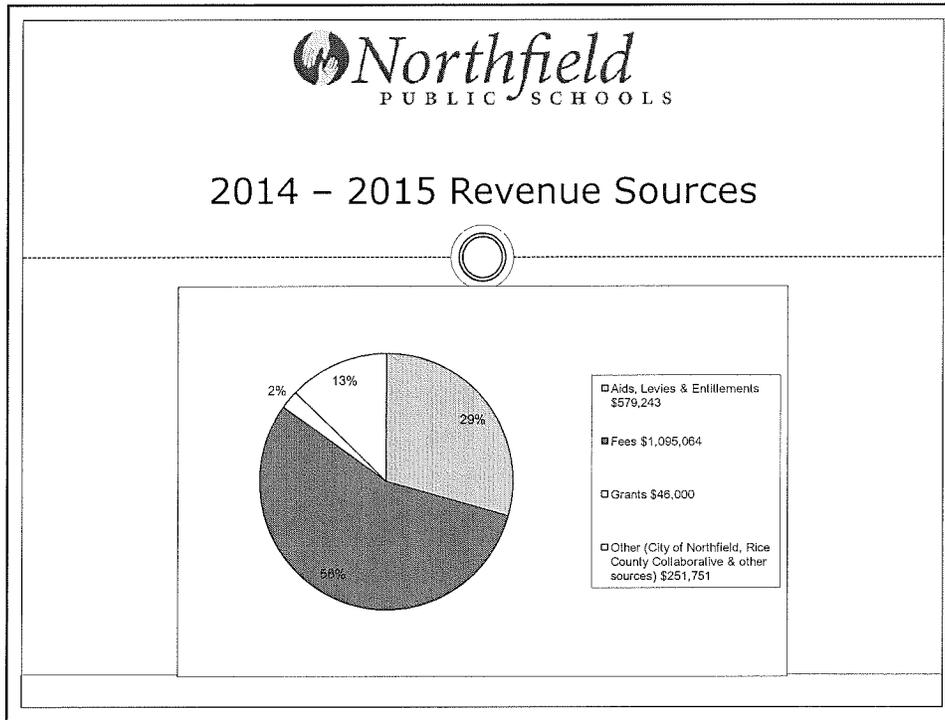
### *Expenditures*

- Appropriate increases in salaries, wages and insurance.
- Continuation of the \$2,000 increase in the school district funding for Healthy Community Initiative bringing the total partner funding obligation to \$10,000.
- Continuation of the \$10,000 chargeback to the school district general operation budget for the Community Services use of facility beyond the regular facilities operational schedule.



## 2014 – 2015 Revenue Sources

- State aid and local levy dollars based on a funding formula established by the Minnesota State Legislature \$588,243 (29%)
- Participant fees (enrichment, recreation, early childhood family education (ECFE), driver education, special events, child care and preschool) \$1,092,309 (56%)
- Grants submitted \$46,000 (2%)
- Other local sources \$245,506 (13%)



**Northfield**  
PUBLIC SCHOOLS

• Projected Fund Balance as of June 30, 2014	\$ 302,049
• Revenues	1,972,058
• Expenditures	<u>1,951,395</u>
• Revenue over expenditures for FY 15	\$ 20,663
• Projected total fund balance as of June 30, 2015	\$ 322,712



## Community Services Expenditures that directly benefit K-12 & district operations

Facilities Coordination	\$ 27,951
Healthy Community Initiative (HCI)	10,000
Hand in Hand Preschool	115,053
Early Childhood Screening	19,353
Early Ventures child care site at Longfellow accessible to ALC teen parents	210,000
Bridges to Kindergarten	9,000
Connected Kids Mentoring Project	31,268
Middle School Youth Center	17,195
United Way grant to partner with Targeted Services for PLUS	32,000
Youth Service Learning support	15,946
Early Childhood Family Education	196,742
Family School	<u>46,019</u>
<b>Total</b>	<b>\$ 730,527</b> (38% of total CSD budget)



## Variables

- Actual program enrollments
- Fee Collection
- Grant Funding

**Middle School Dance Team** (as proposed by Head Dance Team Coach, Liz Rohach)  
4-21-14

Reason for adding a Middle School Dance Team: The dance team is in need of growth and experience at the JV and Varsity level. Adding a middle school team, we are able to safely provide the dance team experience to younger (6th grade) dancers, as well as 7th and 8th grade dancers that are not yet ready for the 5 day a week schedule. A middle school team will provide dancers with a strong dance team foundation, allowing them to perform more when they advance to the JV and Varsity level. By adding a dance team that does not need to try out, we may have more interest from girls that are not currently in any activities. We will be providing a way for them to learn dance for the future and also give them a chance to be involved in a team sport.

