

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: L. Chris Richardson, Ph.D., Superintendent
RE: Table File Items for June 8, 2015, Regular School Board Meeting

VI. Items for Discussion and / or Reports

4. RtI / MTSS Update for 2015-2016.

A revised copy of the handout and a power point presentation is included in the Table File.

VII. Superintendent's Report

A. Items for Individual Action

1. 2015-2016 Proposed Budget – All Funds.

In the Table File is the annual proposed budget book for 2015-16.

B. Items for Consent Grouping

1. District Youth Council Membership.

* Denotes current Mayor's Youth Council member.

Should read:

* Denotes current **District** Youth Council member.

2. Family / Student / Co-Curricular Handbooks for 2015-2016.

Enclosed are the proposed changes for the 2015-2016 Area Learning Center's handbook.

7. Personnel Items.

a. Appointments*

10. Tyler Balow, .8 FTE Social Studies Teacher at the High School for 6.4 hours/day beginning 08/26/2015; BA15, Step 5 (additional transcripts received). **
11. Nicole Gill, 1.0 FTE DCD-SP Special Education Teacher at the High School beginning 08/26/2015; BA, Step 1. **
12. Darrell Sawyer, Assistant Girls Golf Coach at the High School beginning 03/16/2015 – 06/01/2015; \$14.00/hour.

b. Increase/Decrease/Change in Assignment

6. Katie Bakke, SpecEd EA-PCA (6.75 hours/day) at Bridgewater, change to SpecEd EA-PCA for 6.75 hours/day at the Middle School beginning 08/31/2015.
7. Allyson Bernsdorf, SpecEd EA-PCA (6.75 hours/day); GenEd EA (.42 hours/day), change GenEd EA (.33 hours/day) from 7.17 hours/day to 7.08 hours/day at Sibley beginning 08/31/2015.
8. Mary Boyum, SpecEd EA-PCA (6.75 hours/day), add GenEd EA (.33 hours/day) from 6.75 hours/day to 7.08 hours/day at Sibley beginning 08/31/2015.
9. Christina Chappuis, SpecEd EA-PCA (6.75 hours/day); GenEd EA (.42 hours/day), change GenEd EA (.33 hours/day) from 7.17 hours/day to 7.08 hours/day at Sibley beginning 08/31/2015.
10. Kaylin Faust, SpecEd EA-PCA (6.75 hours/day); GenEd EA (.33 hours/day), change GenEd EA (.40 hours/day) from 7.08 hours/day to 7.15 hours/day at Sibley beginning 08/31/2015.
11. Karna Hasse, SpecEd EA-PCA (6.50 hours/day); GenEd EA (.34 hours/day), change to SpecEd EA-PCA for 6.75 hours/day; GenEd EA (.33 hours/day) from 6.84 hours/day to 7.08 hours/day at Sibley beginning 08/31/2015.
12. Heather Kuehl, .40 FTE English Teacher at the Middle School, change to 1.0 FTE English Teacher at the Middle School beginning 08/31/2015.
13. Sue Leidner, SpecEd EA-PCA (6.42 hours/day); GenEd EA (.42 hours/day), change to SpecEd EA-PCA for 6.75 hours/day; GenEd EA (.33 hours/day) from 6.84 hours/day to 7.08 hours/day at Sibley beginning 08/31/2015.

