

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, March 14, 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. ADSIS/MTSS Update.
  2. Superintendent Search Process.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Superintendent Search Consultant Contract.
    2. 2017-2018 School Year Calendar.
  - B. Items for Consent Grouping
    1. Financial Reports – January 2016.
    2. Designation of Student Support Data Collection (SSDC) Coordinator.
    3. Agreement with Canvas Church.
    4. Personnel Items.
- VIII. Items for Information
  1. World's Best Workforce Report.
  2. Every Student Succeeds Act (ESSA).
  3. Enrollment Report – March 2016.
- IX. Future Meetings  
Monday, March 28, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, April 11, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, March 14, 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 March 14, 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 February 22, 2016, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
  1. ADSI/MTSS Update.  
Director of Special Services Cheryl Hall will provide an overview of the first year of Alternative Delivery of Specialized Instructional Services (ADSI) followed by High School Principal Joel Leer and Middle School Principal Greg Gelineau speaking about the work of Multi-Tiered System of Support (MTSS) and its impact on secondary students.
  2. Superintendent Search Process.  
The subcommittee of Rob Hardy, Ellen Iverson and Julie Pritchard that was formed to develop the search process to select the District's next superintendent will present their recommendations to the Board. The recommendations include retaining Dr. Charlie Kyte, former Northfield superintendent and partner in the search firm Peer Solutions, to conduct the search. Dr. Kyte will be at Monday night's Board meeting to answer any questions about the proposal and the search process.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Superintendent Search Consultant Contract.  
Included in the Board packet are a proposal and timeline from Dr. Kyte of Peer Solutions to conduct the search for a new superintendent for the Northfield School District. As a former Northfield superintendent, Dr. Kyte has a keen understanding of not only the District, but also of the broader Northfield community.  
  
**Recommendation:** Motion to retain Peer Solutions to conduct the superintendent search process. The cost is not to exceed \$13,000.
    2. 2017-2018 School Year Calendar.  
Enclosed is a copy of the 2017-18 school year calendar as recommended by the District Meet and Confer Committee, and given to the Board at its last meeting on February 22. The Board will take action on the proposed 2017-2018 school year calendar on Monday evening.  
  
**Superintendent's Recommendation:** Motion to approve the 2017-2018 school year calendar as presented.
  - B. Items for Consent Grouping  
**Superintendent's Recommendation:** Motion to approve the following items listed under the Consent Grouping.

