

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, July 13, 2015, 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. GASB 68 Presentation
 2. Career Exploration Day Video.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Resolution Regarding Christopher Columbus Day.
 2. Resolutions Separating Employment with Employees Due to Abandonment.
 - B. Items for Consent Grouping
 1. Fiscal Year Organization Actions.
 2. Memberships for 2015-2016.
 3. Gift Agreement.
 4. Financial Report – April 2015.
 5. Middle School Overnight Student Field Trip Request for 2015-2016.
 6. Athletic Training Contract.
 7. Personnel Items.
- VIII. Items for Information.
 1. Appointment to the Board of Directors of the Southeast Minnesota Special Education Cooperative.
 2. Schools for Equity in Education (SEE) Accomplishments.
- IX. Future Meetings
Monday, August 10, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, August 24, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

Closed Negotiations Strategy Session to Follow

NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, July 13, 2015, 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 July 13, 2015, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes
Minutes of the Regular School Board meetings held on June 8, 2015, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. GASB 68 Presentation.
Director of Finance Val Mertesdorf will present the new accounting standard.
 2. Career Exploration Video.
Senior Mike Gersemehl, one of Julie Wolner's DECA students, created a 3-minute video about the career exploration day held last spring. Mike presented his DECA video to the Board earlier this past winter.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Resolution Regarding Christopher Columbus Day.
A regular School Board meeting is scheduled for Monday, October 12, which is Columbus Day. Minnesota Statutes 645.44, Subd 5, states that no public business can be transacted on Christopher Columbus Day unless the Board of Education passes a resolution that states that it is not a holiday for this district. What follows is a resolution stating that Christopher Columbus Day shall not be a holiday for the Northfield Public Schools during the 2015-2016 school year.

Superintendent's Recommendation: Motion to approve the following Resolution Regarding Columbus Day.
WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then
BE IT RESOLVED, that Christopher Columbus Day on October 12, 2015, shall not be a holiday.
 2. Resolutions Separating Employment with Employees Due to Abandonment
The Board is requested to adopt the enclosed Resolutions related to separating employment with two teachers (Employee A and Employee B) due to abandonment of their positions. Each resolution should be voted on separately.

Superintendent's Recommendation: Motion to adopt the Resolution Separating Employment with Employee A Due to Abandonment.

Superintendent's Recommendation: Motion to adopt the Resolution Separating Employment with Employee B Due to Abandonment.

B. Items for Consent Grouping

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

1. Fiscal Year Organization Actions.

The School District's financial year runs from July 1 to June 30. Each year at the first School Board meeting in July, financial organizational issues must be approved.

They are as follows:

- a) Motion to approve authorizing the Director of Administrative Services and the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2015-2016.
- b) Motion to approve designating Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 - Investments, for fiscal year 2015-2016.
- c) Motion to approve authorizing the Director of Administrative Services and the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2015-2016.

2. Memberships for 2015-2016.

The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2015-2016 school year.

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

3. Gift Agreement.

The Northfield Booster Club has donated \$13,100 to be used to purchase the following:

| | |
|----------------------------|--|
| Bowling (extra lines): | \$300.00 |
| Nordic Ski (combi boots): | \$300.00 |
| Dance Team (sound system): | \$400.00 |
| Cheerleading (mats): | \$500.00 |
| Weight Room (tred sled): | \$900.00 |
| Clay Target: | \$300.00 (banner, safety glasses, ear plugs) |
| Balls-Pucks-Shots: | \$7,500.00 |
| HUDL – All Sports: | \$1,800.00 |
| Impact software: | \$850.00 (concussion testing) |
| Athletic Training Room: | \$250.00 (electronic medical recording system) |

Also, note an additional \$11,587.69 was provided by the Northfield Booster Club to cover athletic fee waivers for the 2014-2015 school year. Total: \$24,687.69.

4. Financial Reports – May 2015.

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,312,046.04, payroll checks totaling \$2,624,843.42 and the financial reports for May 2015. No bond payments were made in May.

5. Middle School Overnight Student Field Trip Request for 2015-2016.

Seventh Grade Social Studies Teacher Earl Weinmann is 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 either June 10 and 11, 2016 or June 11 and 12, 2016, depending if the school year is extended due to snow make-up days.

6. Athletic Training Contract.

Activities Director Tom Graupmann is requesting the Board approve the enclosed Athletic Training Contract with the Center for Sports Medicine and Rehabilitation (CSMR) for school years 2015-16 and 2016-17. The changes to this contract from the previous contract are as follows:

- 1) Roughly a 2% increase in the hourly rate (\$28.50 to \$29.00).
- 2) Expansion of hours from 631.5 hours annually to 886 hours.
- 3) Expansion from 1 trainer to include a second trainer for 30 minutes a day - 4 days per week and until 5 pm on Wednesdays.
- 4) Total Annual Cost = \$25,701, which is approximately \$8,300 more than the previous year.

7. Personnel Items.

a. Appointments*

1. Rachelle Balfe, .4 FTE FACS Teacher at the High School for 3.2 hours/day beginning 08/26/2015; BA, Step 0.**
2. Elizabeth Boland, CS Summer Recreation Lifeguard \$8.50/hour; Swim Aide \$8.00/hour beginning 05/12/2015 – 08/31/2015.
3. Lukas Brott, .8 FTE Science Teacher at the High School for 6.4 hours/day beginning 08/26/2015 – 06/08/2016; MA, Step 8. **
4. Alisha K. Clarey, 1.0 FTE Fourth Grade Teacher at Greenvale Park beginning 08/26/2015; MA, Step 6.**
5. Leah Grisim, Temporary SummerVentures Site Assistant at Sibley for up to 40 hours/week beginning 07/06/2015 – 09/04/2015; \$11.67/hour.
6. Inger Hanson, .6 FTE English Language (EL) Teacher at the Middle School beginning 08/26/2015 – 06/08/2015; MA45, Step 10. **
7. Gordon Hayes, Camp FRIENDS Staff at NCRC for 3.5 hours/day for 12 days beginning 07/22/2015 – 08/20/2015; \$12.75/hour.
8. Sheila M. Hetzel, 1.0 FTE Fourth Grade Teacher at Greenvale Park beginning 08/26/2015; MA15, Step 6.**
9. Elisabeth W. Hurlburt, Assistant Girls Tennis Coach at the High School beginning 08/17/2015 – 10/30/2015; Level H, Step 1.
10. Joni Karl, .4 FTE Math Teacher at the High School beginning 08/31/2015; MA, Step 2.
11. Marcy Korynta, .6 FTE School Psychologist at the High School beginning 08/26/2015; MA45, Step 10.**
12. Cheyenne S. Lax, Early Childhood Teacher & Parent Educator at the NCRC/Longfellow for up to 35 hours/week beginning 08/27/2015; Year 1, \$24.36/hour. **
13. Meredith Maniglia, CS Summer Recreation Swim Aide beginning 06/15/2015 – 08/31/2015; \$8.00/hour.
14. Peter Maus, .6 FTE Math Teacher at the Middle School beginning 08/31/2015; MA, Step 14.
15. Hannah McCallum, CS Summer Recreation Lifeguard \$8.50/hour; Swim Aide \$8.00/hour beginning 06/22/2015 – 08/31/2015.
16. Ethan Nelson, CS Recreation Soccer Supervisor beginning 07/08/2015 – 08/31/2015; \$10.00/hour.
17. Katie O'Brien, ESY Teacher at Longfellow beginning 07/01/2015 – 07/30/2015; BA, Step 6.
18. Bridget L. Timerson, 1.0 FTE Third Grade Teacher at Greenvale Park beginning 08/26/2015; BA, Step 0.**
19. Sara Van Hoy, 1.0 FTE Third Grade Companeros Teacher at Sibley beginning 08/26/2015 – 06/08/2016; BA30, Step 2.**
20. Abe Zamora, Camp FRIENDS Coordinator at Community Services beginning 07/06/2015 – 08/20/2015; \$14.58/hour.

