

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, February 8, 2016, 7:00 PM
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments.
The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and/or Reports.
 1. Candidates to Fill School Board Vacancy.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Filling the School Board Vacancy by Appointment.
 2. Acceptance of Office and Oath of Office.
- VIII. Items for Discussion and/or Reports. (continued)
 2. ThoughtExchange.
- IX. Superintendent's Report (continued)
 - A. Items for Individual Action (continued)
 3. Resolution Requiring Administration to make Recommendations regarding Programming and Staffing for Next Year.
 4. School Board Policy 808 – Key Access Control.
 - B. Items for Consent Grouping
 1. Appointment of Local Education Agency (LEA) Representative.
 2. Personnel Items.
- X. Items for Information
 1. Charter School Authorizer Corrective Action Planning.
 2. 2015-2016 Calendar Snow Make-up Days.
- XI. Future Meetings
Monday, February 22, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, March 14, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- XII. Adjournment

NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, February 8, 2016, 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 February 8, 2016, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes
Minutes of the Regular School Board meeting held on January 25, 2016, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. Candidates to Fill School Board Vacancy.
The subcommittee of the School Board formed to review the applications to fill the vacancy on the Northfield Board of Education created by the resignation of Anne Maple on January 11, 2016, will present their report to the full Board on Monday night. Margaret Colangelo, Julie Pritchard and Jeff Quinnell are the members of the subcommittee.

Four individuals applied to fill the School Board vacancy. Their application materials are enclosed in the packet in alphabetical order.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Filling the School Board Vacancy by Appointment.
Board Chair Julie Pritchard will ask for nominations to fill the vacancy and to serve the remainder of the unexpired term ending the first Monday in January 2017. The Board will vote on all nominations. The candidate who receives the majority vote, which in this case is four votes, will be the person appointed to fill the vacancy.
 2. Acceptance of Office and Oath of Office.
The person appointed by the School Board will be administered the Oath of Office on Monday night by School Board Chair Julie Pritchard and be immediately seated with the other members of the Northfield Board of Education.
- VIII. Items for Discussion and / or Reports (continued)
 2. Thought Exchange Report.
Stakeholder Engagement Facilitator Jen Reilly and Service Team Lead Steve Anderson will present an overview of the Thought Exchange 'Discover' Step and preview the next actions in sharing the results of the Fall 2015 'Join the Conversation' process with staff and community. Ms. Reilly and Mr. Anderson will join the Board meeting via video conference.
- IX. Superintendent's Report (continued)
 - A. Items for Individual Action (continued)
 3. Resolution Requiring Administration to make Recommendations regarding Programming and Staffing for Next Year.
A copy of the resolution is enclosed. The Board passes this Resolution at this time each year to allow the process to begin regarding making changes in the budget. This Resolution must be in place in the event that staff positions are discontinued.

Superintendent's Recommendation: Motion to authorize the administration to make recommendations for additions and reductions in program and for adding or discontinuing positions.

4. School Board Policy 808 – Key Access Control.

The proposed Policy 808 will govern the issuance, surrender and replacement of both metal keys and identification badges, which function as electronic keys. It also directs administrators to create procedures to accompany the policy. This is the second reading of the policy.

Superintendent's Recommendation: Motion to approve School Board Policy 808 – Key Access Control, as presented.

B. Items for Consent Grouping

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

1. Appointment of Local Education Agency (LEA) Representative.

The School Board is being asked to appoint Director of Teaching and Learning Mary Hanson to act as the LEA Representative in filing the Title III Improvement Plan. She will ensure that the school district maintains compliance with the appropriate Federal statutes, regulations, and state procedures currently in effect and will act as the responsible authority in all matters relating to the administration of the Title III Annual Measurable Achievement Objectives (AMAO) Improvement Plan.

2. Personnel Items.

a. Appointments.*

1. Kyle Roth, 1.0 FTE ECSE B-5 Teacher at Longfellow beginning 02/10/2016; BA, Step 4.

b. Increase/Decrease/Change in Assignment.

1. Jill Kohel, 1.0 FTE Language Arts Teacher at the High School, add one additional section of English beginning 02/02/2016 – 06/08/2016 (overload).
2. Rustianna Mechura, Child Nutrition Associate, Community School Club Leader, KidVentures Site Asst., TS PLUS Site Lead, change to Evening Custodian at the High School (Tues-Sat) 8 hours/day beginning 02/12/2016; Step 1, \$15.22/hour.
3. Leah Sand, 1.0 FTE Phy Educ/MTSS at the High School, add one additional section of PE/MTSS beginning 02/02/2016 – 06/08/2016 (overload).
4. Bubba Sullivan, 1.0 FTE Language Arts Teacher at the High School, add one additional section of English beginning 02/02/2016 – 06/08/2016 (overload).
5. Event Workers – Activities – beginning 02/01/2016: Jeff Eckhoff and Karen Roback

c. Leave of Absence.

1. Erin Bailey, Family/Medical Leave of Absence beginning on or about 04/07/2016 continuing for 12 work weeks from the date of birth.

d. Resignations / Retirements.

1. Rustianna Mechura, Child Nutrition Associate, Community School Club Leader., KidVentures Site Asst., TS PLUS Site Lead, resignation effective 02/11/2016. Rustianna will be transferring to an evening custodian position at the high school beginning 02/12/2016.
2. JoAnne Olson, Special Education Teacher at Bridgewater, retirement effective end of the 2015-16 school year (06/08/2016).
3. Laurie Prior, Building & Grounds Administrative Assistant, resignation effective 02/11/2016.
4. Cheyenne Thomas-McCarty, Child Nutrition Student Associate at Longfellow/ALC, declined position effective 01/26/2016.

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

School Board Memorandum

February 8, 2016

Page Three

X. Items for Information

1. Charter School Authorizer Corrective Action Planning.

Superintendent Richardson will share where in the corrective action process the School District is and what is being expected by the Minnesota Department of Education (MDE).

2. 2015-2016 Calendar Snow Make-up Days.

Superintendent Richardson will review the 2015-2016 School Year calendar and point out that if we have additional full snow days this school year, we will be making them up in June as outlined in the calendar document.