1. Financial Reports – January 2016.  
Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,318,656.94, payroll checks totaling \$2,829,910.47, bond payments totaling \$4,969,546.88 and the financial reports for January 2016.
2. Designation of Student Support Data Collection (SSDC) Coordinator.  
The 2014 Learning English for Academic Proficiency and Success (LEAPS) Legislation requires all districts and charter schools to identify students with limited or interrupted formal education (SLIFE) based on the definition found in MN Statutes, section 124D.59, Subdivision 2a. The LEAPS Act requires MDE to annually report on the academic and linguistic growth of English Learners (ELs) and SLIFE. MDE has created a data collection system to capture SLIFE Identification at the student level called the Student Support Data Collection (SSDC) System. Each district and charter school will use the SSDC to report SLIFE to MDE. The Board is asked to approve Brenda Hand as the SSDC Coordinator for Northfield Public Schools. She will annually identify SLIFE via the SSDC system.
3. Agreement with Canvas Church.  
The School Board is asked to approve the Agreement with Canvas Church. This Agreement is the sixth year for Canvas Church. The Agreement is for the time period July 1, 2016 - June 30, 2017. Changes include: (1) Updates to wages for custodial services related to the Church's use; (2) Updates to expenses related to snow removal; (3) Addition of Addendum II, Expectations of Custodial Services for Public Use Events.
4. Personnel Items.
  - a. Appointments.\*
    1. Piper Bain, Community Evening School Site Assistant for 3 hours/day (T&Th) at Greenvale Park, beginning 03/03/2016 – 05/26/2016; Step 1, \$12.19/hour.
    2. Kathleen Beck, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 6.75 hours/day at GVP beginning 02/26/2016 – 06/08/2016, change to ongoing position with no end date; Step 2, \$14.51/hour.
    3. Flavia Berg, Early Childhood Teacher at the NCRC for up to 10 hours/week beginning 04/04/2016; Year 7, \$25.34/hour. Flavia will also work as a substitute for the program.
    4. Julie Cohrs, Event Worker at the High School beginning 03/04/2016.
    5. Joshua Corbin, Assistant Girls Softball Coach (part time hourly – 9<sup>th</sup> grade), beginning 03/14/2016 – 06/10/2016; \$14.00/hour.
    6. Stephanie DeAdder, Building & Grounds Administrative Assistant in the District Office beginning 03/28/2016; Class IV, Step 4, \$18.72/hour.
    7. Ellie Erickson, 1.0 FTE Long-Term Substitute 5<sup>th</sup> Grade Teacher at Bridgewater beginning on or about 04/04/2016 – 06/02/2016; BA, Step 0.
    8. Laurelle Foster, Community Evening School Site Assistant for 3 hours/day (T&Th) at Greenvale Park, beginning 03/08/2016 – 06/08/2016; Step 1, \$12.19/hour.
    9. Amy Hales, Special Education Educational Assistant-PCA at Bridgewater for 6.75 hours/day beginning 03/14/2016 – 06/08/2016; SpecEd EA-PCA Step 1, \$13.98/hour.
    10. Len Kallsen, Strength Training Coach (Spring) at the High School beginning 03/14/2016 – 06/08/2016; Level I, Step 1.
    11. Kyle Korynta, Assistant Boys/Girls Track Coach at the High School beginning 03/14/2016 – 06/11/2016; Level F, Step 1.
    12. Alejandra Martinez Santos, TS PLUS Site Assistant at Bridgewater for 1.5 hours/day (M-Th) beginning 02/24/2016-04/07/2016; Step 1, \$12.19/hour.
    13. Betsy McLaughlin, .50 LTS Grade 5 Companeros Teacher at Greenvale Park beginning on or about 04/25/2016 – 06/08/2016; MA, Step 5.
    14. Kent J. Pederson, Assistant Softball Coach at the High School beginning 03/14/2016 – 06/10/2016; \$14.00/hour (paid by the softball activity account up to \$1000).
    15. Scott W. Richardson, Middle School Assistant Track Coach beginning 03/29/2016 – 05/27/2016; Level I, Step 1.

16. Gabriel Sparby, Community Evening School Student Site Assistant at Greenvale Park for 3 hours/day (T & Th) beginning 02/25/2016 – 05/26/2016; \$9.00/hour.
17. Mar Valdecantos, Community Evening School Club Leader at Greenvale Park Elementary for 3 hours/day (T & Th) beginning 03/15/2016 – 06/08/2016; \$19.50/hour.

b. Increase/Decrease/Change in Assignment.

1. Katie Bakke, Special Education Educational Assistant-PCA for 7.25 hours/day at the Middle School (6.75 SpecEd EA; .50 SpecEd EA-PCA Bus), add SpecEd EA-PCA Bus for .25 hours/day beginning 02/29/2016 – 06/08/2016 (6.75 SpecEd EA-PCA; .75 SpecEd EA-PCA Bus – Total 7.5 hours/day).
2. Cathy Bennetts, .93 FTE Reading Teacher at Sibley, change to .5 FTE ADSIS Instruction, .43 Reading Teacher and .17 FTE ADSIS Reading Interventionist (1.1 FTE) beginning 03/09/2016 – 06/08/2016.
3. Becky Gainey, 1.0 FTE RtI Coach at Sibley, change to .5 FTE Instructional Coach, .5 FTE Reading Support and .17 FTE ADSIS Reading Interventionist at Sibley beginning 03/09/2016 – 06/08/2016.
4. Janet Gannon, Community Evening School Site Assistant at Greenvale Park, change to Evening School Site Assistant/Club Leader at GVP beginning 02/23/2016 – 05/26/2016; (1.5 hours/day site assistant \$12.15/hour/1.5 hours/day club leader \$19.50/hour).
5. Marian Green, HR Administrative Assistant-Confidential, change to HR Administrative Assistant-Class IV in the District Office beginning 07/01/2016; Class IV, Step 6.
6. Inger Hanson, .97 FTE EL/ADSI at the MS/Sibley, change to .97 FTE EL at the Middle School beginning 03/09/2016 – 06/08/2016.
7. Cameron Jackson, KidVentures Site Assistant at GVP for 15 hours/week, add KidVentures Site Assistant at Bridgewater beginning 02/29/2016 – 06/08/2016 for an additional 7 hours/week (15 hours/week to 22 hours/week).
8. Brittney Laue, Special Education Educational Assistant-PCA for 7 hours/day at Longfellow, add SpecEd EA-PCA Bus for 1.25 hours/day beginning 02/29/2016 – 06/08/2016 (7 hours/day to 8.25 hours/day).
9. Nick Mertesdorf, SpecEd EA at the High School (6.5 hours/day), add Assistant Boys Golf Coach at the High School beginning 03/21/2016 – 06/15/2016; Level I, Step 1.
10. Sara Redetzke, Special Education Educational Assistant-PCA for 6 hours/day at the Middle School, add SpecEd EA-PCA for .75 hours/day beginning 02/29/2016 – 06/08/2016 (6.0 hours/day to 6.75 hours/day).
11. Priscilla Rotunda, HR Office Specialist, Class III, change to HR Administrative Assistant-Class IV in the District Office beginning 04/01/2016; Class IV, Step 6.
12. Lisa Weis, .8 FTE Special Education Teacher at the High School, intent to return to 1.0 FTE Special Education Teacher at the High School for the 2016-17 school year.