b. Increase/Decrease/Change in Assignment

1. Dustee Armstrong, .5 FTE LTS 4th Grade Teacher/.5 Media Specialist at Bridgewater, change to 1.0 FTE Media Specialist at BW for 8 hours/day beginning 08/31/2015.
2. Katie Auge, Special Education Teacher at Longfellow, add ESY Teacher at Sibley for 3.5 hours/day (M-Th) beginning 07/01/2015 – 07/30/2015.
3. Tyler Balow, .8 FTE Social Studies Teacher at the High School, add .2 FTE for Semester 1 (1.0-Semester 1 only 8/31/15-1/29/2016); .8 FTE for Semester 2 beginning 02/01/2016 – 06/08/2016; BA15, Step 5. **
4. Lukas Brott, .8 FTE Science Teacher, change to 1.0 FTE Science Teacher at the High School beginning 08/26/2015 – 06/08/2016; MA, Step 8. **
5. Erin Carson, .4 FTE Social Studies at the High School for Semester 1, add .2 FTE for 2nd Semester (.6 FTE) beginning 02/01/2016 – 06/08/2016.
6. Tyler Faust, Special Education Teacher at BW/GVP, add ESY Teacher at Sibley for 3.5 hours/day (M-Th) beginning 07/01/2015 – 07/30/2015.
7. Shannon Flegel, Occupational Therapist at LF/GVP, add ESY OT at Sibley/High School with hours dependent on need (M-Th) beginning 07/01/2015 – 07/30/2015.
8. Dana Gearing, 1.0 FTE EL Teacher at Greenvale Park, change to 1.0 Third Grade Teacher at Greenvale Park beginning 08/31/2015.
9. Greg Gelineau, Interim Principal at the Middle School, change to Principal at the Middle School beginning 07/01/2015.
10. Sara Gerdesmeier, Early Ventures Site Assistant at Longfellow for 3 hours/day beginning 06/08/2015; Step 1, \$11.67/hour.
11. Inger Hanson, .6 FTE EL Teacher at the MS, add .37 Interventionist at Sibley beginning 08/26/2015; MA45, Step 10. **
12. Jacque Ims, School Psychologist at Greenvale Park. Jackie will also provide services at Longfellow during a childcare LOA beginning 09/08/2015 – 11/23/2015.
13. Alisa Jamshidi, TS Elementary Substitute Teacher for Summer PLUS, add TS Elementary Summer Plus Club Leader for 1.75 hours/day (M-Th) beginning 06/23/2015 – 08/06/2015; \$18.68/hour.
14. Joni Karl, .4 FTE Math Teacher at the High School, add .2 FTE Math at the High School (.6 FTE) beginning 08/31/2015.
15. Laurie Larson, Physical Therapist at Longfellow, add ESY PT at Sibley/High School with hours dependent on need (M-Th) beginning 07/01/2015 – 07/30/2015.
16. Sara Line, Early Childhood Coordinator at Longfellow, add Early Childhood Dental Network Coordinator at Community Services beginning 06/17/2015 – end date to be determined by completion of grant; \$2,500 stipend.
17. Taylor Murry, Special Education Teacher at the High School, add ESY Teacher at Sibley for 3.5 hours/day (M-Th) beginning 07/01/2015 – 07/30/2015.
18. Deb Peters, Autism Resource Specialist at Longfellow, add ESY SLP at Sibley/High School with hours dependent on need (M-Th) beginning 07/01/2015 – 07/30/2015.
19. John Schnorr, Speech/Language Teacher at Longfellow, add ESY SLP at Sibley/High School with hours dependent on need (M-Th) beginning 07/01/2015 – 07/30/2015.
20. Deb Seitz, Special Education Teacher at the Middle School, add ESY Teacher at Sibley for 3.5 hours/day (M-Th) beginning 07/01/2015 – 07/30/2015.
21. Anna Showers, Targeted Services Summer PLUS Site Assistant at Greenvale Park for 5.5 hours/day (M-Th), change to Site Assistant for 2.25 hours/day (M-Th), add TS Elementary Teacher for Summer PLUS for 3 hours/day at GVP beginning 06/25/2015 – 08/06/2015; Site Asst. \$11.67/hour; PLUS Teacher, Year 1-\$27.11/hour.
22. Eric Swenson, Fourth Grade Teacher at Bridgewater, add Targeted Services PLUS Elementary Summer School Teacher for Reading Rockets Home Visits as needed beginning 06/08/2015 – 08/06/2015; Year 1, \$27.11/hour.
23. Amanda Tracy, .20 FTE Spanish Teacher at the High School, change to .80 FTE at the High School beginning 08/31/2015.
24. Correction: Anne VanderMartin, SpecEd EA-PCA (6.75 hours/day); GenEd EA (.17 hours/day), change GenEd EA to .33 hours/day from 6.92 hours/day to 7.08 hours/day at Sibley beginning 08/31/2015.