- We need 15-40 students to make this feasible.
- Team will meet 3 times a week for a normal practice length (2 1/2 hrs---practice days/times not yet set).
- We will need 1 gym. We can use any gym, but will need after school transportation for practices that happen immediately after school.
- Performance only, for the first year at least. Some competitions do offer middle school level categories. I will continue to look into this to see how it is legal for other schools.
- We would like to perform at basketball games. The team will also perform at our Kid's Clinic.
- Dancers will enroll in the fall for the winter season and pay an activities fee. \$90.00 Middle School fee.
- The middle school season would follow the jv/varsity season, starting in October, ending in February. This can be flexible.
- Head Coach will be paid hourly from the dance team account. If we need an assistant, we will need to look into what we can pay her. (I already know of people willing to volunteer time as well),
- Costumes will be needed eventually. For now, we may be able to make something we currently own work or the team can use their team t-shirt, with costumes to follow after fundraising in the future.
- Dancers will need to purchase their shoes, dance pants and t-shirt.
- 7th and 8th grade JV and Varsity dancers cannot participate on the middle school team.
- The middle school team will follow the same rules and regulations as the JV and Varsity team.

Further AD comments:

- No other middle school sports offered for females in the winter at the middle school.
- This is not a budget addition; no additional funds are needed.
- This will not increase the need for gymnasiums, since the JV & Varsity will practice together.
- A reduced practice schedule will fit nicely for many middle school-aged students. And, not having to "try-out" fits the middle school model for participation.
- Performances at basketball games will enhance the game/festive atmosphere at those games.
- The program will be well supported by our coaching staff. They high school head coach and assistants will help oversee and provide guidance for this team.

## **Northfield High School Activities Information Sheet: Clay Target team**

**Proposal:** To add a Clay Target team to the Northfield High School Activities Program with the following guidelines:

### **Student/Parent/Advisor Responsibilities:**

1. Student participants pay an Athletic fee – \$65. This amount will be reviewed along with other activity fees and adjusted by rates set forth by the School Board.
2. Students/Parents fill out and sign the Athletic Eligibility/Permission Form.
3. Students/Parents must provide a copy of the Gun Safety Certificate prior to participation on the team.
4. Student participants must have a current sports qualifying physical on file with the High School Activities Office.
5. Students are held to the same eligibility standards as all other NHS Activities.
6. The school district will not supply transportation.
7. The coach(es) will be a volunteer; no stipend will be paid using school funds, and as with all volunteers, a background check must be completed and passed.
8. The coach(es) will establish the practice and competition schedule and communicate this with the Activities Director.
9. The coach(es) will determine team/student selection including the size of the roster and communicate this with the Activities Director.
10. The coach(es) will establish lettering criteria (using Clay Target League requirements along with NHS guidelines) before the season begins with assistance from the Activities Director.
11. The coach(es) will be responsible for public relations i.e. announcements at school, newspaper and or radio coverage. In addition the coach must keep the Activities Director informed of successes/accomplishments of the participants/program and complete a written End of Season Report.
12. At no time may students bring guns or ammunition on to any school district property; this includes having guns in vehicles. Guns cannot be on school district property, period. If it's found that a student(s) does bring their gun on to school district property the weapons policy will go into effect.

### **School Responsibilities:**

1. The Activities Director will post the Competitive schedule on the Scheduling web site just like other competitive activities.
2. The School will pay the \$25 per student fee to the Minnesota Clay Target League for league membership.
3. The School will pay the \$25 per student fee for entrance into the MN Clay Target League State Tournament.
4. The school will provide the opportunity for post-season awards i.e. participation certificates, and awards associated with lettering.