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14. Carolyn Manderfeld, SpecEd EA-PCA (6.75 hours/day); GenEd EA (.17 hours/day), change GenEd EA (.33 hours/day) from 6.92 hours/day to 7.08 hours/day at Sibley beginning 08/31/2015.
15. Lindsay Mehrhoff, SpecEd EA-PCA (6.75 hours/day); GenEd EA (.42 hours/day), change GenEd EA (.40 hours/day) from 7.17 hours/day to 7.15 hours/day at Sibley beginning 08/31/2015.
16. Dan Meyer, .8 MS Math Teacher/.2 MTSS Coach at the Middle School, change to .8 MTSS Coach/.2 Math Teacher at the Middle School beginning 08/31/2015.
17. Myrna Mibus, SpecEd EA-PCA (2.7 hours/day), change to SpedEd EA-PCA for 1.3 hours/day at Longfellow beginning 08/31/2015.
18. Elle Panek, SpecEd EA-PCA (6.75 hours/day); change to SpecEd EA-PCA for 6.75 hours/day at Greenvale Park beginning 08/31/2015.
19. Susan Puppe, SpecEd EA-PCA (6.75 hours/day); GenEd EA (.17 hours/day), change GenEd EA (.33 hours/day) from 6.92 hours/day to 7.08 hours/day at Sibley beginning 08/31/2015.
20. Elizabeth Schmidt, SpecEd EA-PCA (6.75 hours/day); GenEd EA (.17 hours/day), change GenEd EA (.40 hours/day) from 6.92 hours/day to 7.15 hours/day at Sibley beginning 08/31/2015.
21. Shannon Tassava, SpecEd EA-PCA (6.75 hours/day); GenEd EA (.17 hours/day), change GenEd EA (.33 hours/day) from 6.92 hours/day to 7.08 hours/day at Sibley beginning 08/31/2015.
22. Christa Udelhofen, GenEd EA (Media-2 hours/day) at the Middle School for 2014-15; continue position for GenEd EA (Media) for 2 hours/day beginning 08/31/2015 – 06/08/2016.
23. Anne VanderMartin, SpecEd EA-PCA (6.75 hours/day); GenEd EA (.17 hours/day), change to SpecEd EA-PCA for 6.50 hours/day; GenEd EA (.33 hours/day) from 6.92 hours/day to 7.08 hours/day at Sibley beginning 08/31/2015.
24. Lori Witt Macrae, SpecEd EA-PCA (6.50 hours/day); GenEd EA (.67 hours/day), change to SpecEd EA-PCA for 6.75 hours/day; GenEd EA (.40 hours/day) from 7.17 hours/day to 7.15 hours/day at Sibley beginning 08/31/2015.
25. Carina Zick, SpecEd EA-PCA (6.75 hours/day); GenEd EA (.42 hours/day), change GenEd EA (.40 hours/day) from 7.17 hours/day to 7.15 hours/day at Sibley beginning 08/31/2015.

c. Resignations

5. Elizabeth Ryan, Third Grade Teacher at Greenvale Park, resignation effective 06/05/2015.

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

** Subject to revision upon settlement of the 2015-17 NEA Master Agreement

8. Agreement with Canvas Church.

The School Board is being asked to approve the Agreement with Canvas Church. This Agreement is the fifth year for Canvas Church. The Agreement is for the time period July 1, 2015 to June 30, 2016. Changes include:

- Hours adjusted for two services throughout the year
- Addition of auditorium dressing room right (when available)
- Removal of the 10% cost reduction on the energy fee
- Clarification of when signage can be posted before an event

VIII. Item for Information

1. End of the 2014-2015 School Year Enrollment Report.

Proposed Multi-Tiered Systems of Support for 2015-16 and 2016-17

Vision

- Through the implementation of Multi-Tiered Systems of Support (MTSS) throughout our District, all students have the support they need to be successful and meet or exceed grade level expectations.

Northfield Mission Statement

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

Goals

- Keep students in core classes as much as possible for instruction of grade level standards.
- Support students who are not meeting or exceeding grade level expectations through flex-time, push in models, and co-teaching whenever possible.
- Have 80% of students reach grade level academic and behavioral standards through core instruction.

Goals

- Have 95% of 9-12 students passing all of their classes.
- Use appropriate data and problem solving approaches to make informed decisions when students need additional support to meet and maintain standards.
- Ensure that students have access to high quality academic and behavioral interventions.

History of RtI/PBIS/MTSS Funding Support

- 2011-12
 - Elementary – 3.00 Literacy Coaches (Building Funded)
 - Secondary – No Intervention Support
 - Elementary/Secondary – 3.30 FTE School Psychologists (District SPED Funded)
 - Elementary/ Secondary – 4.80 FTE School Social Workers (District SPED Funded)

Goals

- Ensure that students have access, choice, and support for accelerated and advanced academic classes as well as fine arts, sports, and co-curricular activities.