25. Extended School Year (ESY) Paraprofessional/PCA beginning 07/01/2015 – 07/30/2015:
 - A. Shari Bridley, EA at the High School, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
 - B. Christina Chappuis, EA at Sibley, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
 - C. Danielle Crase, EA at Sibley, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
 - D. Teresa Findlay, EA at the MS, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
 - E. Shelly Kruger, EA at the HS, add ESY SpecEd EA-PCA at the HS for 3.5 hours/day (M-Th).
 - F. Beth Kuyper, EA at the MS, add ESY SpecEd EA-PCA at the HS for 3.5 hours/day (M-Th).
 - G. Brittany Laue, EA at Longfellow, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
 - H. Carolyn Manderfeld, EA at Sibley, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
 - I. Lindsay Mehrhoff, EA at Sibley, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
 - J. Jacqueline Meyer, EA at the HS, add ESY SpecEd EA-PCA at the HS for 3.5 hours/day (M-Th).
 - K. Lauren Murtha, EA at the MS, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
 - L. Jacob Odell, EA at the HS, add ESY SpecEd EA-PCA at the HS for 3.5 hours/day (M-Th).
 - M. Melissa Reuvers, EA at Bridgewater, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
 - N. Elizabeth Schmidt, EA at Sibley, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
 - O. Andria Schwalbe, Preschool/ECFE Teacher at LF, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th); SpecEd EA-PCA Step 1, \$13.73/hour.
 - P. Jennifer Severson, EA/PLUS Site Assistant at GVP, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th) beginning 07/01/2015-07/30/2015; add Temporary TS Summer PLUS Site Assistant at GVP for 3.25 hours/day (M-Th) beginning 07/07/2015 – 08/06/2015; \$11.67/hour.
 - Q. Anne Vander Martin, EA at Sibley, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
 - R. Andrea Waldock, EA at Bridgewater, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
 - S. Carina Zick, EA at Sibley, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th) beginning 07/01/2015-07/30/2015; add Temporary TS Summer PLUS Site Assistant at GVP for 3.25 hours/day (M-Th) beginning 07/07/2015 – 08/06/2015; \$11.67/hour.
- c. Leave of Absence.
 1. Tony Seidl, First Grade Teacher at Bridgewater, Unpaid Leave of Absence for 2015-16 school year.
 2. Katy Schuerman, Second Grade Teacher at Sibley, Unpaid Leave of Absence for 2015-16 school year.
- d. Resignations / Retirement
 1. Mishia Edwards, Summer PLUS Club Leader, declined position effective 06/09/2015.
 2. John Mahal, Special Education Teacher and Soccer Coach at the High School, resignation effective 06/12/2015.
 3. Marco Martinez, Temporary Custodian, declined position effective 6/4/2015.
 4. Pete Maus, Mathematics Teacher at the Middle School, retirement effective 06/05/2015.

5. Nicole Pulju, KidVentures Site Assistant at Sibley, resignation effective 07/03/2015.
6. Donna Pumper, Child Nutrition Associate at Sibley, resignation effective 06/26/2015.
7. Karl Viesselman, Assistant Football Coach at the High School, resignation effective 07/06/2015.

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

**Salary is subject to revision upon settlement of the 2015-17 NEA Master Agreement.

VIII. Items for Information

1. Appointment to the Board of Directors of the Southeast MN Special Education Cooperative.

At the June 8, 2015, School Board meeting, the Board approved and entered into a joint powers agreement creating the Southeast Minnesota Special Education Cooperative. The joint powers agreement stipulated the establishment of a governing board. The care, management and control of the Cooperative is vested in a board of directors comprised of two representatives from each member district, including the superintendent and one school board member.

School Board Chair Julie Pritchard has appointed Board member Margaret Colangelo to serve on the Board of Directors of the Southeast Minnesota Special Education Cooperative.

2. Schools for Equity in Education Accomplishments.

Enclosed is a concise recap of the legislative goals accomplished by SEE in 2015.

IX. Future Meetings

Monday, August 10, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, August 24, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

Closed Negotiations Strategy Session to Follow

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes
June 8, 2015
Northfield High School Media Center

- I. Call to Order.
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education to order at 7:00 PM. Maple was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was no public comment.
- IV. Approval of Minutes
On a motion by Iverson, seconded by Quinnell, minutes of the Regular School Board meeting held on May 26, 2015 were unanimously approved.
- V. Announcements and Recognitions
 - Congratulations to Activities Director Tom Graupmann for being elected Vice-President of the Minnesota State High School Leagues' Board of Directors for next year. Tom will be the Board President in school year 2016-17.
 - The Sibley Special Education Department was awarded a \$1,000.00 grant from WINGS (Women in Northfield Giving Support). The grant funds will be used to purchase books for a leveled library, which the three special education programs (Resource Room, Neuro-Biological, and Low Incidence) will share.
 - Thank you to the Northfield Fine Arts Booster Club for its financial support of the 5th annual Latino (And Friends!) Play Fest.
 - Thank you to the Northfield Area United Way for awarding grants to the following Northfield Public Schools programs: Bridges to Kindergarten, Northfield Promise, PRIMEtime, Project Friendship, Project ABLE and TORCH.
- VI. Items for Discussion and / or Reports
 1. "Why We Play" Training Video.
Effective for the 2015-2016 School Year, the Minnesota State High School League (MSHSL) is requiring each school board to review the WHY WE PLAY training video, which defines the purpose of education-based athletics and activities and will assist in communicating a shared-common language as it relates to the value of these programs. Activities Director Tom Graupmann facilitated this educational requirement. Three coaches read their purpose statements; seven student athletes delivered their leadership statements.
 2. Rice County Community Transition Interagency Committee (CTIC).
Joe Jorgensen, Work-based Learning Coordinator at Northfield High School and Chair of the Rice County CTIC, presented an end of the year report.
 3. Professional Learning Communities Presentation.
The Professional Learning Communities (PLCs) report was presented by the elementary Response to Intervention Coaches and the Director of Teaching and Learning. It included a review of the joint PLCs at the elementary level that occurred during the 2014-15 school year and the future of joint PLCs at the elementary, middle school and high school levels.
 4. RtI / MTSS Update for 2015-2016.
Superintendent Richardson reviewed the goals of Response to Intervention (RtI) and Multi-tier Systems of Support (MTSS) in Northfield Public Schools and the additional changes that will be occurring for the 2015-16 school year and beyond. The history of the program was shared as well as the impact of new State ADSIS funding on the ability of the District to support K-12 students needing additional support and interventions to be successful in reading, mathematics and positive behavior.

VII. Superintendent's Report

A. Items for Individual Action

1. 2015-2016 Proposed Budget – All Funds.

On a motion by Stratmoen, seconded by Iverson, the Board unanimously approved the 2015-2016 budgets for all funds as listed below:

| <u>Fund</u> | <u>Revenues</u> | <u>Expenditures</u> |
|--------------------------------|------------------|---------------------|
| General (incl Oper. Cap/H & S) | \$45,456,866 | \$45,863,247 |
| Child Nutrition | 2,010,035 | 1,965,598 |
| Community Services | 2,191,416 | 2,200,100 |
| Debt Service | 5,448,485 | 5,530,094 |
| Trust | 63,375 | 67,800 |
| Internal Service | <u>6,463,363</u> | <u>5,903,143</u> |
| Total | \$61,633,540 | \$61,529,982 |

2. Activity Fees for 2015-2016 School Year.

On a motion by Quinnell, seconded by Iverson, the Board unanimously approved increasing the activity fee for middle school athletics by \$5, middle school fine arts and academic activities by \$5, high school fine arts and academic activities by \$5 and the activity fee for high school athletics by \$10.