XI. Future Meetings

Monday, February 22, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

Monday, March 14, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

XII. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

January 25, 2016

Northfield High School Media Center

- I. Call to Order.
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:04 PM. Present: Colangelo, Hardy, Iverson, Pritchard, Quinnell and Stratmoen.
- 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 Quinnell, seconded by Colangelo, minutes of the Organizational and Regular School Board meetings held on January 11, 2016, and the minutes of the Special School Board meeting held on January 14, 2016, were unanimously approved.
- V. Announcements and Recognitions
 - Emmaus Church in Northfield made an \$800 donation to the Greenvale Park Community School. The donation will be used towards community meals and other ways to provide food or snacks at programming.
 - At the Community Celebration of Dr. Martin Luther King, Susan Sanderson, our middle school TORCH Coordinator, was presented with the 2016 Northfield Human Rights award for her "personal and professional dedication to being a passionate advocate and champion for youth in the community".
 - Three students from Northfield Middle School and two students from Northfield High School have been invited to participate in the 2016 Minnesota String and Orchestra Teacher's Association (MNSOTA) Middle Level Honors Orchestra. Of the entries made by Northfield Public Schools, Kit Geissler (bass), Mikhail Geissler (violin), Linnea Larson (violin), Annika Richardson (violin) & Makayla Thomas (cello) were chosen. The MNSOTA Middle Level Honors Orchestra will perform on Saturday, February 13 at 11:00 a.m. in the Minneapolis Convention Center.
 - District Grounds Coordinator Tracy Closson was elected Vice President of the MN Park and Sports Turf Managers Assn.
 - Northfield Middle School hosted its 32nd annual spelling bee competition on January 21. Congratulations to Third place winner - Ava Becken, grade 6; Second Place winner - Christopher Frago, grade 8, and NMS Champion Piper Mohring, grade 7. All three of these students will be advancing to the Regional Spelling Bee on February 9. Amy Sieve is the Spelling Bee Advisor.
 - Congratulations to the Middle School's Math League team that earned 1st Place in the Wasiojo North Division! Four students placed in the top ten: Arlie Lee came in 8th place, Aydn Math & Owen Riley tied for 2nd place, and Jack Rizzo placed 1st over-all in the division! Math League's advisor is Anne Jarvis.
 - Our Music Listening team is advancing to State. Team #1 (advancing to state on Feb. 5, 2016) seniors Noah Klein, Cecilia Kryzda, and Oliver Hunter received 92/100-second highest score in the state! Only one team from each school participating may advance to state, so even though Northfield teams finished 2nd, 3rd, and 4th at the Regional Competition, they cannot advance to state. Team #2 - seniors Alison Langston, Sebastian Lawler, and junior Sean Meagher. Team #3 - juniors Rose Mibus, Chloe Schweitz and Libby Barth. Team #4 - juniors Mica Johnson, Alaina Falck, and sophomore Elisabeth Peterson.
 - * After winning Gold Key awards through the 2016 Minnesota Scholastic Art Awards (MSAA) competition, work by Ben Wang, Lauren Wieber, Katie Brust and Noah Schomburg will now be entered into the national competition. If their work is selected, it will be on display for everyone in New York City to see. A total of eight Northfield High School students won awards for their pieces of artwork in the state competition. NHS art teachers Katherine Norrie and Karna Hauck selected work from 11 students. Of those 11, eight received at least one of the three available awards. NHS students received five Gold Keys, one Silver Key and five Honorable Mentions.

- On January 8, 60 NHS DECA students competed at the district competition in St. Paul. Of these students, 24 qualified for the DECA State competition in March. Many took first, second, or third in their events.
- Stratmoen thanked the Board for their hard work on a difficult issue during his absence January 13-21.
- Sympathy was extended to the family and friends of Kathryn Lean, a Special Education Teacher in the District for twenty-one years, who passed away January 22.

VI. Items for Discussion and / or Reports

1. Prairie Creek Community School and Arcadia Charter School Annual Report.

Simon Tyler, Director of Prairie Creek Community School, and Patrick Exner, Director of Arcadia, made a joint presentation of the programs being provided in their two charter schools. Simon presented a review of Prairie Creek's thirteenth year of operation as a charter school under the sponsorship of the Northfield Public Schools, and an overview of this year's initiatives. Fourth/Fifth grade teacher, Michelle Martin, spoke about the "progressive" curriculum unit, *The Game of Village*, that will be in progress May 2 – June 7. Prairie Creek has 9 classrooms serving 181 students in grades K-5. Patrick reviewed Arcadia's program and presented their 2014-2015 Annual Report. Teacher Tammy Prichard highlighted Arcadia's May term and the variety of learning experiences available to students. Arcadia's presentation concluded with a video written, directed and photographed by students. Arcadia is in its twelfth year of operation and serves 126 students in grades 6-12. These reviews and written reports fulfill state requirements for annual reporting as well as our District's request that each charter school authorized by the Northfield Public Schools present an annual report to the School Board.

2. Financial Forecast and 2016-17 General Fund Budget Plan

Director of Finance Val Mertesdorf presented the financial forecast and preliminary budget plan parameters and timeline for the 2016-17 school year. The financial forecast is based on information the District already knows along with a set of assumptions for the next several years, such as enrollment and the amount of state aid provided by the legislature. The financial projections show revenue to increase by 2.4% and expenditures to increase by 4.8%. The District plans to use a portion of the unassigned fund balance to cover this deficit. The last few years the District has been building the fund balance to protect the District's programs from continued unpredictable state funding. The District's stewardship allows deficit spending for two years, providing adequate time to consider and enact budget adjustments. The forecast is really a tool for awareness and information sharing to guide the decision-making process.

3. Process for Reviewing School District Discipline Policies and Procedures.

Superintendent Richardson presented a proposed process for establishing clarity for the administration concerning the Board's expectations for implementing School Board discipline policies and procedures detailed in the Student Citizenship Handbook. The initial step in this proposed process would be a School Board work session with district and building administrators to review current discipline policies and the Student Citizenship Handbook and discuss School Board desired changes in how discipline offenses will be handled. The work session discussion will be used by administrators to draft modifications to discipline policies and procedures and the Student Citizenship Handbook that will be presented to the School Board at a subsequent School Board meeting. (The date of the School Board work session is Monday, February 1.)

VII. Superintendent's Report

A. Items for Individual Action

There were no items for individual action.