History of Rtl/PBIS/MTSS Funding Support

- 2012-13 and 2013-14
 - Elementary – 3.00 Rtl Coaches (Building Funded)
 - Elementary – 3.00 Rtl Coaches (District Funded)
 - Secondary – No Intervention Support
 - Elementary/Secondary – 5.00 FTE School Psychologists (District SPED Funded)
 - Elementary/ Secondary – 4.80 FTE School Social Workers (District SPED Funded 50%/District General Funded 50% by Board Action)

History of RtI/PBIS/MTSS Funding Support

- 2014-15
 - Elementary – 3.00 RtI Coaches (Building Funded)
 - Elementary – 2.60 RtI Coaches (District Funded)
 - Secondary – 0.60 FTE MTSS Coach (District/Contingency Funded)
 - Secondary – 0.60 FTE Reading/math Intervention(Building Funded)
 - Secondary – 0.60 FTE Reading/math Intervention(District/Contingency Funded)

2015-16 Proposed

- (Using 2.75 FTE New ADSIS Funding and 0.95 FTE Contingency based on recent change in ADSIS funding ratio)
 - Elementary – 3.00 MTSS Coaches (Building Funded)
 - Elementary – 1.50 MTSS Coaches (District Funded)
 - Elementary – 2.60 FTE Reading/Math/Behavior Interventionists(ADSI/District Funded)
 - Secondary – 0.95 FTE MTSS Coach (Building/Contingency Funded)
 - Secondary – 2.40 FTE Reading/Math Interventionists (ADSI/District/Contingency Funded)

History of RtI/PBIS/MTSS Funding Support

- 2014-15
 - Elementary/Secondary – 5.00 FTE School Psychologists (District SPED Funded)
 - Elementary/ Secondary – 4.80 FTE School Social Workers (District SPED Funded 50%/District General Funded 50% by Board Action)

2015-16 Proposed

- Elementary/Secondary – 5.00 FTE School Psychologists (District SPED Funded)
- Elementary/ Secondary – 4.80 FTE School Social Workers (District SPED Funded 50%/District General Funded 50% by Board Action)

Narrative Proposal for 2015-16

- MTSS Elementary Instructional Coach Position: (Building/District Funds) – Maintain 3.0 FTE Building/Reduce for 2.60 FTE to 1.50 FTE District for a total of 4.50 FTE MTSS Elementary Instructional Coaches
 1. Support core reading and math skills across the curriculum (Elementary)
 2. Lead and support the intervention process (Elementary)

Narrative Proposal for 2015-16

- MTSS Elementary/Secondary Interventionist Position: (State ADSIS/District Funds/Contingency Funds) Increase 0.00 FTE to 2.75 FTE ADSIS/1.20 to 1.65 FTE District/0.00 FTE to 0.60 FTE Contingency for a total of 5.00 FTE with State to local match of 55%/45% as required by ADSIS
 1. Provide direct instruction with students using appropriate interventions (MS/HS)

Narrative Proposal for 2015-16

- MTSS Secondary Instructional Coach Position: (Building/District Funds/Contingency Funds) – Increase from 0.00 FTE to 0.60 FTE Building/ Maintain 0.00 FTE District/Decrease from 0.60 FTE to 0.35 FTE Contingency for a total of 0.95 FTE MTSS Secondary Instructional Coaches
 1. Support core reading and math skills across the curriculum (MS/HS)
 2. Lead and support the intervention process (MS/HS)

Narrative Proposal for 2015-16

- District Assessment Coordinator (District Funds) 0.50 FTE + Extended Contract Similar to Previous Years
 1. Oversee the District/Building-wide Assessment Process (Elementary, MS, HS)

Narrative Proposal for 2015-16

- District Volunteer Coordinator (District Funds)
 - Maintain Current FTE
 - 1. Support Maximum Use of Accelerate Northfield Volunteers and Other Non-Americorps Volunteers

Narrative Proposal for 2015-16

- Title 1 and Reading Support Teachers (Federal and District Funds) – Final FTE Based on New Federal Funding
 - 1. Provide direct instruction, co-teaching or resource room setting for identified students
 - 2. Current staffing includes 1.6 FTE at GVP (+0.20 FTE at ST. Dom's); 1.00 FTE at BW; 0.90 FTE at SB (Cathy Bennets).

Narrative Proposal for 2015-16

- EL Teachers (Federal, State and District Funds)
 - Maintain Current FTE
 1. Provide direct instruction, co-teaching or resource room setting for identified students
 2. Coordinate support with others; provide support with WIDA standards for identified Els.

Narrative Proposal for 2015-16

- Social Workers (Federal and State Special Education Funds and District Funds) – Maintain Current 4.80 FTE Positions
- Social Workers (Federal and State Special Education Funds) – Maintain Current 5.00 FTE Positions

Proposed Multi-Tiered Systems of Support (MTSS) Positions for 2015-16 and 2016-17

Northfield Mission Statement: The mission of the Northfield Public Schools is to deliver educational excellence that empowers all learners to participate in our dynamic world.