### **Additional Information:**

1. A number of "other" activities have started in a manner similar to the above description, including most recently, Bowling, Science Olympiad, Nordic and Alpine skiing.
2. Clay Target's primary practice and competition day is on Sunday; special permission will be granted through the Activities Office to participate on Sundays.
3. The Clay Target team and the above information will be evaluated on a year-by-year basis and if funding and budgets improve, additional funds may be allocated to this program changing the above structure of the program. It is also understood that the Clay Target team can be eliminated from the Northfield Public School's Co-curricular program and/or other adjustments may be made by the School Board.
4. The Northfield High School Clay Target program is a spring activity at Northfield High School. The fall Clay Target program will be run separately, not affiliated with the High School Activities Office.
5. Only students in grades 7-12 are eligible for a Northfield High School Activities Office "letter."

## **Clay Target Additional Information**

### REVENUE

- Registration Fee = \$65.00
- Estimated number of Clay Target student participants = 70 students.

Total Revenue =  $70 \times \$65 = \$4,550.00$

### EXPENSE

- School pays = \$25.00 per student fee to the MN Clay Target League for league membership. Estimated number of students = 70 students.
- $70 \times \$25 = \$1,750.00$
- School pays = \$25.00 per student for entrance into the MN Clay Target State Tournament. Estimated number of students = 45 students.
- $45 \times \$25 = \$1,125.00$

Total Expense = \$2,875.00

### PROPOSED INCREASE TO ACTIVITIES BUDGET

\$3,000.00

# **NORTHFIELD HIGH SCHOOL**

## **Activities Office**

**TO:** Valori Mertesdorf

**FROM:** Tom Graupmann

**DATE:** May 1, 2014

**RE:** **Gift Agreement with Northfield Wrestling Club**

Attached find a copy of a gift agreement with the Northfield Wrestling Club for the purchase of a new wrestling mat. The total cost of the wrestling mat will be \$7,800.00. No school funds are being used to complete this entire purchase.

Please pass this on to the School Board for their approval.

Thanks!

Cc Joel Leer

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 12th day of May, 2014,  
by and between The James Gang Wrestling Association,  
hereinafter the "Donor", and Independent School District No. 659, Northfield Minnesota,  
hereinafter the "District", pursuant to the District's policy for receiving gifts and donations, as  
follows:

TERMS

The donor (The James Gang Wrestling Association) agrees to give the district a new wrestling  
mat total value of \$7,800.00.

  
\_\_\_\_\_  
Donor

By: \_\_\_\_\_  
Ellen Iverson (Chairperson of the Board of Education)

Approved by resolution of the School Board on the 12 day of  
May, 20 14.

INDEPENDENT SCHOOL DISTRICT No. 659

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

**OVERNIGHT STUDENT FIELD TRIPS**

**Proposal**

Overnight student field trips must receive prior approval by the Board of Education. Proposals for overnight student field trips should be submitted first to the Building Principal and include the following:

**Date of Proposal:** Saturday, June 6 - Sunday, June 7, 2015

**Purpose of Trip:** To visit sites connected with the James and Younger Gang

**Attach Dates and Itinerary of Proposed Trip.**

**Describe the educational benefits of the proposed trip.** To further educate student tour guides on the life of the James and Younger Gang

**List staff involved in planning and organizing the trip.** Earl Weinmann

**Outline the time commitment anticipated and state the arrangements made to assure that these activities are manageable and will not unduly distract staff from their primary duties.** No staff will be affected

**What arrangements will be made for transportation?** Schmitty & Sons Bus - Lakeville

**What arrangements will be made for lodging?** Ramada - St. Joseph

**Attach a summary of the budget for the proposed trip, including funding source(s), and proposed fundraising activities.** School pays transportation costs. All other costs shared by the students and the Northfield Historical Society

**Describe the availability of scholarships.** None

**Number of anticipated student participants.** 15 - 25

**Number of school staff chaperones.** 2-3 (depending on the number of participants)

**Number of parent chaperones.** 0

**Attach a description of activities scheduled for nonparticipating students.**  
None - summer trip

## **Saturday, June 6**

7:30 A.M. Group photo in front of museum. Depart for Missouri

1<sup>ST</sup> STOP - 9:05 – 9:20: Snack/Bathroom Break.  
Clear Lake: Exit 194

2<sup>ND</sup> STOP - 10:50 – 11:45 Gas and Lunch  
Exit 92, Ankeny, IA

3<sup>RD</sup> STOP - 1:30 - 1:50 Ice Cream / Bathroom Break. Dairy Queen  
Exit 92, Bethany, Missouri