B. Items for Consent Grouping

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

1. Grant Application to the Statewide Health Improvement Program (SHIP).

The Board approved a \$2,999 grant request from Community Services and the Greenvale Park Community School to the Statewide Health Improvement Program (SHIP) to purchase an additional cooler for food storage for healthy snacks for the after school and evening participants, as well as purchase additional signage to help families understand the Carleton College Food Recovery Network and the food that is available.

2. Gift Agreement.
Sibley PTO has donated \$7000 (Walk-A-Thon funds) to be used at Sibley for leveled books and book sets (\$6000) and iPad apps (\$1000).
3. Designation of MN State High School League's (MSHSL) Member School's Representative.
The MSHSL Constitution requires that "...each member school shall designate two representatives who are authorized to vote for the member school..." "One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school." The Board approved Activities Director Tom Graupmann as the Designated School Representative and Board member Jeff Quinnell as the Designated School Board Representative.
4. Personnel Items.
 - a. Appointments.*
 1. Amber Brezina, Targeted Services PLUS Club Leader at GVP for up to 4 hours/week (M-Th) beginning 01/19/2016 – 05/18/2016; \$19.50/hour.
 2. Marty F. Johnson, Assistant Middle School Boys Tennis Coach at the Middle School beginning 03/29/2016 – 05/28/2016; Level I, Step 1.
 3. Anthony Seidl, Community Services Eagle Bluff Coordinator at CS beginning 02/01/2016 – 09/01/2016; \$1500 Stipend.
 4. Cheyenne Thomas-McCarty, Child Nutrition Student Associate at Longfellow/ALC for 1 hour/day beginning 02/02/2016; \$9.00/hour.
 5. Deborah Wagner, GenEd EA-Media Center at the Middle School for 2 hours/day beginning 01/25/2016 - 06/08/2016; Step 3, \$14.31/hour.
 6. Community Services Recreation Staff.
 - a) Vanessa Dimick, Basketball staff beginning 01/23/2016 – 05/31/2016; \$9.25/hour.
 - b) Anya Stromme, Basketball staff beginning 01/23/2016 – 05/31/2016; \$9.25/hour.
 - c) Ella Stromme, Basketball supervisor beginning 01/23/2016 – 05/31/2016; \$10.00/hour.
 - d) Ted Deitz: Basketball Supervisor - \$10.25/hour - beginning 02/06/2016 – 05/31/2016.
 - e) Jorgen Salverson: Basketball Staff - \$9.25/hour - beginning 02/06/2016 – 05/31/2016.
 7. Amber Helgemo, Middle School Youth Center (MSYC) Site Assistant at the Middle School for 2.5 hours/day (M-Th) beginning 01/26/2016 – 05/26/2016; Step 1, \$12.19/hour.
 - b. Increase/Decrease/Change in Assignment.
 1. Ruben Alvarez, 1.0 FTE EL Teacher at the Middle School, change to .9 FTE EL/.1 FTE Spanish Teacher at the Middle School beginning 09/01/2015 – 06/08/2016.
 2. Robert Garcia, 1.0 FTE 4th Grade Teacher at GVP, add Assistant Boys Baseball Coach (hourly) at the High School beginning 03/21/2016 – 06/17/2016; \$18.00/hour.
 3. Michael Humann, Evening Custodian at the High School, change to Evening Custodian at the Middle School beginning 02/15/2016.
 4. Kathy Wiertsema Miller, 1.0 FTE High School Guidance Counselor at the High School, add Language Arts Teacher at the High School to teach one class/day beginning 02/02/2016 – 06/08/2016 (overload).
 5. Pilar Sullivan, Special Education Educational Assistant-PCA (SpecEd EA-PCA) at Longfellow for 28 hours/week, change to SpecEd EA-PCA at Longfellow for 31.5 hours/week (6.3 hours/day) beginning 01/04/2016; Step 2, \$14.51/hour.
 - c. Resignations / Retirement.
 1. Jessica Rose, Child Nutrition Student Associate at Longfellow, resignation effective 01/22/2016. Jessica will continue to work as a Substitute Student Child Nutrition Associate.
 2. Katrina Warner, EarlyVentures Teacher at Longfellow, resignation effective 01/29/2016. Katrina will continue as a substitute with the EarlyVentures program.

3. Flavia Berg, Early Childhood Teacher, retirement effective 11/25/2015.

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

VIII. Items for Information

1. School Board Committee Appointments.

The list of School Board Committee appointments for 2016 was given to the Board.

2. School Board Policy 808 – Key Access Control.

The proposed Policy 808 will govern the issuance, surrender and replacement of both metal keys and identification badges, which function as electronic keys. It also directs administrators to create procedures to accompany the policy. The Board will take action on this policy at its February 8, 2016 meeting.

3. Time of Public Hearing on Monday, February 8, 2016 to hear public testimony from persons residing in the Northfield School District relating to the qualifications of prospective appointees to fill the School Board vacancy.

The Public Hearing will begin at 6:30 PM on Monday, February 8, 2016 in the High School Media Center.

4. Subcommittee of School Board to review applications to fill the School Board vacancy.

Board members Margaret Colangelo, Jeff Quinnell, and Board Chair Julie Pritchard will serve on the subcommittee to review the applications to fill the School Board vacancy. The subcommittee will meet on Thursday, February 4 at 10 AM in the District Office Conference Room.

IX. Future Meetings

Monday, February 8, 2016, 6:30 PM, Public Hearing, Northfield High School Media Center

Monday, February 8, 2016, following the public hearing, Regular School Board Meeting, Northfield High School Media Center

Monday, February 22, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

- X. On a motion by Stratmoen, seconded by Iverson, the Board adjourned at 9:23 PM to a closed negotiation strategy session in the District Office Conference Room.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

Application for Northfield Board of Education

To fill vacancy beginning 2/8/16 – 12/31/16

Name: Mike Berthelsen
Address: 208 Manitou Street, Northfield MN 55057
Telephone Number: Cell: 952-451-4292 Home: 507-645-4292
Email: _____ berth004@umn.edu _____

Please explain why you would like to serve on the Northfield School District's Board of Education.

I believe that I have both expertise and experience to offer the Northfield School District. My professional career has provided me skills in strategic planning, financial management, facilities planning and working with boards. My prior years on the School Board would enable me to be an active participant on the Board immediately.