Vision: Through the implementation of MTSS throughout our district, all students have the support they need to be successful and meet or exceed grade level expectations.

Goals:

- Keep students in core classes as much as possible for instruction of grade level standards.
- Support students who are not meeting or exceeding grade level expectations through flex-time, push-in models, and co-teaching whenever possible.
- Have 80% of students reach grade level academic and behavioral standards through core instruction.
- Have 95% of 9-12 students passing all of their classes
- Use appropriate data and problem solving approaches to make informed decisions when students need additional support to meet and maintain standards.
- Ensure that students have access to high quality academic and behavioral interventions
- Ensure that students have access, choice, and support for accelerated and advanced academic classes as well as fine arts, sports, and co-curricular activities.

History of RtI/PBIS/MTSS Funding Support:

2011-12

- Elementary – 3.00 Literacy Coaches (Building Funded)
- Secondary – No Intervention Support
- Elementary/Secondary – 3.30FTE School Psychologists (District SPED Funded)
- Elementary/Secondary – 4.80 FTE School Social Workers (District SPED Funded)

2012-13 and 2013-14

- Elementary – 3.00 FTE RtI Coaches (Building Funded)
- Elementary – 3.00 FTE RtI Coaches (District Funded)
- Secondary – No Intervention Support
- Elementary/Secondary – 5.00 FTE School Psychologists (District SPED Funded)
- Elementary/Secondary – 4.80 FTE School Social Workers (District SPED Funded 50%/District General Funded 50% by Board Action)

2014-15

- Elementary – 3.00 FTE RtI Coaches (Building Funded)
- Elementary – 2.60 FTE RtI Coaches (District Funded)
- Secondary – 0.60 FTE MTSS Coach (District/Contingency Funded)
- Secondary – 0.60 FTE Reading/Math Intervention (Building Funded)
- Secondary – 0.60 FTE Reading/Math Intervention (District Contingency Funded)
- Elementary/Secondary – 5.00 FTE School Psychologists (District SPED Funded)
- Elementary/Secondary – 4.80 FTE School Social Workers (District SPED Funded 50%/District General Funded 50% by Board Action)

2015-16 Proposed (Using 2.75 FTE New ADSIS Funding and 0.95 FTE Contingency based on Recent Change in ADSIS Funding Ratio)

- Elementary – 3.00 FTE MTSS Coaches (Building Funded)
- Elementary – 1.50 FTE MTSS Coaches (District Funded)
- Elementary – 2.60 FTE Reading/Math/Behavior Interventionists (ADSI/District Funded)
- Secondary – 0.95 FTE MTSS Coach (Building/Contingency Funded)
- Secondary – 2.40 FTE Reading/Math Interventionists (ADSI/District/Contingency Funded)
- Elementary/Secondary – 5.00 FTE School Psychologists (District SPED Funded)
- Elementary/Secondary – 4.80 FTE School Social Workers (District SPED Funded 50%/District General Funded 50% by Board Action)

Narrative Proposal for 2015-16:

MTSS Elementary Instructional Coach Position: (Building/District Funds) – Maintain 3.00 FTE Building/ Reduce from 2.60 FTE to 1.50 FTE District for a total of 4.50 FTE MTSS Elementary Instructional Coaches

1. Support core reading and math skills across the curriculum (Elementary)
 - a. Help plan and implement building level staff development and observe instructional consistency to support core reading and math skills across the curriculum
 - b. Support PLC data analysis through identification of data that informs instruction, creation of data documents, and understanding significance of results
 - c. Continued PLC development of common formative assessments
 - d. Instructional and Cognitive Coaching for teachers
 - e. Support the joint PLC at the elementary/secondary level
 - f. Coordinate building assessment process
2. Lead and support the intervention process (Elementary)
 - a. Assist PLCs in implementing problem solving process
 - b. Recruit, train and model for volunteer and staff interventionists the creation and/or implementation of intervention plans using appropriate materials
 - c. Fulfill responsibilities of Internal Coach duties as outlined by Americorps
 - d. Conduct fidelity checks on Tier 1 math and reading interventions and progress monitoring
 - e. Maintain RtI website for teachers with developed and tested interventions and support materials
 - f. Train new staff in implementing the problem solving and intervention processes