3. FY 2015 Audit Engagement Letter.

On a motion by Stratmoen, seconded by Colangelo, the Board unanimously accepted the 2014-15 Audit Engagement Letter from CliftonLarsonAllen, LLP.

4. School Board Policy 427 – Workload Limits for Certain Special Education Teachers.

On a motion by Iverson, seconded by Hardy, the Board unanimously approved School Board Policy 427 – Workload Limits for Certain Special Education Teachers.

5. Southeast Minnesota Special Education Cooperative.

On a motion by Stratmoen, seconded by Hardy, the Board unanimously approved the following Resolution:

WHEREAS, public school districts are required to make a full continuum of services available to students with disabilities, including students with low incidence disorders who require intensive special education and related services outside the traditional school setting;

WHEREAS, the District currently does not have an efficient way to serve its students with low incidence disorders who require intensive special education and related services outside the traditional school setting;

WHEREAS, the School Board finds that the District can optimize its limited resources and increase its efficiencies by entering into a joint powers agreement with other school districts to cooperatively serve students with low incidence disabilities; and

WHEREAS, the School Board has carefully reviewed the attached joint powers agreement, which would create a special education cooperative for the purpose of serving students with low incidence disorders;

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 659 as follows:

1. The School Board approves and enters into the joint powers agreement creating the Southeast Minnesota Special Education Cooperative.
2. The School Board authorizes and directs the Board Chair and the Board Clerk to sign the joint powers agreement on behalf of the School Board.

Voting 'yes' was Iverson, Colangelo, Quinnell, Stratmoen, Hardy and Pritchard. No one voted 'no.' Maple was absent.

B. Items for Consent Grouping

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

1. District Youth Council Membership.

The following students were approved to serve on the District Youth Council during the 2015-2016 school year:

Rising Seniors: Katie Geary*, Katy Gilbertson, Audrey Kornkven*, Daniel Langehough*, Alison Langston*, Sebastian Lawler*, and Pacun Wang.

Rising Juniors: Abby Andrade*, Linda Rosas Balvin, Sophie Bernstorf, Max Heil and Lars Ripley*.

Rising Sophomores: Alexis Dougherty, Noah Miller and Lawson Wheatley.

* Denotes current District Youth Council member.

One position is being held for an Area Learning Center student, who will be recruited in September.

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

The recommended changes to the Elementary School Family Handbook and the Student Handbooks for the High School, Area Learning Center and Middle School, and the Co-Curricular Activities Handbook for the 2015-2016 school year were approved by the School Board. These handbooks carry the force of School Board policy.

3. Student Citizenship Handbook.

The changes to the 2015-2016 Student Citizenship Handbook were approved. The distribution method of the Student Citizenship Handbook for 2015-2016 will remain the same as previous years.

4. Tentative High School Overnight Trips for 2015-2016.

The Board approved the list of tentative high school overnight field trips listed for the 2015-16 school year.

5. School Board Policy 807 – Health and Safety.

The Board approved Policy 807 – Health and Safety. The only change to the policy is the reference to the new contact person, Jim Kulseth, who is the new Director of Buildings and Grounds. The School Board is required to annually review and approve this policy.

6. Financial Reports – April 2015.

The Board approved paid bills totaling \$1,666,724.23, payroll checks totaling \$2,562,793.59 and the financial reports for April 2015. No bond payments were made in April.

7. Personnel Items.

a. Appointments*

1. Paul Beck, Summer Band Instructor for Summer Band Lessons at the HS/MS beginning 06/08/2015 – 08/14/2015; MA60, Step 14.
2. Matthew Berg-Wall, 1.0 FTE English Language Teacher at Greenvale Park Elementary beginning 08/26/2015; MA60, Step 10. **
3. James Kulseth, Director of Building & Grounds in the District beginning 07/01/2015; Step 1-\$90,774.00.
4. Karla MacDougal, EarlyVentures Site Assistant at Longfellow for 20 hours/week beginning 06/08/2015; Step 3, \$12.28/hour.
5. Marco Martinez, .75 FTE Temporary Custodian at Sibley/Greenvale Park for 6 hours/day beginning 06/08/2015 – 08/07/2015; Step 1, \$14.78/hour.
6. Carol Nick, EarlyVentures Site Assistant at Longfellow for 20 hours/week beginning 06/08/2015; Step 3, \$12.28/hour.
7. Ellen Trotman, 1.0 FTE Long-Term Substitute English Learner Teacher at Greenvale Park beginning 08/26/2015 – 06/08/2016; BA 15, Step 6. **
8. Community Services Summer Recreation Staff beginning 05/27/2015 – 08/31/2015:
 - Ashley Burt, Soccer Staff; \$8.00/hour.