I believe strongly in the value of education for each person individually and for society as a whole. I value being able to make a contribution to this valuable work.

Please describe your experience, as well as any previous involvement, in Northfield Public Schools' activities, parent groups or committees.

My wife and I have been active volunteers in the school district during our time in Northfield in classrooms, fieldtrips, etc. I joined the School District Finance Advisory Committee in 2002, serving there until I joined the School Board itself in 2004 where I served until 2010. I then returned to the Finance Advisory Committee for 2 more years until 2012. I also participated in the District Strategic Planning effort (2003?)

Please describe your experience working and reaching decisions within a group, committee task force or other board-type setting.

My whole career has been working in settings where the primary component of my position has been to work in groups to make decisions and advance the work of the organization (see attached resume). This has included working for four years at the Minnesota Legislature as a Fiscal Analyst for the House Appropriations Committee and 22 years at the University of Minnesota (9 years in the Budget Office, 4 years as CFO for University Services and 9 years as Assoc. VP for Facilities Management).

Outside of work, I have also been active in committees and boards including 10 years on the Board for Green Lake Lutheran Ministries of which 6 were on the Executive Committee and 2 years as Co-Chair of the Board where I led a search process for the Executive Director and the development of a strategic plan.

Please return this form by Monday, February 1 to:

Superintendent's Office
Northfield Public Schools
1400 Division Street South
Northfield, MN 55057
507/663-0629
ddelzer@northfieldschools.org

Michael Berthelsen

PROFESSIONAL VISION STATEMENT:

I seek to be a strategic leader in a mission-driven non-profit organization - aligning financial resources, information tools, human capital and operational practices with the organization's goals and mission to produce measurable results.

SUMMARY:

Michael Berthelsen's 24 years of experience show a clear path toward accepting increasingly complex management positions and senior leadership roles. Areas of expertise include financial oversight; strategic planning; policy development; operational leadership; board management and support; faculty, union and staff interaction and collaboration; public agency communication; and interfacing with the media. Additionally, Mike brings experience working with and in city and state government settings. He is known to be a collaborative, strategic, innovative problem solver and change agent who aligns financial resources, information tools, human capital and operational practices with organizational goals and mission.

As a senior executive for one of the country's largest research universities, Mike leads the University of Minnesota Facilities Management division with an annual budget of \$200 million, 1,100 employees and 23 million gross square feet. His business approach includes focusing on strategy, improving customer service and accountability, reducing the cost of operations, and improving measurement systems to document success. Berthelsen has a documented record of being an agent of continuous improvement in both business process and organizational culture and was recognized as Facility Executive magazine's 2015 Facility Executive of the year.

PROFESSIONAL EXPERIENCE:

Assoc. VP Facilities Management - U of MN

12/06 to Present

Interim Assoc. VP Facilities Management – U of MN

6/06 to 12/06

Position Summary:

Oversees 23 million square feet on Twin Cities campus
Manages 1,100 employees represented by 22 unions
Budget of \$200 million annually
Reports to Vice President for University Services

Website: <http://www.facm.umn.edu>

Responsibilities:

- Developing and leading the physical asset strategy and business plan for Twin Cities Campus.
- Providing a full range of facility and utility services to the Twin Cities campus, including: custodial, maintenance, small construction, landcare, recycling and waste, utility production and distribution, and facility engineering services.

Accomplishments:

Strategic and Executive Leadership

- Leading the development of a strategic plan based on a Balanced Scorecard Strategy Map format – that cascades to individual performance management plans.
- Presenting regularly to the University Board of Regents and faculty and externally to the Legislature, stakeholders and professional organizations.

Financial

- Reducing costs and re-engineered operations to address a structural budget problem and two significant budget reductions – a total of \$18 million in reduced annual expenses.
- Lowering Facilities Management’s operating cost per square foot significantly (\$1.50 over peers in 2002 to \$0.50 less than peers in 2011).

Human Capital

- Leading the transformation of Facilities Management into a Property Services organization – including a new organizational structure with new job descriptions and a process for all operations supervisors to re-apply for new roles.
- Driving accountability by implementing a performance based evaluation system, a merit pay program and operational metrics that are published monthly for the University and reviewed by the FM Leadership Team.
- Providing leadership development through 360 reviews and training for delivering quality feedback and leading a diverse workforce.
- Co-chairing the University Labor-Management Committee with Twin Cities Trade Council.
- Creating an internal communication and engagement program including: labor relations; weekly email to all staff; highlighting ‘Great Performances’; and in-person meetings with all staff; touring with custodians; and ‘Breakfasts with Berthelsen’ with front-line staff).

Information Tools

- Creating a vision and generating buy-in for a new Enterprise Asset Management program - a business practice and enterprise IT solution that integrates strategic planning with operations, maintenance and capital investment decision-making to increase efficiencies of all assets – plant, inventory, and people

Operations and Project Management

- Focusing on Customer Service by creating customer advisory groups, Service Level Agreements with each College, and conducting annual customer satisfaction surveys.
- Developing a campus Utility Master Plan, including advancing a \$95 million Combined Heat and Power plant to produce both steam and electricity to campus: increasing reliability, reducing the campus carbon footprint (10-15%) and reducing operating cost.
- Developing and implementing sustainability program for Twin Cities Campus
 - Co-Chair Campus Sustainability Committee that developed the campus’s first Climate Action Plan to reduce its carbon footprint by half in 10 years.
 - Reducing energy usage with a program called “It All Adds Up” (<http://www1.umn.edu/italladdsup/>) which has reduced energy consumption by 5% each of its first two years adding up to more than \$5 million dollars in annual saving.
- Compliance partner for University processes.

Asst. VP and CFO for University Services – U of MN

3/03 to 6/06

Financial management responsibilities for: facilities management, capital planning/project management, public safety, environmental health and safety and auxiliary services which includes parking, residential life, food service, bookstores and other auxiliary businesses. Reported directly to the VP for University Services.

Annual All-Funds Operating Budget: \$325 million
Average Capital Budget: \$220 million

Responsibilities included:

- Preparing and administering the operating and capital budgets for University Services.
- Coordinating the University's Capital Project Executive Committee.