MTSS Secondary Instructional Coach Position: (Building/District/Contingency Funds) – Increase from 0.00 FTE to 0.60 FTE Building/Maintain 0.00 FTE District/Decrease from 0.60 FTE to 0.35 FTE Contingency for a total of 0.95 FTE MTSS Secondary Coaches

1. Support core reading and math skills across the curriculum (MS/HS)
 - a. Help plan and implement building level staff development to support core reading and math skills across the curriculum
 - b. Support PLC data analysis through identification of data that informs instruction, creation of data documents, and understanding significance of results
 - c. Continued PLC development of common formative assessments
 - d. Instructional and Cognitive Coaching for teachers
2. Lead and support the intervention process (MS/HS)
 - a. Assist PLCs in implementing problem solving process

- b. Train and model for volunteer and staff interventionists the creation and/or implementation of intervention plans using appropriate materials
- c. Conduct fidelity checks on Tier 1 math and reading interventions and progress monitoring
- d. Maintain RtI website for teachers with developed and tested interventions and support materials
- e. Train new staff in implementing the problem solving and intervention processes

MTSS Elementary/Secondary Interventionist Position: (State ADSIS/District/Contingency funds) – Increase from **0.00 FTE to 2.75 FTE State ADSIS/1.20 to 1.65 FTE District/0.0 FTE to 0.60 Contingency for total of 5.00 FTE with State to local match of 55%/45% as required by ADSIS**

- 1. Provide direct instruction with students using appropriate interventions
 - a. Work with flex groups so grade levels are divided into 5 (or more) groups instead of 4. (Elementary)
 - b. Work with students in grade level or subject area reading, math and behavior intervention classes, structured study hall/resource room setting. (E, MS, HS)

District Assessment Coordinator (District Funds) – **0.50 FTE + Extended Contract Similar To Previous Year**

- 1. Oversee the District/Building-wide Assessment Process (Elementary, MS, HS)
 - a. Train staff for administration of assessments (DIBELS, BAS, etc.)
 - b. Facilitate the benchmark assessments
 - c. Support standardized assessments (MAP, MCA, OLPA, ACT Suite or MDE Determined Replacements)
 - d. Assist with scheduling of labs for assessments (No proctoring of assessments)
 - e. Assist with completing assessments for students who enroll during the year

District Volunteer Coordinator (District Funds) – **Maintain Current FTE**

- 1. Support Maximum Use of Accelerate Northfield Volunteers and Other Non-Americorps Volunteers
 - a. Connect and coordinate volunteers with building needs
 - b. Conduct generic induction training for all volunteers

EL Teachers: (Federal, State and District Funds) – **Maintain Current FTE**

- 1. Provide direct instruction, co-teaching or resource room setting for identified students
- 2. Coordinate support with others; provide support with WIDA standards for identified ELs.

Title 1 and Reading Support Teachers: (Federal and District Funds)- **Final FTE Based On New Federal Funding**

- 1. Provide direct instruction, co-teaching or resource room setting for identified students
- 2. Current staffing includes 1.60 at GVP (+0.20 at St. Dom's); 1.00 at BW; 0.90 at SB (Cathy Bennets)

Social Workers: (Federal and State Special Education Funds and District Funds) – **Maintain Current 4.80 FTE Positions**

School Psychologists: (Federal and State Special Education Funds) – **Maintain Current 5.00 FTE Positions**

Proposed changes to the ALC Handbook for the 2015-16 school year

1. Dates and staffing changes throughout handbook
 - a. Elizabeth Pfeiffer Special Ed Teacher
 - b. Micah Schultz Social Studies Teacher
 - c. Burt Bemmels Math Teacher
2. School calendar update
3. Program Eligibility language updated (from legislation)
4. Date changes
 - a. Independent Study night class dates changed
 - b. Grading Period date changes
5. Daily Schedule changes
6. Open campus lunch section
 - a. 9th and 10th grade has closed lunch (10th grade added)
7. Attendance policy changes
 - a. If 4 or more absences in class, no credit given for that class
 - b. 4 Tardies = 1 absence in attendance policy
8. Daycare has tier system for students utilizing daycare services

AGREEMENT

This Agreement is entered into this eighth day of June 2015, by and between the Northfield Public Schools (hereinafter the School) and Canvas Church, PO Box 14, Northfield, MN 55057 (hereinafter the Church). It is understood between the parties hereto that the Church wishes to utilize certain facilities belonging to the School for worship purposes. It is further understood that the School wishes to accommodate the Church pursuant to the School's Policy Regarding Community Use of School Facilities.