- Samuel Gainey, Baseball Staff, \$8.00/hour
 - Luke Harris, Baseball Staff, \$8.00/hour.
 - Jackson Hillmann, Baseball Staff, \$8.00/hour.
 - Colin Landsteiner, SUPER Kids \$8.00/hour; Track Supervisor \$10.00/hour.
 - Haakon Larsen, Lifeguard \$8.50/hour; Swim Aide \$8.00/hour
 - Victoria Papke, SUPER Kids; \$8.00/hour.
 - Kaitlyn Pepel, SUPER Kids; \$8.00/hour.
 - Elizabeth Pritchard, Softball Staff; \$8.00/hour.
 - Betsy Schuerman, Soccer Staff; \$8.00/hour.
 - Ryan Torbenson, Baseball Supervisor; \$10.00/hour.
 - Rainah Ward, Junior Team Tennis; \$11.00/hour.
 - Michael Abdella – Junior Team Tennis Supervisor \$1,300 Stipend
 - Scott Abdella – Junior Team Tennis \$11/hour
 - Emily Anderson – Aquatics Supervisor \$10.75/hour, Lifeguard \$8.75/hour
 - Katherine Arneson – Tennis \$8.25/hour, Junior Team Tennis \$11/hour
 - Mari Arneson – Tennis Supervisor \$10.25/hour
 - William Beimers – Lifeguard \$8.75/hour, Swim Aide \$8.50/hour
 - Kayla Burt – Lacrosse Supervisor \$10.25/hour, Swim Aide \$8.25/hour
 - Matthew Christensen – Junior Team Tennis \$11/hour
 - Paige Ciernia – Softball Supervisor \$10/hour
 - William Clark – Lifeguard \$8.75/hour, Swim Aide \$8.25/hour
 - Michael Garlitz – Soccer Supervisor \$10.00/hour
 - Alisa Jamshidi – Softball \$8.00/hour
 - Beth Lacanne – Tennis Supervisor \$17.25/hour
 - Sara Ludewig – Track \$8.25/hour
 - Emily Lundstrom – Lifeguard \$8.75/hour, WSI Instructor \$10.00/hour
 - Erik Lundstrom – Lifeguard \$8.50/hour, Swim Aide \$8.00/hour
 - Easton Martin – Track \$8.25/hour, Aquatics \$8.25/hour
 - Chantel Novak – Lifeguard \$8.75/hour, Swim Aide \$8.50/hour
 - Gabrielle Noack – Tennis \$8.25/hour
 - Jan Otteson – Lifeguard \$8.75/hour, WSI Instructor, \$10.25/hour
 - Benjamin Papke – Softball \$8.25/hour, Lacrosse Supervisor \$10.25/hour
 - Anja Stromme – SUPER Kids \$8.00/hour
 - Ella Stromme – Track \$8.00/hour, Swim Aide \$8.00/hour
 - Daniel Taylor – GO Far Supervisor \$10.00/hour, Track \$8.00/hour
 - Emily Verticchio – SUPER Kids, Safety Camp, Great American Backyard Campout - \$10.25/hour
 - Mark Welinski – Junior Team Tennis Supervisor \$1,300 Stipend
 - Rachel Will – Tennis \$8.25/hour
9. Summer Weight Room Coach beginning 06/09/2015 – 08/07/2015:
- Isabelle G. Chapman, Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - Matthew S. Christensen, Hourly: \$14.75 per hour – with (4) pay dates (June 30, July 15, July 30, August 15).
 - Laura Marks (DeGroot)—Hourly: \$18.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - Bubba Sullivan—Hourly: \$18.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - Travis Wiebe—Hourly: \$18.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - Shelby Callahan—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).

- Cole Jirik—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - Jed McGuire—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - Steven Pfahning—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - Larry Sanftner—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
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
1. Elliott Courchaine, Special Education Educational Assistant-PCA at the Middle School, add SpecEd EA-PCA for Track 1:1 at the Middle School for 3 hours/day beginning 04/01/2015 – 06/01/2015.
 2. Michael Garlitz, Accelerate Northfield Volunteer Coordinator for the district for up to 10 hours/week, increase hours up to 18 hours/week (not to exceed 738 hours/year) beginning 08/01/2015.
 3. Mary Graue, KidVentures Site Assistant at Bridgewater for 14.5 hours/week, increase to 19.75 hours/week beginning 09/02/2014.
 4. Mary Graue, KidVentures Site Assistant at Bridgewater for 19.75 hours/week, change to SummerVentures Site Assistant at Sibley for 30 hours/week beginning 06/08/2015 – 09/04/2015.
 5. Rose Turnacliff, 1.0 FTE English 7 Teacher at the Middle School, change to .8 MTSS Reading/.2 Reading 6 Teacher at the Middle School beginning 07/01/2015.
 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.
 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

1. Lori King, Parent Educator at ECFE, resignation effective 08/31/2015.
2. Jacie Myers, Assistant Girls Tennis Coach, resignation effective 3/24/2015.
3. Jeff Pesta, Assistant Nordic Ski Coach, resignation effective 1/6/2015.
4. Justine Tramontana, Assistant Girls Basketball Coach, resignation effective 06/01/2015.
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.

**Salary is subject to revision upon settlement of the 2015-17 NEA Master Agreement.

8. Agreement with Canvas Church.

The School Board approved the Agreement with 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. Items for Information

1. End of the 2014-2015 School Year Enrollment Report.
2. Superintendent Richardson provided an update on the Education Omnibus Bill.

IX. Future Meetings

Monday, July 13, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, August 10, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

- X. On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 9:14 PM and moved to a closed negotiation strategy session in the District Office Conference Room.

Noel Stratmoen
School Board Clerk

GASB 68

ACCOUNTING AND FINANCIAL REPORTING FOR PENSIONS

Overview

- ▶ "The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities." – GASB Statement No. 68, June 2012
- ▶ Essentially, GASB 68 is requiring the Teachers Retirement Association (TRA) and the Public Employees Retirement Association (PERA) to allocate their net pension liability (NPL) to their members to be recorded on our financial statements.

Important Points

- ▶ This liability is NOT new
- ▶ Pension debt has always been disclosed by TRA/PERA, the allocation to all local government entities is new
- ▶ This liability will be presented on the Government-Wide Financial Statements only
- ▶ These new rules do not affect TRA or PERA's funded status
- ▶ We have and will continue to budget for pension expense annually
- ▶ Pension expense is very similar to having a mortgage, we are paying an amount annually over our staff's employment term
- ▶ The new rules will not affect our funding, levies or budget

Impact on Northfield Schools

- ▶ Annually we contribute nearly \$2 million dollars towards pension expense
- ▶ These amounts have been disclosed in our notes to the financial statements
- ▶ The NPL is our proportional share of the unfunded liability based on our annual contributions
- ▶ This liability will now be recorded on our Government-Wide Financial Statements

| | FY14 Annual Contributions | FY15 Net Pension Liability |
|-------|---------------------------|----------------------------|
| TRA | \$1,328,100 | \$19,224,276 |
| PERA | \$450,316 | \$5,557,141 |
| TOTAL | \$1,778,416 | \$24,781,417 |

GASB 68 Accounting and Financial Reporting for Pensions | July 13, 2015

Val Mertesdorf, Director of Finance

GASB is the Governmental Accounting Standards Board, an independent organization that establishes the standards of accounting and financial reporting for state and local governments. GASB Statement No. 68 is the newest accounting standard that we will be required to adopt and implement on our financial statements for fiscal year 2014-15. This will be a significant change to our government – wide financial statements. The primary objective of GASB 68 is to “improve accounting and financial reporting by state and local governments for pensions.”

GASB 68 requires all public sector pension programs to allocate their unfunded liability to their members. For Northfield Public Schools this will be the Teachers Retirement Association (TRA) and the Public Employees Retirement Association (PERA). The members make up the primary funding source and are therefore responsible for the liability. An allocation method based on the prior year’s total contributions is used to calculate the net pension liability (NPL) that we must record on our financial statements this year.

It is important to note – this liability is not new. It has always been reported and disclosed by TRA and PERA. This statement will shift the liability from TRA and PERA’s financial statements to their member’s financial statements. This liability is a long-term liability and will only be presented on the government-wide financial statements. It will not impact our current funding, levies or budget. The new standard does not affect TRA or PERA’s funded status.