Accomplishments included:

- Leading the development of the cost allocation model for Utilities and Facilities to clarify full cost of operations and establish desired incentives for operational behavior.
- Developing a new University Services Finance Department.
- Establishing a new cross-functional team to manage the forward purchasing of fuels.
- Directing a budget process to manage a 15% reduction over 2 years.
- Serving on the University-wide steering committee for a new enterprise financial system.
- Leading a University cross-functional team for the 'U-Card' programs and leases for ATMs on campus, generating a projected \$20M to the University over 10 years.

Budget & Finance Officer – U of MN

9/93 to 3/03

Reported directly to Chief Financial Officer and Treasurer for the University of Minnesota:

Annual All-Funds Operating Budget: More than \$2 billion
Average Capital Budget Authorization: \$220 million

Responsibilities:

- Identifying and analyzing programmatic and budgetary issues as the lead staff person for the Academic Health Center, System-wide Campuses and University Services.
- Serving on the University Debt Oversight Group

Accomplishments:

- Creating and managing a cross-functional senior management team that oversaw projects totaling \$1.3 billion.
- Redesigning University operating and capital budget development processes.
- Creating and presenting operational and policy recommendations and presentations to senior management, faculty governance, Board of Regents and the MN Legislature.
- Developing legislative strategy for: University capital plans, Fairview-University Hospital affiliation, and Academic Health Center legislative requests.
 - Participating on Financial Impact Team for the University as it prepared for the sale of University Hospital to Fairview Health Systems. Led the financial analysis of a scenario to close the hospital.

Minnesota House of Representatives:

Fiscal Analyst, Health & Human Services Finance Committee
Assistant to Chief Fiscal Analyst

11/89 to 9/93
1/93 to 9/93

Responsibilities:

Analyzing fiscal and policy issues for the House of Representatives with oversight of the budgets and programs for the Departments of: Health, Corrections, Jobs & Training, Housing, Human Rights, and Veterans' Nursing Homes. Assisting Representatives in developing budget and program proposals. Assisting Chief Fiscal Analyst during the 1993 session, participating in overall budget strategy, development, and oversight.

Accomplishments:

- Writing analyses of the budget, correctional policy and health care reform.
- Assisting in the development of MinnesotaCare (State initiative to expand health care access, reform health care systems and control health care cost in Minnesota.)
- Developing operating and capital budgets with Appropriations Committee.
- Creating and generating support for a performance reporting system for state agencies (enacted as law, 1993).

Budget Analyst Intern – City of Minneapolis Budget Office

4/89 to 11/89

Responsibilities included: Budget review, development and program recommendations.

Outreach Worker - Peoples Community Health Center, Baltimore MD 9/86 to 8/87

Responsibilities included: Administrative support to the director for this health center addressing the needs of low-income clients through the Lutheran Volunteer Corps program (similar to VISTA – living in an intentional community of volunteers).

EDUCATION:

Executive Course on Strategy Mapping and a Balanced Scorecard through the Harvard Business School Executive Education Program - 2005

M.A. Public Affairs, Humphrey Institute, University of Minnesota - 1992

*Thesis "An Outcomes Approach for Managing State Government in Minnesota"

B.A. Philosophy and Political Science/History, Concordia College, Moorhead MN - 1986

COMMUNITY INVOLVEMENT:

- Northfield Public Schools:
 - School Board Member (2004-2010): Helped move District from Statutory Deficit to surplus and a AA+ bond rating.
 - Northfield Schools Finance Advisory Committee (2002-2004, 2010-2012)
- Green Lake Lutheran Ministries:
 - Board Executive Comm. Member (2004-2010),
 - Board Chair – (2014), Leading Strategic Planning effort
 - Chair, Executive Director Search
- St. John's Lutheran Church - Northfield:
 - Chair, Strategic Planning Committee (2010), Sr. Pastor Call Committee (2012),
- Northfield Steering Committee for the Development of a Business Park (2010)
- Other Community Involvement: Boy Scout Volunteer, Habitat for Humanity Family Selection Committee, Mentor at St. Joseph's Home for Children, St. Stephens Homeless Shelter, First Call for Help (Baltimore)

REFERENCES:

Attached separately

CONTACT INFORMATION:

208 Manitou Street
Northfield, Minnesota 55057
berth004@umn.edu

Work: 612-626-1091
Home: 507-664-9463
Cell: 952-451-4292

NORTHFIELD PUBLIC SCHOOLS
Application for Northfield Board of Education
To fill vacancy beginning 2/8/16 – 12/31/16

Name: Fritz Bogott

Address: 8651 Spring Creek Road, Northfield, MN 55057

Telephone Number: 651-336-6451

Email: fritz.bogott@gmail.com

Please explain why you would like to serve on the Northfield School District's Board of Education.

As a parent and community member, and as the child of a first-generation college student, I am passionate about the power of education. I am most interested in representing and serving the needs of low-income and minority students in the Northfield Schools.

Please describe your experience, as well as any previous involvement, in Northfield Public Schools' activities, parent groups or committees.

Classroom Volunteer

When our older daughter started kindergarten at Sibley in 2007, I started volunteering there regularly: I read with kids, helped hyperactive students learn to count and add by inventing marching and jumping math games for them, and mentored struggling students.

Accelerate Northfield

In 2011, my wife Rachel Matney and I started Accelerate Northfield because we saw Northfield's achievement-gap statistics and wanted to find a way to help. We started by inviting a diverse group of community members (HCI, all three elementary principals, several teachers and school administrators and several Carleton and St. Olaf professors) to brainstorm and discuss ideas. That group decided that the highest-value strategy was to recruit, train and place more tutors to work with struggling elementary students—without incremental expense to the District. Accelerate Northfield tutors have provided 15,600 tutoring hours to date.

As an engineer who has worked with start-ups and established companies in the US and overseas, I saw an opportunity to use technology to make

tutoring more accessible to both teachers and tutors. I spent hundreds of hours writing and maintaining software that allows teachers to request tutors at the times they need them, allows tutors to find opportunities that match their schedules, and tracks which tutors work with which students. This software is now used every day at all three elementary schools.

I managed Accelerate single-handedly during the 2011-2012 school year, and met with the program's VISTA volunteers twice each week in 2012-2013 and 2014. Accelerate tutors have become such an essential resource for teachers that the program is now managed by the District.

For our work with Accelerate, Rachel and I won the Northfield Education Association's Friends of Education Award in 2013.