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

I. Description of Premises – The premises covered by this Agreement are located at Northfield High School, 1400 Division Street South, Northfield, MN, and include the Auditorium, the Auditorium Dressing Rooms Left and Right (when available), the Lower Cafeteria, the restrooms adjacent to the Auditorium and the Lower Cafeteria, the Upper Cafeteria, the Hallway between the Upper Cafeteria and the Lower Cafeteria, and the North Balcony Gymnasium for use as a Gymnasium one weekend a month and a classroom three weekends a month (in accordance with the attached *Guidelines for the Use of Gymnasiums*).

II. Use of Premises – Under this Agreement, the Church is allowed to use the premises for worship services and for fellowship time during which it is understood refreshments may be served outside of the Auditorium. No other use of the premises is authorized under this Agreement. If there are any issues with accessing the building during the reserved times, contact Head Custodian, Mark Harder, 612-695-6701.

- a. It is expressly agreed and understood between the parties that the Church shall use the premises only on Sundays, for two worship services, from 7:00 a.m. to 1:30 p.m. except as otherwise agreed upon. The School's custodian on duty shall open the entry doors by 6:45 a.m. on Sundays.
- b. Any variation from this schedule, including Holidays, special events, and leaving the stage set up outside of scheduled services, must be arranged with the Facilities Scheduler and approved by the Community Services Director, as the calendar allows, without School Board action.
- c. Any proposal for altering or adding equipment or wiring must be in consultation with and receive the approval of the Director of Buildings and Grounds and must be performed under the supervision of the NPS Master Electrician.

III. Term of Agreement – This agreement shall commence on July 1, 2015 and shall continue until June 30, 2016, unless terminated prior to that date as provided herein. Early termination of this agreement by either party requires a thirty-day notice. This Agreement may be extended for an additional term, should the parties choose to do so; however, nothing contained herein shall be construed to require the School to extend the Agreement.

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

- Facilities – Effective July 1, 2015, the Church will pay a facility use fee of \$14.40 per hour for use of the Auditorium, \$14.40 per hour for use of the Lower Cafeteria, \$14.40 per hour for use of the Upper Cafeteria, \$12.60 per hour for use of the North Balcony Gymnasium and \$9.90 per hour of use for a Dressing

Room, with a two hour maximum charge per space per date of use. These fees represent a negotiated 10% reduction from established community use fees. In addition, the Church will pay an energy fee of \$5.00 per hour for every hour of use of the Auditorium after two hours, an energy fee of \$5.00 per hour for every hour of use of the Lower Cafeteria after two hours, an energy fee of \$5.00 per hour for every hour of use of the Upper Cafeteria after two hours, an energy fee of \$2.00 per hour for every hour of use of the North Balcony Gymnasium after two hours and an energy fee of \$1.00 per hour for every hour of use of each Dressing Room after two hours.

- Fee Reduction: The fee reduction is applied to facility rental costs for worship services only, and not for special events.
- Custodial – The Church will pay \$56.00 per hour to the School for custodial services related to the Church’s use of the premises on Sundays and Holidays and \$44.00 per hour outside of building hours on Mondays through Saturdays. The Church understands and agrees that custodial services shall include any cleanup necessary from any other event located on or about the premises which might occur during the day or evening prior to the Church’s worship services and any cleanup after the Church’s use to get the school ready for the next school day in accordance with health and safety standards. The Church understands and agrees that custodial service is required to be in the building prior to and after the Church’s use of the premises and will be billed for a minimum of four and a half (4.5) hours for Sunday worship services or for actual time if more than four and a half (4.5) hours are required. Events other than Sunday worship services will be billed for actual time.
- Set up and take down – It is agreed that set up of reserved spaces for use and take down, including returning the spaces to their intended use, is primarily the responsibility of the Church. If School personnel perform these functions, the Church will be charged for additional custodial time as required.
- Snow Removal – The Church will pay for snow removal as is reasonably necessary to provide adequate access to the Premises for use by the Church. The Church will pay \$112.00 each time snow removal is required. The Church understands that the decision to remove any snow in preparation of the Church’s use of the premises shall be at the sole discretion of the School.