Every year the District has budgeted for our contributions to TRA and PERA based on the contribution rates set in statute. In fiscal year 2014 we contributed nearly \$1.8 million to TRA and PERA. Based on those contributions each entity determined our proportional share and provided us with our portion of the NPL. For fiscal year 2015 we will be including \$24,781,417 in our liabilities. For comparative purposes I would think of this like your mortgage. You may have a \$200,000 mortgage, but annually you only pay \$20,000. GASB 68 is a similar concept – we may owe \$24.8 million dollars, but annually we are only paying \$2 million.

In summary, this is a change we are required to make. Including an additional \$24.8 million dollar liability will have an impact on our financial statements, but only in the reporting and disclosures. Our operating budget will remain the same. We have been told that the rating agencies understand the implications of this standard and would likely not downgrade our bond rating due to the change. Again, this is not a new liability, but simply a shift in who is required to report this liability going forward.

NORTHFIELD PUBLIC SCHOOLS

**RESOLUTION SEPARATING EMPLOYMENT WITH EMPLOYEE
DUE TO ABANDONMENT**

WHEREAS, Employee A is a teacher with a continuing contract with Independent School District No. 659;

WHEREAS, Employee A requested a leave of absence on 07.31.2013 to teach at a charter school under Minnesota Statute 124D.10 Subd. 20 for the 2013-14 school year;

WHEREAS, Employee A requested to extend this leave of absence on 03.23.2014 for the 2014-15 school year;

WHEREAS, Minnesota Statute 124D.10 Subd. 20 allows districts to require individuals taking a leave of absence for the purpose of teaching at a charter school notify the District of their intent to return by February 1st of each year;

WHEREAS, Article VIII, Section 5 of the Master Agreement between Independent School District No. 659 and the Northfield Education Association requires individuals taking a leave of absence notify the District of their intent to return by March 1st of each year;

WHEREAS, Independent School District No. 659 notified Employee A of this responsibility via US Mail on 01.16.2015

WHEREAS, Independent School District No. 659 has not received any communication from Employee A about her intentions to return or not to return to the District;

BE IT RESOLVED, by the School Board of Independent School District No. 659 as follows:

Employee A has abandoned her position with Independent School District No. 659 and the Board of Education hereby terminates her employment effective immediately.

Dated this 13th day of July 2015

Chairperson

Deputy Clerk

NORTHFIELD PUBLIC SCHOOLS

**RESOLUTION SEPARATING EMPLOYMENT WITH EMPLOYEE
DUE TO ABANDONMENT**

WHEREAS, Employee B is a teacher with a continuing contract with Independent School District No. 659;

WHEREAS, Employee B requested a leave of absence on 02.26.2013 for the 2013-14 school year;

WHEREAS, Employee B requested to extend this leave of absence on 02.26.2013 for the 2014-15 school year;

WHEREAS, Article VIII, Section 5 of the Master Agreement between Independent School District No. 659 and the Northfield Education Association requires individuals taking a leave of absence notify the District of their intent to return by March 1st of each year;

WHEREAS, Independent School District No. 659 notified Employee B of this responsibility via US Mail on 01.16.2015;

WHEREAS, Independent School District No. 659 has not received any communication from Employee B about her intentions to return or not to return to the District;

BE IT RESOLVED, by the School Board of Independent School District No. 659 as follows:

Employee B has abandoned her position with Independent School District No. 659 and the Board of Education hereby terminates her employment effective immediately.

Dated this 13th day of July 2015

Chairperson

Deputy Clerk

NORTHFIELD HIGH SCHOOL

Activities Office

TO: Chris Richardson

FROM: Tom Graupmann

DATE: June 11, 2015

RE: **Gift Agreement**

Attached find a gift agreement in the total amount of \$13,100 from the Northfield Booster Club to be used for purchases as outlined in the gift agreement.

Also, please note the total gifted to the school to cover athletic fee waivers for school year, 2014-15; an additional \$11,587.69. This check has already been received by the School District's Business Office.

If this meets your approval please pass it on to the School Board for their acceptance.

Thanks!

cc Joel Leer

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 13th day of July, 2015,
by and between Northfield Booster Club,
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 agrees to give the district a total value of \$13,100, to be used as follows:

| | |
|---|---------|
| Bowling (extra lines): | \$300 |
| Nordic Ski (combi boots): | \$300 |
| Dance Team (sound system): | \$400 |
| Cheerleading (mats): | \$500 |
| Weight Room (tred sled): | \$900 |
| Clay Target (banner, safety glasses, ear-plugs) | \$300 |
| Balls-Pucks-Shots: | \$7,500 |
| HUDL - All Sports: | \$1,800 |
| Impact Software (concussion testing): | \$850 |
| Athletic Training Room (electronic medical recording system): | \$250 |

* Fee Waivers for School year 2014-15; already paid by the Northfield Booster Club: **\$11,587.69**

Northfield Booster Club

Donor

By:


Julie Anderson, President

Approved by resolution of the School Board on the _____ day of
_____, 20_____.

INDEPENDENT SCHOOL DISTRICT No. 659

By:

Clerk

TO: L. Chris Richardson, Superintendent
FROM: Val Mertesdorf, Director of Finance 
DATE: July 13, 2015
RE: Board Approval of Financial Reports – May 2015

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of May 2015.

Bills totaling \$1,312,046.04 were paid in May 2015.

Payroll checks totaling \$2,624,843.42 were issued in May 2015.

No bond payments were paid in May 2015.

At the end of May 2015 Total Cash and Investments amounted to \$26,952,802.76.
All funds ended May with positive cash balances.

Wire transfers initiated by the district during May 2015:

| | | |
|--------|--------------|--|
| 5/1/15 | \$750,000.00 | From MSDLAF Liquid to MSDLAF AP Liquid |
| 5/1/15 | \$100,000.00 | From MSDLAF AP Max to MSDLAF AP Liquid |

The following financial reports for May 2015 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

May 2015 Treasurer's Report

| FUNDS | BALANCE BEGINNING OF MONTH | RECEIPTS | DISBURSEMENTS | JOURNAL ENTRIES | BALANCE END OF MONTH |
|------------------------|----------------------------------|---------------------|---------------------|--------------------|----------------------------|
| GENERAL FUND | 5,268,796.32 | 6,411,169.81 | 3,170,323.38 | (80,993.42) | 8,428,649.33 * |
| FOOD SERVICE | 518,002.64 | 201,666.82 | 218,061.48 | 1,794.67 | 503,402.65 |
| COMMUNITY ED | 497,481.69 | 258,000.63 | 170,517.58 | (1,020.17) | 583,944.57 |
| CONSTRUCTION ACCOUNT | - | - | - | - | - |
| DEBT SERVICE | 1,711,091.86 | 1,509,247.60 | 4,060.00 | - | 3,216,279.46 |
| TRUST | 122,251.48 | 22,186.00 | - | - | 144,437.48 |
| SELF INSURANCE | 3,639,063.79 | 13.33 | 373,927.02 | 586,956.34 | 3,852,106.44 |
| TOTALS | 11,756,687.78 | 8,402,284.19 | 3,936,889.46 | 506,737.42 | 16,728,819.93 |
| CERTIFICATE OF DEPOSIT | 10,722,682.83 | - | - | (498,700.00) | 10,223,982.83 |
| GRAND TOTALS | 22,479,370.61 | 8,402,284.19 | 3,936,889.46 | 8,037.42 | 26,952,802.76 |