c. Leave of Absence.

1. Ritva Barsness, Medical Leave of Absence beginning 03/11/2016 – 03/18/2016.
2. Cathy Bennetts, Family/Medical Leave of Absence beginning 02/26/2016 as needed intermittently for up to 60 work days.
3. Brianna Bulfer, Family/Medical Childcare Leave of Absence beginning on 08/29/2016 with a planned return to work date of 02/06/2017.
4. Kevin L. Dahle, Request for Legislative Leave of Absence beginning 01/01/2017 – end of the 2016-17 school year (06/06/2017).
5. Shari Malecha, Family/Medical Leave of Absence beginning 02/26/2016 continuing as needed for up to 60 work days.
6. Sara Mikkelson, Request for .2 FTE Unpaid Leave of Absence for 2016-17 to continue as a .8 FTE Grade 6 Reading Teacher at the Middle School for the 2016-17 school year.
7. Jacie Myers, Request for 1.0 FTE Unpaid Leave of Absence for the 2016-17 school year.
8. Allison Otte, Request for 1.0 FTE Childcare Leave of Absence for the 2016-17 school year.
9. Amy Pfefferle, Request for 1.0 FTE Unpaid Leave of Absence for the 2016-17 school year.
10. Amanda Smith, Medical Leave of Absence beginning 03/16/2016 – 04/15/2016. Amanda's return to work date is scheduled for 04/18/2016.

11. Kasha Zeman, Request for 1.0 FTE Unpaid Leave of Absence for the 2016-17 school year.

d. Resignations / Retirements / Termination.

1. Doug Bengston, Math Teacher at the High School, retirement effective 06/30/2016.
2. Marty Johnson, Middle School Assistant Boys Tennis Coach, resignation effective 02/24/2016.
3. Mauricio Lozada Hernandez, Targeted Services PLUS Site Lead at Sibley, resignation effective 03/03/2016.
4. Michelle Morales, ESL Teacher at GVP, resignation effective 02/29/2016.
5. Anne Morrissey, Elementary Teacher at GVP, resignation effective 02/24/2016.
6. Kim L. Rohr, Speech/Language Pathologist/Teacher at Bridgewater, retirement effective 06/08/2016.
7. RoseAnn Rossow, Child Nutrition Associate at the MS, resignation effective 06/08/2016. RoseAnn will continue as a substitute Child Nutrition Associate.
8. Cheryl (Brown) Swanson, employment termination effective 03/07/2016.
9. Strength Training Coach-Spring, resignation effective 02/29/2016 for:  
Laura DeGroot (Marks), TJ Wiebe, Bubba Sullivan and Dan Meyers