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

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

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

VIII. Equipment Use

- a. Auditorium – The School will allow the Church to install and keep Church-owned lighting and sound equipment in the Auditorium and to keep the cords in the catwalk area when not in use. The Church will have access to the balcony, catwalk and sound booth and will have use of the School's projector and projection screen. Assistance provided by the Auditorium Technician will be billed at \$40.00 per hour.
- b. Upper Balcony Gymnasium – Reference the attached *Guidelines for the Use of Gymnasiums* as to any restrictions and requirements of equipment use. The Church may provide their own equipment and will be responsible for removing such equipment each day. All such equipment must be appropriate for gymnasium use.

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

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

XI. Signage – The Church will be allowed to post temporary signs on School property indicating the location and time of services and events. The Church understands and agrees that any such signs may be posted two hours before a permitted service or event and must be removed within one hour after the close of any permitted service or event.

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

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

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

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

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

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

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

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

Canvas Church

Northfield Public Schools

Jeff Wendt, Pastor

Date

Noel Stratmoen, Clerk

Date

ATTACHMENT TO AGREEMENT

Guidelines for Use of Gymnasiums

- Groups must ensure that a permit has been approved in advance through the Community Services Division. No use is allowed without a facility use permit. Any changes to the approved permit must be approved by the Community Services Division prior to the schedule change.
- Removal of street shoes is required prior to entering the gymnasium. Non-marking, clean gym shoes are required of all facility users accessing gymnasiums. If such footwear is not available, participants should enter in stocking feet.
- Participants and/or spectators are not allowed access to any equipment, including mats, batting cages, bleachers or other equipment, that is not approved for use by the group.
- Only program participants are allowed in gymnasiums during the scheduled use, including practices or games. Non-participants are not allowed to be on or in the play area.
- Participants in programs should remain in the designated area for their activity. Participants are not allowed access to other areas of the building unless specifically stated in the facilities permit.
- Groups using school district facilities are required at all times to provide responsible adult supervision of all activities.
- No food or beverages are permitted in the gymnasium.
- No animals are permitted in the buildings with the exception of documented assist or therapy animals.
- No drugs, alcohol or tobacco products are permitted in any school district facility or on school district grounds.

Revised 01/20/2014

2014-2015													
School and Grade Level	September 2nd	September 5th	September 12th	September 19th	October 1st	November 1st	December 2nd	January 5th	February 2nd	March 1st	April 1st	May 1st	End of Year 6/5/2015
Longfellow													
Early Childhood	58	50	49	47	52	59	61	61	66	71	74	79	73
Total	58	48	49	47	52	59	61	61	66	71	74	79	73
Greenvale Park													
Grade K-2027	91	80	78	78	78	78	80	81	82	82	82	81	82
Grade 1-2026	79	79	78	77	78	74	71	74	74	73	73	74	73
Grade 2-2025	87	85	85	85	85	84	84	84	85	86	84	83	84
Grade 3-2024	81	80	80	79	80	78	77	77	77	78	79	79	80
Grade 4-2023	74	77	78	78	76	72	72	72	73	73	73	73	73
Grade 5-2022	79	79	79	79	79	80	80	79	78	78	79	78	78
Total	491	480	478	476	476	466	464	467	469	470	470	468	470
Sibley													
Grade K-2027	80	79	80	80	81	80	79	79	79	80	81	81	81
Grade 1-2026	95	95	95	96	96	96	97	97	97	97	96	96	96
Grade 2-2025	104	105	105	105	105	105	105	103	102	102	101	101	101
Grade 3-2024	103	104	104	105	105	104	105	105	103	103	106	106	106
Grade 4-2023	83	83	83	83	83	83	84	84	83	81	82	82	82
Grade 5-2022	101	101	101	101	101	100	100	100	100	100	100	100	100
Total	566	567	568	570	571	568	570	568	564	563	566	566	566
Bridgewater													
Grade K-2027	107	105	107	107	106	104	103	105	106	105	104	104	104
Grade 1-2026	81	82	82	82	82	81	83	84	85	83	83	83	82
Grade 2-2025	100	100	101	101	101	100	100	100	101	101	102	102	101
Grade 3-2024	87	88	88	88	88	89	90	88	88	87	87	87	86
Grade 4-2023	110	110	110	110	110	110	109	109	108	108	108	108	108
Grade 5-2022	105	105	105	104	104	105	105	105	105	105	105	105	105
Total	590	590	593	592	591	589	590	591	593	589	589	589	586
Middle School													
Grade 6-2021	310	310	309	310	311	312	309	309	312	316	316	315	315
Grade 7-2020	307	305	305	305	305	304	301	299	300	300	300	299	297
Grade 8-2019	341	339	339	339	340	343	340	338	340	343	344	345	346
St. Dominics	10.5	11	11	11	11	11	11	11	11.5	11.5	11.5	11.5	11
Total	968.5	965	964	965	967	970	961	957	963.5	970.5	971.5	970.5	969
High School													
Grade 9-2018	298	295	294	293	293	293	291	292	293	293	292	292	292
Grade 10-2017	321	319	320	319	319	320	317	318	316	317	318	318	318
Grade 11-2016	317	318	319	316	314	312	308	308	306	305	304	302	302
Grade 12-2015	316	321	319	320	315	312	309	310	306	301	301	300	300
Total	1252	1253	1252	1248	1241	1237	1225	1228	1221	1216	1215	1212	1212
ALC													
Grade 9-2018	0	0	0	0	0	0	1	1	2	2	4	4	4
Grade 10-2017	3	10	10	10	9	10	10	10	12	13	13	11	12
Grade 11-2016	5	13	12	12	17	15	17	15	18	20	20	22	21
Grade 12-2015	8	18	20	20	23	21	21	21	26	27	27	35	34
Grand Total	3941.5	3944	3946	3940	3947	3935	3920	3919	3934.5	3941.5	3949.5	3956.5	3947