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

May 2015

Disbursements:

Bills Paid:

| | | |
|-------------------------|-------------------|--------------|
| General Fund | \$ 789,566.50 | |
| Food Service Fund | 123,400.87 | |
| Community Services Fund | 21,091.65 | |
| Construction Fund | - | |
| Trust & Agency Fund | 4,060.00 | |
| Self Insurance Fund | <u>373,927.02</u> | |
| Total Bills Paid | | 1,312,046.04 |

Payroll:

| | | |
|-------------------------|--------------|--------------|
| General Fund | 2,380,756.88 | |
| Food Service Fund | 94,660.61 | |
| Community Services Fund | 149,425.93 | |
| Trust Fund | - | |
| Self Insurance Fund | <u>-</u> | |
| Total Payroll | | 2,624,843.42 |

Bond Payments:

| | | |
|----------------------|----------|------------------------------|
| Debt Redemption Fund | <u>-</u> | |
| Total Bond Payments | | <u>-</u> |
| Total Disbursements | | <u><u>\$3,936,889.46</u></u> |

SUBMITTED BY: EARL WEINMANN - NORTHFIELD MIDDLE SCHOOL

Policy IICA-E

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:

With no snow makeup days: Friday, June 10 - Saturday, June 11, 2016

With snow makeup days: Saturday, June 11 - Sunday, June 12, 2016

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 Inn - 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. Approximately 22

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

ST. JOSEPH - KEARNEY, MISSOURI HISTORICAL SOCIETY TRIP
Itinerary – all times approximate

Total Miles 842

Friday, June 10

BUS ARRIVES AT APPROXIMATELY 7:15A.M.

LEAVE NORTHFIELD APPROXIMATELY - 7:30 A.M.

- 1ST STOP - 9:05 – 9:20: Snack/Bathroom Break.
Clear Lake: Exit 194
Park at “Kum & Go”
- 2ND STOP - 10:50 – 11:40 Gas and Lunch
Exit 92, Ankeny, IA
Drop kids off at Arby’s. Many places to go.
Gas up at Kum and Go
- 3RD STOP - 1:35 - 1:55 Ice Cream / Bathroom Break.
Dairy Queen
Exit 92, Bethany, Missouri
- 4TH STOP - 3:00 - 4:30 (This is the time we arrive...make arrangements with Farm)
Kearney Family Farm.
Exit 26 (Hwy 92)
- 5TH STOP - 4:50 ish Jesse James’ Grave
Directions: Coming from Farm to Mt. Olivet Cemetery –
Take left to second entrance
Grave on the right side of road near pointy evergreen tree.
- 6TH STOP - 6:30 – 7:45 Supper
Cracker Barrel Parking Lot (I-29, Exit # 47-I-29 & Frederick Blvd-915 N. Woodbine Rd)
(Next door to Ramada)
Everyone eats at Cracker Barrel
- 7TH STOP - 7:15 Arrive at Hotel
Ramada St. Joseph: 4016 Frederick Ave

Saturday, June 11

Students will eat breakfast at the Ramada - St. Joseph Buffet which starts at 6:30 a.m.

Leave hotel at 8:45 (students be there by 8:40)

1ST STOP: 9:00 a.m. Patee House Museum / Jesse James House
Be on bus by 10:50

On the way to Antique Market drive by hill which once held Jesse's house: Go to 13th Street (left from Japanese Tea Garden near Pattee House) and take a right on Lafayette. It is on the right side with a marker.

2ND STOP: 11:00 - 12:15 St. Joseph Antique Market.
3600 S Leonard Road – St. Joseph

Leave St. Joseph around 12:15.

3RD STOP: 1:30 – 1:45: Bethany Kum and Go (or Casey's)
Snack and Bathroom Break

4TH STOP 5:00 - 5:50: Merle Hay Road (Exit 194)
Supper at Fast Food or Perkins, Denny's Rice House, etc.

5TH STOP: 6:25 – Sightseeing – Forest City Exit (Hwy 9) to 205th Avenue to Pilot Knob Park (14 miles)
2nd Highest Point in Iowa (up the trail to lookout tower.
Leave Tower at 6:45

Have students call parents on cell phones to inform that we are one hour away from the museum.

HOME: Approximately 8:25 p.m. arrive in Northfield

AGREEMENT BETWEEN
NORTHFIELD HOSPITAL & CLINICS
AND
NORTHFIELD HIGH SCHOOL

The items listed below are the conditions of the Agreement between Northfield Hospital & Clinics, d/b/a the Center for Sports Medicine and Rehabilitation (CSMR), and Northfield High School (High School), for the purpose of setting forth the terms and conditions under which CSMR shall provide athletic training services to high school sport participants.

This agreement is in effect for the school years 2015-2016 and 2016-2017.

I. CSMR Obligations

Contract Hours

Certified Athletic Trainers employed by CSMR will provide 886 hours of service in the training room and at events over each of the years of this contract.

An additional trainer will be available immediately after school for 30 minutes on Mondays, Tuesdays, Thursdays and Fridays. Two trainers will be available until 5:00 pm on Wednesdays.

If two or more concurrent events take place at High School, one athletic trainer will provide service.

If events take place concurrently at High School, the middle school, and/or the hockey arena, athletic trainers will use best efforts to cover both/all events. In this instance, the coverage of the event at the hockey arena/middle school will be reimbursed separately at the rate of \$29.00 per hour during school years 2015-2016 and 2016-2017.

Certified Athletic Trainers will be responsible for:

First aid and emergency care for all athletes as needed.

Evaluation of injuries and preventive injury assessments.

Preventive taping and strapping as necessary.

Administer treatments to athletes as they rehabilitate injuries.

Maintain emergency information and records of treatments on all athletes.

Supervise students when in training room.

Stock training kits.

Maintain an accurate inventory of all supplies and notify the Activities Director when supplies are needed.

Provide an annual inventory in early March and recommend supplies and equipment, which should be purchased for the following year.

Provide in-service education to members of coaching staff and students per request of

Activities Director.