4<sup>TH</sup> STOP - 3:05 - 4:50 Kearney Family Farm.  
Exit 26 (Hwy 92)

5<sup>TH</sup> STOP - 5:00 Jesse James' Grave  
Mt. Olivet Cemetery

6<sup>TH</sup> STOP - 6:00 – 7:10 Supper Cracker Barrel  
915 N. Woodbine Rd

7<sup>TH</sup> STOP - 7:15 Arrive at Hotel Ramada St. Joseph  
4016 Frederick Ave

## **Sunday, June 7**

1<sup>ST</sup> STOP - 9:00 a.m. Patee House Museum / Jesse James House  
St. Joseph

2<sup>ND</sup> STOP - 11:00ish: St. Joseph Antique Market.  
3600 S Leonard Road

3<sup>RD</sup> STOP - 1:10 – 2:00: Bethany for lunch.  
Exit 92

4<sup>TH</sup> STOP - 5:10 – 5:30 Clear Lake - Kum and Go  
Exit 193

5<sup>th</sup> STOP 5:50 Pilot Knob Park Lookout Tower - 2<sup>nd</sup> Highest Point in Iowa.

HOME: Arrive in Northfield approximately 8:00 p.m.

Longfellow

Early Childhood

Auge	4
Dop	13
Dybvik	5
James	6
Kruse	9
Schnorr	11
Sorenson	13
Webster	4
<b>TOTAL</b>	<b>65</b>

\*\*

Greenvale Park

K	Flicek	22	
K	Hagberg	21	
K	Malecha AM	23	
K	Ziemann/Morales	16	C
1	Bakke	26	C
1	Jessen	20	
1	Youngblut	19	
1	Zach	21	
2	Amundson	25	C
2	Dueffert	20	
2	Larson	19	
2	Lindholm	20	
3	Nelson	23	
3	Ryan	22	
3	Trelstad	23	C
4	Bulfer	19	
4	Garcia	23	C
4	Johnson	18	
4	Seidl	17	
5	Harding	15	C
5	Sickler	23	
5	Swanson	23	
5	Tacheny	18	C
<b>TOTAL</b>		<b>476</b>	

Sibley

Grade	Teacher		
K	Erickson	22	
K	Otte	21	
K	Wacholz AM	19	
K	Wacholz PM	16	
1	Day Treatment	1	
1	Heil	27	
1	Sasse	26	C
1	Sieger	26	
1	Swenson	27	
2	Pfefferle	24	
2	Schuerman	28	C
2	Seeberg	24	
2	Witt	26	
3	Guggisberg	22	
3	Jandro	23	
3	Johnson	19	C
3	Spitzack	22	
4	Fox	26	
4	Haar	26	
4	McManus	25	C
4	Vivito	25	
5	Baragary	30	
5	Day	29	
5	Foley	27	
5	Ostermann	25	C
<b>TOTAL</b>		<b>586</b>	

Bridgewater

K	Cade-AM	14	
K	Danielson	20	
K	Tran	20	
K	Wisdorf AM	17	
K	Wisdorf PM	10	
1	Day Treatment	1	
1	Ellerbusch	27	
1	Johnson	27	
1	Lane	26	
1	Seifert	28	C
2	Born	25	C
2	Day Treatment	1	
2	Downs	18	
2	Lofquist	19	
2	Schwaab	19	
3	Larson	26	C
3	Sickler	26	
3	Temple	26	
3	Truman	27	
4	Danielson	26	
4	Holden	25	
4	Schuster	25	C
4	Swenson	25	
5	Anderson	16	C
5	Duchene	29	
5	Kohl	18	C
5	Rauk	27	
<b>TOTAL</b>		<b>568</b>	

Early Childhood**	65	
Kindergarten-2026	241	
Grade 1-2025	302	
Grade 2-2024	268	
Grade 3-2023	259	
Grade 4-2022	280	
Grade 5-2021	280	
<b>Total K-5</b>	<b>1695</b>	<b>1695</b>
<b>Total Middle School</b>	<b>921</b>	
<b>Total High School</b>	<b>1216</b>	
<b>GRAND TOTAL</b>	<b>3832</b>	
ALC 9-12**	69	F/T=37 P/T=1 I/S=31
<b>GRAND TOTAL with ALC</b>	<b>3901</b>	