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

VIII. Items for Information

1. World's Best Workforce Report.
2. Every Student Succeeds Act (ESSA).
3. Enrollment Report – March 2016.

IX. Future Meetings

Monday, March 28, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center  
Monday, April 11, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes  
February 22, 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 7:00 PM. Present: Bogott, Colangelo, Iverson, Pritchard, Quinnell and Stratmoen. Hardy 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 from Quinnell, seconded by Colangelo, minutes of the Public Hearing and Regular School Board meeting held on February 8, 2016 were unanimously approved.
- V. Announcements and Recognitions
  - NHS Alpine Skiers, Ashton Croy, Skye Sonnega, and Katie Brust qualified for and participated in the MSHSL State Alpine Ski Championships held at Giant's Ridge in Biwabik on February 10<sup>th</sup>.
  - The Girls Hockey team competed in the state girls hockey tournament last week, playing at both the Xcel Energy Center and Ridder Arena.
  - High School English as a Second Language teacher Jennifer Lompart has been nominated for the 2016 MN Teacher of the Year award. Currently, 114 teachers across the state are being reviewed for the semifinals. That number will be reduced to 10 to 12 for the final step. A winner will be announced in mid-May.
  - The Area Learning Center's Open House is this Wednesday from 3:00-5:00 at the ALC. This is a reception to celebrate the recent award and an open house to show what the ALC is about and what they do.
  - Superintendent Richardson congratulated the high school staff for the increase in the rate in which students at NHS graduate in four years. In 2015 96.5% of NHS students graduated in four years compared to the state average of 81.9%.
  - Board Chair Julie Pritchard acknowledged Superintendent Richardson's retirement effective June 30th and spoke about how fortunate the District has been for his leadership since 2004. Board members Colangelo, Iverson, Quinnell and Stratmoen echoed Pritchard's thoughts.
- VI. Items for Discussion and / or Reports
  1. High School Robotics Team.  
The High School Robotics team made a presentation to the School Board on Monday night. This is the third year that Robotics is being offered as a class at NHS with Industrial Technology Teacher Steve Taggart. The robotics team uses problem solving and team work skills learned in the classroom, and put those skills to practical use, turning curiosity into knowledge and a passion to learn even more. Four adult mentors from the engineering community help the 48 students in class to learn and develop new skills. Since the Robotics team was founded in 1989, over \$80,000 has been raised from local businesses to support the building of a robot for competition. The first weekend in January a new challenge is released, and teams have six weeks to build a robot that will successfully accomplish the challenge. This year the North Star Regional competition will be held April 7, 8, and 9 at the University of Minnesota.
  2. Prairie Creek Community School Contract Renewal Application.  
The School District's authorizer contract with Prairie Creek Community School expires on June 30, 2016. As a condition for contract renewal, Prairie Creek Community School was required to complete a self-evaluation, hire an independent team of external evaluators and report the results of the self-evaluation and the external team's evaluation to the Northfield Board of Education prior to any action that would extend the contract. Simon Tyler, Director, and Roz Eaton-Neeb, Board Chair, along with Ryan Krominga and Eric McDonald, external visitation team members, presented the findings of the self-evaluation and the external evaluation and, based on these

findings, recommended that the Northfield School District contract with Prairie Creek Community School be renewed for a five-year period beginning July 1, 2016, and continuing to June 30, 2021. State statutes require the District to review the self-evaluation and external evaluation, and complete our evaluation of Prairie Creek's performance. A draft of that evaluation was given to the Board for review. In March, the Superintendent will present the final renewal report to the Board along with a recommendation to renew the charter school's contract for up to five years. If the recommendation is approved, the District and the Charter School will complete a new contract that must be reviewed by both parties and then submitted with the District's evaluation of the charter school's performance to the Minnesota Department of Education (MDE) for its review and comment. Once MDE has completed its review, the District will receive authorization to vote on the final contract with any required modifications, renewing District sponsorship for up to five years. The entire process must be completed prior to June 30, 2016.

3. Curricular Additions at Northfield High School

Across the high school curriculum, staff is making changes to better serve the needs and interests of students, and to respond to changing expectations of our community, state, and nation. High School Principal Joel Leer shared with the Board the following changes taking place for next year at the high school:

- Family and Consumer Sciences (FACS) – a new design course will be added that will provide instruction in design principles and give students the opportunity to use those skills in a project area of their choosing.
- A Business Honors Program will begin that will include a series of courses and a capstone course that will offer opportunities to interact with the business community and real world issues
- "Industrial Technology" will undergo a name change. Next year it will be called, "Technology and Engineering." They also will work together with the Art Department to create a new high-end computer lab space that will offer expanded opportunities for creating more sophisticated projects in both areas.

VII. Superintendent's Report

A. Items for Individual Action

1. Fiscal Year 2015-2016 Community Services Budget Revisions.

On a motion by Colangelo, seconded by Iverson, the Board unanimously approved a revised FY 16 Community Services budget of revenues of \$2,264,646.00 and expenditures of \$2,239,501.00.