Provide ongoing inspection of athletic facilities and methods used by coaches in working with their athletes, and pass on concerns and recommendations to the Activities Director. Special events, such as post-season tournaments and conference events, will also be covered, but will be reimbursed separately at a rate of \$29.00 per hour during school years 2015-2016 and 2016-2017.

Facilitate the communication among the injured athlete, coach, and physician.

Inform coaches of the injured athlete's limitations in participation.

Inform coaches of rehabilitation expectations.

High School Obligations

Athletic Training Services

A working space (office) for the athletic trainer for consultations.

For school years 2015-2016 and 2016-2017, the High School will remit to CSMR an annual fee of \$25,701.21, payable in 9 monthly installments of \$2,855.69 beginning each September 1.

High School will publish, at no charge, a one-half page ad on behalf of the CSMR in each athletic program produced.

High School will prominently display two 3' by 5' banners, one provided by CSMR and one provided by Northfield Hospital, at all home football games and in the school gymnasium throughout the school year.

The Athletic Director and up to 3 coaches will annually complete an evaluation of CSMR personnel and services.

III. Hold Harmless. CSMR agrees to indemnify and hold High School harmless from any and all claims, demands, damages, costs, and expenses, including reasonable attorney's fees, which arise from any act, failure to act, or negligence of CSMR, its agents or employees, related in any way to performance of its obligations imposed under this Agreement. CSMR will provide High School with a certificate of its liability insurance of no less than one million dollars, and will maintain this coverage for the term of the contract.

High School agrees to indemnify and hold CSMR harmless from any and all claims, demand, damages, costs, and expenses, including reasonable attorney's fees, which arise from any act, failure to act, or negligence of High School, its agents or employees, related in any way to performance of its obligations imposed under this Agreement. High School will provide CSMR with a certificate of its liability insurance of no less than one million dollars, and will maintain this coverage for the term of this contract.

IV. Termination. Either party may terminate this contract by giving 30 days written notice.

VI. Notice. All notices required to be given under the terms of this Agreement shall be in writing, shall be effective upon receipt and shall be delivered in person or by certified mail, return receipt requested, to the parties as follows:

CSMR: Northfield Hospital
2000 North Avenue
Northfield, MN 55057
Attention: Steve Underdahl, President & CEO

High School: Northfield High School
1400 Division Street S.
Northfield, MN 55057
Attention: Athletic Director

Insurance. CSMR agrees to maintain in full force and effect, at its own cost and expense, a policy or policies of professional liability insurance providing coverage for itself and its employees in an amount not less than \$1,000,000 per claim and \$3,000,000 in aggregate. CSMR will provide a certificate of insurance coverage to High School upon request.

High School agrees to maintain in full force and effect, at its own cost and expense, a policy or policies of comprehensive general liability insurance providing coverage for itself and its employees in an amount not less than \$1,000,000 per claim and \$3,000,000 in aggregate. High School will provide a certificate of insurance coverage to CSMR upon request.

Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Assignment. Neither party to this Agreement may assign its rights and obligations hereunder without the prior written consent of the other party, and any attempt to do so shall be null and void.

Relationship of the Parties. The relationship between the parties shall be solely that of independent contractors and nothing herein shall be construed to create or imply any relationship of employment, agency, partnership or any relationship other than that of independent contractors.

Entire Agreement. This Agreement constitutes the entire Agreement between the parties

and supersedes all prior agreements, understandings, and letters of intent relating to the subject matter hereof. This Agreement shall be binding on the parties hereto, their heirs, successors and assignees in interest. This Agreement may be amended or supplemented only by a writing executed by both parties.

Tim Graupmann
NHS Activities Director
Northfield High School

Colleen Johnson
Director, CSMR

Northfield School Board

Steve Underdahl
President and CEO
Northfield Hospital

Addendum A

Northfield High School
Athletic Training Services
School Years 2015-2016 and 2016-2017

Athletic Training Room Coverage

Fall: Athletic Training Room 2:45 – 5:25 pm for 9 weeks
Winter: Athletic Training Room 2:45 – 5:00 pm for 17 weeks
Spring: Athletic Training Room 2:45 – 4:25 pm for 11 weeks

Note: An additional trainer will also provide coverage for 30 minutes on Mondays, Tuesdays, Thursdays and Fridays, and coverage for 2 hours and 15 minutes on Wednesdays, during the fall and winter seasons. During the spring season, an additional trainer will be provided during the times listed above.

August Pre-Season Practices

4 hours/day for 2 weeks

Event Coverage

Football: Home – V, JV, 9th, 10th
Soccer: Home – V (boys and girls)
Hockey: Home – V, JV (boys and girls)
Basketball: Home – V, JV (boys and girls)
Gymnastics: Home – V, JV
Wrestling: Home – V, JV
Track: Home – V (boys and girls)
Lacrosse: Home – V, JV (boys and girls)

Total Contract Hours not to exceed 886 hours.



Chris Richardson <chris.richardson@nfld.k12.mn.us>

SEE Accomplishments

1 message

Brad Lundell <brad.lundell@schoolsforequity.org>
Reply-To: brad.lundell@schoolsforequity.org
To: chris.richardson@nfld.k12.mn.us

Tue, Jun 30, 2015 at 10:41 AM

*Schools for Equity in Education*

SEE In Action

It's been another successful year for Schools for Equity in Education thanks to your support and participation. With your help, SEE accomplished the following legislative goals in 2015:

- The basic formula increases by 2% in each of the next two years. Pressure you applied as SEE members doubled the initial inadequate percentages proposed by the Governor, Senate and House.
- Equalized deferred maintenance revenue will now be available to all school districts. In addition, the equalization aid is significant and indexed to inflation so it will not erode over time. Even the taxpayers in school districts that already had access to maintenance revenue will benefit and see reductions in their school levy taxes. Communication through capitol visits and email action alerts convinced state leaders to support these equity improvements.
- The early childhood programs in the final education bill were fashioned in ways that are more user-friendly for school districts. Legislators listened to your concerns about space and transportation.
- English language programming will receive more revenue. SEE identified EL funding as inadequate and promoted this adjustment.

Your membership and support helped these things happen! Your dues were put to work to ensure that students in your district continue to have access to high-quality educational opportunities and local taxpayers are treated more fairly when supporting their schools.

Thanks!

Brad Lundell
Executive Director

[SEE Accomplishments in Print Form](#)

Forward this email

 SafeUnsubscribe

This email was sent to chris.richardson@nfld.k12.mn.us by brad.lundell@schoolsforequity.org |
Update Profile/Email Address | Rapid removal with SafeUnsubscribe™ | Privacy Policy.



Schools for Equity in Education | 1884 Como Avenue | St. Paul | MN | 55108