Master Facilities Plan

I attended the Master Facilities Plan board work session on August 20, 2014, and over the following weeks participated in Facility Planning Stakeholder Feedback meetings at Greenvale Park, Bridgewater, Sibley, Longfellow, NMS and NHS. As a consequence, I am extremely well informed about the Master Facilities Plan and parent and community priorities regarding each school's facilities.

After graduating from Carleton with a degree in math, I earned a master's degree from Georgia Tech in analyzing financial and technical requirements and using those requirements to make decisions such as where best to build a new factory or road, how best to schedule a fleet of trucks, and so on. These engineering and business skills make me well suited to participate in facilities decision making (as well as scheduling, transportation, staffing and other decisions).

Northfield Promise (NP)

I serve on Northfield Promise's Every Child Reading at Grade Level by 3rd action team, and on NP's Communications Team.

Reading Team

The Reading Team's primary strategies are:

- Make sure free paper and ebooks are available for all Northfield children in as many area locations as possible
- Encourage parents to read with their children every day

As part of my work with the Reading Team:

- I chaired the Community Campaign meetings at which we planned our calendar of events and activities.
- I helped plan the “warm up with a book” read-aloud station at Winter Walk.
- I helped place “How to read with your child” stickers on the thousands free books distributed at the Community Action Center's Christmas Sharing.

Communications Committee

- I helped write and design the annual report sent to all Northfield residents.
- I helped with scripting and production of the World's Best Workforce video that will be shared with teachers in the next few weeks. I support the WBWF goals (particularly given how closely they align with the Northfield Promise academic benchmarks), but I am also aware of the additional burden those goals place on the District and on teachers. I want to make sure teachers and the District tap the power of our community to reach these goals without driving additional cost.

DEPAC

I have served on DEPAC since February 2014.

As a member of the Assessment Subcommittee, I have spent many hours studying the state of the art in assessment strategies and have spent many hours pouring over the Minnesota Report Card statistics for Northfield and other districts of comparable size and composition. I am focused on how best to use assessment tools that promote—and do not hinder—student learning.

Schools for Equity in Education and Parents United for Public Schools

I have participated in committee sessions at the State Legislature and have lobbied state legislators in favor of greater fairness in school funding and against unfunded mandates from the State.

I have a clear understanding of the importance of good working relationships with our legislators—and of the complicated pressures they are under.

Please describe your experience working and reaching decisions within a group, committee task force or other board-type setting.

I currently serve on DEPAC, the Northfield Promise Reading Team, the Northfield Promise Communications Committee, and I am the treasurer of the Cannon Valley Youth Orchestra. As a result, I have experience working with diverse groups of community members to set strategy, reach agreement and achieve results.

In my professional life, I am a project manager. Mediating among stakeholders (executives, sales teams, engineers, users), setting priorities among long lists of short and long-term goals and commitments, and delivering on those goals and commitments--is my professional niche.

NORTHFIELD PUBLIC SCHOOLS

Application for Northfield Board of Education

To fill vacancy beginning 2/8/16 – 12/31/16

Name: Raymond R. Cox

Address: 500 Ivanhoe Avenue, Northfield, MN 55057

Telephone Number: 507-645-5736

Email: raycox500@hotmail.com

Please explain why you would like to serve on the Northfield School District's Board of Education.

I would like to help guide the school district in a positive direction and allow it to continue its role as an outstanding school district in Minnesota. I firmly believe that an excellent school system creates an excellent community. I want to work to see that Northfield schools continue to serve all students and parents in the best manner possible. I understand budgets and balance sheets very well and will work to ensure that the District is managed in a fiscally responsible manner.

Please describe your experience, as well as any previous involvement, in Northfield Public Schools' activities, parent groups or committees.

I served on the Northfield School Board from 1987-2002 including some years as Board Chair. My three children all matriculated through the Northfield schools, and I did as well. I was involved with my children's school activities ranging from band, Rock-N-Roll and tennis, to wrestling, football and cross-country.

I owned and operated Northfield Construction Company for over forty years. (I have sold the company and am now retired). During my years in business I met a lot of people that were moving to Northfield. Many of those people told me how the excellent Northfield schools were a major factor in their decision to move to Northfield.

Please describe your experience working and reaching decisions within a group, committee task force or other board-type setting.

I feel I worked well with the Northfield School Board. During my tenure on the Board we hired two Superintendents, several Principals, and put in place almost \$100 million of facility bond improvements. Through all that we had strong community support for our thoughtful and deliberate Board actions.

I have served on the Northfield Community Action Center and the Northfield Foundation governing boards. I presently serve on the Board of Directors for Riverland Bank in Jordan, MN as well as the Strategic Planning Board for Conservation Minnesota in Minneapolis.

In serving on any Board I feel it is essential to listen well, gather all necessary information, and then voice an opinion. In all Board matters I try to be open and accepting to all discussions and

work hard to understand all sides of the issue before the Board. It is essential that Board members are respectful to each other, the staff and community at all times.

I would be honored to serve on the Northfield School Board again.

Raymond R. Cox

Raymond R. Cox

Please return this form by Monday, February 1 to:
Superintendent's Office
Northfield Public Schools
1400 Division Street South
Northfield, MN 55057
507/663-0629
ddelzer@northfieldschools.org

NORTHFIELD PUBLIC SCHOOLS

Application for Northfield Board of Education

To fill vacancy beginning 2/8/16 – 12/31/16

Name: DALE GEHRING
Address: 412 W. 2ND ST.
NORTHFIELD, MN 55057
Telephone Number: 507.645.0800
Email: dlbgehring@gmail.com

Please explain why you would like to serve on the Northfield School District's Board of Education. I AM INTERESTED BECAUSE MY FATHER WAS A TEACHER AND I HAVE A SINCERE DESIRE TO SERVE OUR COMMUNITY AND OUR CHILDREN. WE HAVE TWO CHILDREN IN OUR SCHOOLS AND HAVING AN IMPACT ON THE QUALITY OF THEIR EDUCATION IS APPEALING TO ME. I AM INTERESTED IN IMPLEMENTING THE BEST POLICIES AND PROCEDURES TO KEEP STUDENTS SAFE AND GET THE MOST OUT OF THEIR EDUCATION. I FEEL WE HAVE THE RIGHT SET HERE AND CHRIS CREATES AN ATMOSPHERE WHERE PARENTS ARE SATISFIED AND SUPPORTIVE AND WHERE STUDENT ACHIEVEMENT SOARS.