B. Items for Consent Grouping

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

1. Financial Reports – December 2015.

The Board approved paid bills totaling \$2,031,520.38, payroll checks totaling \$2,716,509.37 and the financial reports for December 2015. No bond payments were made in December 2015.

2. Personnel Items.

a. Appointments.\*

1. Kale Asada, CS Recreation (Aquatics \$9.00/hour; Lifeguard \$9.50/hour), beginning 02/08/2016 – 05/31/2016.
2. Taryn (Tari) Atchison, CS PLUS Teacher at GVP for 1.25 hours/day (M-Th) beginning 02/17/2016 – 05/18/2016; Year 6, \$27.73/hour.
3. Carrin Baker, CS Recreation (Aquatics \$9.00/hour; Lifeguard \$9.50/hour), beginning 02/08/2016 – 05/31/2016.
4. Garrick Hoekstra, CS Recreation (Basketball Staff \$9.00/hour), beginning 02/13/2016 – 05/31/2016.
5. Alison Langson, CS Recreation (Aquatics \$9.00/hour; Lifeguard \$9.50/hour) beginning 02/11/2016 – 05/31/2016.

6. Hideliza Lopez, Child Nutrition Associate I at the Middle School for 3.75 hours/day beginning 02/15/2016; \$15.52/hour.
  7. Michaela Marincic, CS Community Evening School Club Leader at GVP for 2 hours/week (Th) beginning 02/18/2016 – 05/26/2016; \$19.50/hour. Michaela will also be a substitute site assistant for the KidVentures program.
  8. Kyle Roth, 1.0 FTE ECSE B-5 Teacher at Longfellow BA, Step 4 beginning 02/10/2015, change to BA, Step 13 beginning 02/15/2016.
  9. Maria Soper, Child Nutrition Student Associate for 1 hour/day at Longfellow/ALC beginning 02/15/2016; \$9.00/hour.
  10. Allison Trezona, CS Evening School Site Assistant at GVP for 3 hours/day (T&Th) beginning 02/18/2016 – 05/26/2016; Step 1, \$12.19/hour.
- b. Increase/Decrease/Change in Assignment.
1. Stephanie Balma, SpecEd EA-PCA at GVP for 7 hours/day, change to EarlyVentures Teacher at Longfellow for 38 hours/week beginning 02/23/2016; Step 1, \$15.00/hour.
  2. Tyler Balow, 1.0 FTE Social Studies Teacher at the High School, add Asst. Boys/Girls Track Coach at the High School beginning 03/14/2016 – 06/11/2016; Level F, Step 1.
  3. Paul Bernard, 1.0 FTE PE Teacher at Bridgewater, add CS Recreation (Table Tennis Supervisor \$10.00/hour) beginning 02/08/2016 – 05/31/2016.
  4. Sonya Ehmer, Targeted Services PLUS Site Assistant at Bridgewater, change to TS Site Lead at Bridgewater for 1.5 hours/day (M-Th) beginning 02/15/2016 – 04/07/2016; Step 1, \$15.19/hour.
  5. Heather Ryden, RTI Coach at GVP, add TS PLUS Teacher at GVP for 1.25 hours/day (M-Th) beginning 02/22/2016 – 05/18/2016; Year 1, \$27.11/hour.
  6. Arlene Tuma, GenEd EA-ECFE at NCRC (12 hours/week), TS PLUS Site Asst. at GVP (6 hours/week), add Community Services Evening School Site Assistant for 6 hours/week (T&Th) beginning 02/09/2016 – 05/26/2016; Step 2, \$12.52/hour.
  7. Jonna Hanck, Custodian at GVP/Sibley (4 hours/building), change to Custodian at GVP for 3 hours/day, and Sibley for 5 hours/day beginning 02/22/2016.
  8. Mark Langevin, 6<sup>th</sup> Grade Teacher, 6<sup>th</sup> Grade Football Coach, MS Assistant Track Coach, change MS Asst. Track Coach to MS Track Coach beginning 03/29/2016 – 06/03/2016; Change from Level I to Level H.
- c. Leave of Absence.
1. Donna Hall, Family/Medical Leave of Absence beginning 01/20/2016 – 02/24/2016; extended through 03/01/2016.
  2. Janet Murray, Family/Medical Leave of Absence beginning 02/15/2016 continuing through 03/01/2016. Return to work date is scheduled for 03/02/2016.
  3. Megan Kuechenmeister, Childcare Leave of Absence beginning on or about 05/17/2016 through the end of the 2015-16 school year.
- d. Resignations / Retirements / Termination.
1. Stephanie Balma, SpecEd EA-PCA at GVP, resignation effective 02/23/2016. Stephanie will be transferring to a position with Early Ventures at Longfellow.
  2. Rachel Engrem, SpecEd EA-PCA at Bridgewater, termination of employment effective 02/08/2016.
  3. Holly Fischer, Music Specialist at Sibley Elementary, retirement effective 08/31/2016.
  4. Katy Schuerman, Compañeros Teacher at Sibley, resignation effective 02/16/2016.
  5. Mauricio Lozada Hernandez, Educational Assistant at the Middle School, resignation effective 03/04/2016.
  6. L. Chris Richardson, Superintendent of Schools, retirement effective 6/30/2016.