6/5/2015

Northfield Public Schools Enrollment Report

Longfellow

Early Childhood

Auge	6
Dorey	14
James	10
Kruse	12
Patterson	
Schnorr	18
Sorenson	13
TOTAL	73

**

Greenvale Park

K	Flicek	21	
K	Hagberg	20	
K	Malecha	21	
K	Ziemann	20	C
1	Bakke	25	C
1	Jessen	13	
1	Youngblut	18	
1	Zach	17	
2	Amundson	26	C
2	Dueffert	20	
2	Larson	19	
2	Lindholm	19	
3	Landry	24	C
3	Nelson	21	
3	Ryan	19	
3	Seidl	16	
4	Bulfer	27	
4	Garcia	21	C
4	Johnson	25	
5	Dimick	20	
5	Harding	18	C
5	Sickler	19	
5	Tacheny	21	
TOTAL		470	

Early Childhood**	73	
Kindergarten-2027	267	
Grade 1-2026	251	
Grade 2-2025	286	
Grade 3-2024	272	
Grade 4-2023	263	
Grade 5-2022	283	
Total K-5	1695	1695
Total Middle School	969	
Total High School	1212	
TOTAL w/o ALC	3876	
ALC 9-12**	71	F/T=49 P/T=2 I/S=22
GRAND TOTAL with ALC	3947	

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

Sibley

Grade

K	Born	20	
K	Downs	19	
K	Heil	21	
K	Wacholz	21	
1	Craft	24	
1	Sasse	24	C
1	Sieger	24	
1	Swenson	24	
2	Pfefferle	25	
2	Schuerman	26	C
2	Seeberg	25	
2	Witt	25	
3	Guggisberg	27	
3	Jandro	26	
3	Johnson	26	C
3	Spitzack	27	
4	Day	22	
4	Fox	22	
4	Haar	21	
4	McManus	17	C
5	Baragary	24	
5	Foley	27	
5	Ostermann	24	C
5	Sweeney	25	
TOTAL		566	

Bridgewater

K	Cade	20	
K	Danielson	21	
K	Hall	21	
K	Tran	21	
K	Wisdorf	21	
1	Charlton	21	
1	Ellerbusch	20	
1	Johnson	16	
1	Lanza	25	C
2	Lane	26	
2	Lofquist	26	
2	Rubin	24	C
2	Schwaab	25	
3	Larson	23	C
3	Sickler	21	
3	Temple	21	
3	Truman	21	
4	Danielson	29	
4	Holden/Armstrong	27	
4	Schuster	28	C
4	Swenson	24	
5	Anderson	24	C
5	Duchene	27	
5	Kohl	27	
5	Rauk	27	
TOTAL		586	

Middle School

Grade 6 -2021	315
Grade 7 (*inc. 9 - 1/2 day)-2020	301.5
Grade 8 (*inc. 13 - 1/2 day)-2019	352.5
TOTAL	969
*22 (11) St. Dominic's students attend 1/2 day	

High School

Grade 9-2018	292
Grade 10-2017	318
Grade 11-2016	302
Grade 12-2015	300
TOTAL	1212