Middle School

Grade 6 -2020	294
Grade 7 (*inc. 15 - 1/2 day)-2019	347.5
Grade 8 (*inc. 13 - 1/2 day)-2018	279.5
<b>TOTAL</b>	<b>921</b>

\*28 (14) St. Dominic's students attend 1/2 day

High School

Grade 9-2017	325
Grade 10-2016	311
Grade 11-2015	297
Grade 12-2014	283
<b>TOTAL</b>	<b>1216</b>

Enrollments represent 100% enrolled except where indicated by \*\*  
Half day St. Dominic's students are represented by \*

	2013-2014												
School and Grade Level	September 3rd	September 6th	September 13th	September 20th	October 1st	November 1st	December 2nd	January 6th	February 1st	March 1st	April 1st	May 1st	End of Year 6/6/2014
Longfellow													
Early Childhood	61	59	64	65	63	61	62	67	69	73	74	65	
Total	61	59	64	65	63	61	62	67	69	73	74	65	0
Greenvale Park													
Grade K-2026	84	80	80	79	79	81	82	81	82	83	80	82	
Grade 1-2025	87	85	86	86	86	87	88	88	87	86	86	86	
Grade 2-2024	85	85	85	84	83	83	83	82	83	83	84	84	
Grade 3-2023	72	69	69	68	67	67	67	67	67	67	67	68	
Grade 4-2022	83	79	79	79	79	79	78	78	78	78	77	77	
Grade 5-2021	80	79	79	79	80	79	80	79	78	79	79	79	
Total	491	477	478	475	474	476	478	475	475	476	473	476	0
Sibley													
Grade K-2026	74	74	74	75	75	75	76	77	77	76	79	78	
Grade 1-2025	109	110	110	110	109	109	108	108	108	106	107	107	
Grade 2-2024	97	97	97	98	98	98	99	99	101	101	102	102	
Grade 3-2023	84	86	86	87	87	87	86	87	86	86	86	86	
Grade 4-2022	102	100	100	100	100	101	101	100	100	100	103	102	
Grade 5-2021	113	113	113	113	113	113	111	111	111	111	111	111	
Total	579	580	580	583	582	583	581	582	583	580	588	586	0
Bridgewater													
Grade K-2026	81	82	81	81	81	79	81	80	80	79	81	81	
Grade 1-2025	99	103	103	104	105	106	107	107	108	108	109	109	
Grade 2-2024	87	86	86	85	85	82	83	82	81	81	82	82	
Grade 3-2023	101	101	101	101	101	103	105	105	105	105	105	105	
Grade 4-2022	97	99	99	99	99	99	99	100	100	100	100	101	
Grade 5-2021	86	86	86	86	85	87	89	89	90	90	90	90	
Total	551	557	556	556	556	556	564	563	564	563	567	568	0
Middle School													
Grade 6-2020	296	296	295	295	296	293	293	294	294	292	294	294	
Grade 7-20119	345	346	347	347	347	346	345	342	342	341	341	340	
Grade 8-20118	274	272	272	273	269	269	269	269	274	273	272	273	
St. Dominics	14	14	14	14	14	14	14	14	14	14	14	14	
Total	929	928	928	929	926	922	921	919	924	920	921	921	0
High School													
Grade 9-2017	330	328	329	329	328	327	326	325	326	325	326	325	
Grade 10-2016	312	311	311	312	310	311	312	311	310	310	311	311	
Grade 11-2015	303	298	297	297	296	296	297	299	299	297	298	297	
Grade 12-2014	300	295	296	295	295	294	294	294	288	286	286	283	
Total	1245	1232	1233	1233	1229	1228	1229	1229	1223	1218	1221	1216	0
ALC													
Grade 9-2017	2	2	2	2	2	3	2	3	3	3	3	3	
Grade 10-2016	7	9	9	9	9	11	11	11	12	13	13	14	
Grade 11-2015	5	10	10	10	10	9	9	8	8	8	9	8	
Grade 12-2014	14	30	31	31	31	37	36	38	39	41	40	44	
Grand Total	3884	3884	3891	3893	3882	3886	3893	3895	3900	3895	3909	3901	0