Please describe your experience, as well as any previous involvement, in Northfield Public Schools' activities, parent groups or committees.

I HAVE LIMITED EXPERIENCE THUS FAR IN A FORMAL SENSE. HOWEVER, IN MY ROLE AS THE PARK & RECREATION ADVISORY BOARD CHAIRMAN, I AM DIRECTLY INVOLVED WITH COMMUNITY SERVICES AND ITS ROLE IN THE DISTRICT. I AM A FREQUENT PARTICIPANT IN PARENT MEETINGS PUT ON BY THE DISTRICT. I FEEL MY COMMUNITY RELATIONSHIPS AND BROAD BACKGROUND OF EXPERIENCE AND KNOWLEDGE CAN ASSIST THE BOARD. EACH MEMBER OF A SCHOOL BOARD IS VERY IMPORTANT IN HAVING A SUCCESSFUL DISTRICT.

Please describe your experience working and reaching decisions within a group, committee task force or other board-type setting.

I AM THE CURRENT PARK & RECREATION ADVISORY BOARD CHAIRMAN IN NORTHFIELD. I AM CURRENTLY A COMMISSIONER ON THE ECONOMIC DEVELOPMENT AUTHORITY IN NORTHFIELD. I HAVE WORKED ON COMMITTEES AT ST. JOHN'S LUTHERAN CHURCH IN NORTHFIELD. I HAVE LENGTHY MANAGEMENT EXPERIENCE WORKING FOR A FORTUNE 100 COMPANY. THESE EXPERIENCES HAVE HELPED ME BECOME A SKILLED DECISION-MAKER AND HAS GIVEN ME A LOT OF EXPERIENCE IN GOAL SETTING AND ESTABLISHING POLICY.

Please return this form by Monday, February 1 to:

Superintendent's Office
Northfield Public Schools
1400 Division Street South
Northfield, MN 55057
507/663-0629
ddelzer@northfieldschools.org

ALL OF THESE ROLES HAVE INCLUDED COLLABORATING AND WORKING AS A TEAM WITH OTHER BOARD, COMMITTEE, AND/OR GROUP MEMBERS AS WELL AS CITIZENS.

Discover

Join the Conversation 2015

Overview

Participation open between

November - December

2015

10

Thoughtexchange Processes

Including Parents,
Community,
Staff and Students

Steps



SHARE

Submit Thoughts

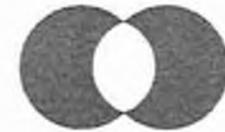
People responded to the questions with what mattered most to them.



STAR

Prioritize Thoughts

People considered the thoughts of others and put stars next to the ideas they liked best.



DISCOVER

Reveal What Matters

People learn from the results about the things that are most important to most of the people.

Questions

*What are some concerns
you have about our
school this year?*

*What are some things
you appreciate about our
school this year?*

*What questions do you
have about our school or
District?*

Participation

1,104

*People
Participated*

2,320

*Thoughts
Contributed*

61,552

*Stars
Assigned*

Demographics

72% Parent/Guardian

13% Staff Member

13% Both Parent/Guardian and Staff Member

1% Community Member

<1% Student

<1% Other

Agenda

Reviewing the Results

- *High level look at the division-wide results*
- *Detailed look at the web report*
- *Next steps and sharing*

Analysis

School Level:

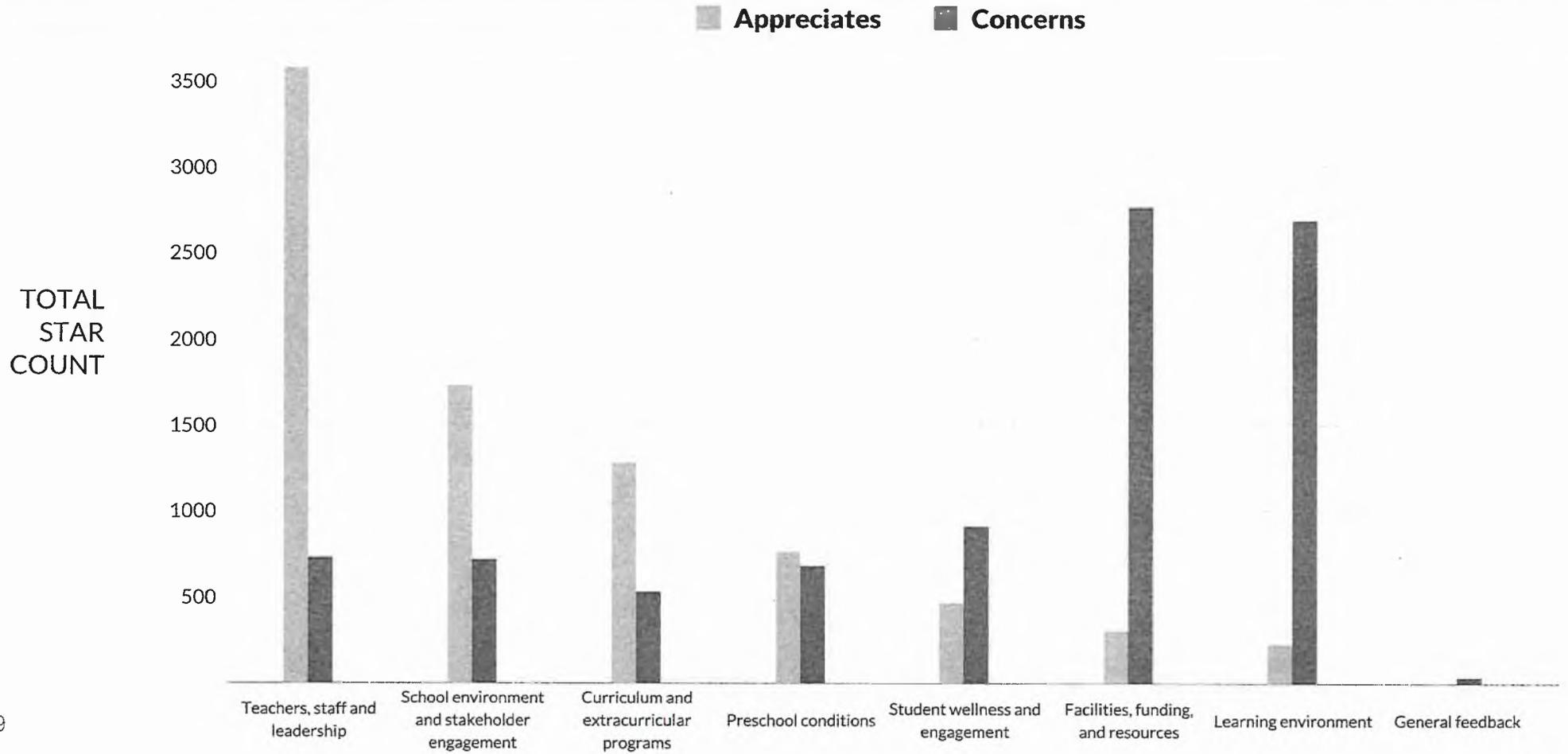
Common thoughts from each school are themed together

District Level:

Top thoughts from each school are combined and themed together

Graphic visualizations are created to show relationships between themes

District-wide Analysis – Summary Themes



Themed District-wide Results

Join the
Conversation
2015

Web report by demographic: <http://thotex.com/sites/R8iAe-29rvI?lang=en>

Web report by school: <http://thotex.com/sites/gboLwI-BhSg?lang=en>

Web report with no themes: <http://thotex.com/sites/nbg1b3bOiFY?lang=en>



Sharing the Results



Results website, web report links via email, other communications

QUESTIONS?

Jen Reilly

Stakeholder Engagement Facilitator

800-361-9027 x245

jen.reilly@thoughtexchange.com

Steve Anderson

Service Team Lead

800-361-9027 x220

steve.anderson@thoughtexchange.com

**RESOLUTION REQUIRING THE ADMINISTRATION TO MAKE
RECOMMENDATIONS REGARDING
PROGRAMMING AND STAFFING FOR NEXT YEAR**

WHEREAS, the financial condition of the school district dictates that the school district may require reallocation of resources between programs for the 2015-2016 school year, and

WHEREAS, there may be reductions in student enrollments within specific programs and/or grade levels, and,

WHEREAS, this reduction in expenditures may require discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and the administration to consider the reduction and/or discontinuance of programs or positions to accomplish economies in the school district as a result of reductions in enrollment and/or funding and to make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

Dated: February 8, 2016

808 KEY ACCESS CONTROL POLICY TO BUILDINGS AND SITES

I. GENERAL STATEMENT OF POLICY

The purpose of this policy is to ensure the safety of all District Students, Staff and Visitors along with ensuring the security of the Buildings. This policy shall govern the issuance, surrender and replacement of both metal keys and identification badges which function as electronic keys. This document will refer to “**key(s)**” as both metal keys and electronic identification badge access cards.

II. STAFF IDENTIFICATION BADGE CARDS

The School District shall require Permanent School Employees, Substitute Employees and Volunteers/Visitors to wear appropriate identification as described in the procedures to accompany Policy 808.

III. STAFF BUILDING METAL KEYS

The School District shall issue Permanent School Employees, Substitute Employees metal keys to the buildings as outlined in Procedures to Policy 808.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Cross References: Policy 903 and Procedures - Visitors to School District Buildings and Sites

Policy 808 – Key Access Control to Buildings and Sites

Adopted:

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota

Northfield Public Schools 2015-2016 School Calendar

Approved by Board 2.23.15

JULY

S	M	T	W	T	F	S
		1	2	3	4	3-4th of July Holiday
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					26, 27 New Teacher Inservice 31 Teacher Work/Workshop Day

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

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NOVEMBER

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29	30					

DECEMBER

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JANUARY

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30	31					

FEBRUARY

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30	31					

MARCH

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30	31					

APRIL

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30	31					

MAY

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22	23	24	25	26	27	28
29	30	31				

JUNE

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Workday/Workshop (no school)
 No School - Holidays

Student Days:	Summary:
Term 1: 42 days	174 student contact days
Term 2: 47 days	9 non-student contract days
Term 3: 34 days	4 contract days off calendar
Term 4: 51 days	(4 conferences)
TOTAL: 174 days	Total: 187 contract days
(89 days-first semester; 85 days-second semester)	

NORTHFIELD PUBLIC SCHOOLS

2015-16 Calendar

Approved by School Board 2.23.15

New Teacher Activities

August 26 and 27

Pre-School Days for all Teachers

August 31, September 1, 2, 3

September 7 **No School.** Labor Day
September 8 First Day of School/Beginning of 1st Quarter

October 15-16 **No School.** Education Minnesota Break

November 6 End of 1st Quarter (42 days)
November 9 **No School.** (Teacher Work/Workshop Day)
November 10 Beginning of 2nd Quarter
November 25 **No School.** (Teacher Work/Workshop Day)
November 26-27 **No School.** Thanksgiving Break

Dec. 23-Jan. 1 **No School.** Winter Break

January 18 **No School.** Dr. Martin Luther King's Birthday (Teacher Work/Workshop Day)
January 29 End of 2nd Quarter (47 days)/End of First Semester (89 days)

February 1 **No School.** Teacher Work/Workshop Day
February 2 Beginning of 3rd Quarter and Second Semester

March 18 End of 3rd Quarter (34 days)
Mar 21-25 **No School.** Spring Break
Mar 28 **No School.** (Teacher Work/Workshop Day)
Mar 29 Beginning of 4th Quarter

May 30 **No School.** Memorial Day

June 5 Graduation, 2 PM
June 8 **Last Day of School.** 2-hour early dismissal
 End of 4th Quarter (51 days); End of Semester (85 days)

* **June 9, 10** **District cancelled day 3 and 4 make-up for students and teachers.**

* **June 13** **District cancelled day 5 make-up for teachers only.**

* **Students and Teachers Possible Make-Up Days for 2015-16**

- If two (2) days are cancelled, no make-up days for students or teachers.
- If three (3) days are cancelled, students and teachers will make-up on Thursday, June 9, 2016.
- If four (4) days are cancelled, students and teachers will make-up on Thursday, June 9, 2016 and Friday, June 10, 2016.
- If five (5) days are cancelled, teachers only will make-up on Monday, June 13, 2016.