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

VIII. Items for Information

1. 2017-2018 School Year Calendar.

A draft of the 2017-18 school year calendar as recommended by the District Meet and Confer Committee was given to the Board. The Board will be asked to take action on the proposed 2017-

2018 school year calendar with any revisions or amendments at its regular meeting on March 14, 2016.

2. Enrollment Report – February 2016.

3. Process for Superintendent Search.

Board Chair Julie Pritchard will appoint a subcommittee of three Board members that will develop a process for the search of a new superintendent. She is interested in hearing any ideas for the search from other Board members, as well as what are the critical issues facing the District and criteria that should be used when looking for a new superintendent. The subcommittee will report to the full Board at its meeting on March 14, 2016.

IX. Future Meetings

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

Monday, March 28, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Iverson, the Board adjourned at 9:25 PM.

Noel Stratmoen  
School Board Clerk

## **Memorandum**

**To:** Members of the Board of Education  
**From:** Rob Hardy, Ellen Iverson, and Julie Pritchard  
**Date:** March 10, 2016

**Re:** Subcommittee's Process Recommendation for the Superintendent Search

The subcommittee is recommending that the Board retain Dr. Charlie Kyte, former Northfield superintendent and partner in the search firm Peer Solutions, to conduct our search. We believe that there are several benefits to hiring Peer Solutions, including Dr. Kyte's keen understanding of not only the District, but also the broader Northfield community. His expertise in conducting meetings with the various stakeholder groups will be key in developing a comprehensive profile including the qualities, skills and abilities that our community believes are important when considering potential candidates. Additionally, his knowledge of data privacy and employment law will ensure we are following state statutes regarding the search. The Board in 2004 used a search firm in the hiring of Dr. Richardson.

It is also the subcommittee's recommendation that we begin the process with an internal search. This involves a multi-step approach. First, the search firm will conduct input meetings with different stakeholder groups to develop a profile of the ideal candidate. These groups will include administrators and staff, teachers and community members, including parents. An open invitation will be extended for the community meeting. Next, each qualified candidate will be interviewed by stakeholder group interview teams and the full Board. Once these steps are completed, the Board could decide to extend an offer to one of the internal candidates or choose to begin conducting a broader search.

Attached is the Peer Solutions proposal for your review. We have asked Dr. Kyte to be at our March 14th Board meeting so that he can answer any questions Board members have about his proposal or the search process. In addition, at that time we would like to determine a date during the first week of April that all Board members would be available to interview the internal candidates.

We look forward to hearing your feedback on the proposed process to select the District's next superintendent.



## **PROPOSAL FOR SUPERINTENDENT SEARCH**

### **NORTHFIELD PUBLIC SCHOOL**

#### **Our Firm and Experience:**

PEER Solutions has been a partnership of Greg Vandal and Charlie Kyte for the past three years. Both Greg and Charlie are active consultants to school districts and the businesses that interact with schools. We have several Associates working with us on a variety of projects.

Greg and Charlie have been teachers, principals and superintendents themselves and have a long record of helping superintendents be successful. Charlie culminated his career as the Executive Director of the MN Association of School Administrators (MASA) and served as an important spokesperson for public education both in Minnesota and nationally. Greg is a former Minnesota Superintendent of the Year and is now a noted strategic planner with strong involvement in the communities in which he works. In related volunteer work, Charlie is a trustee of the Northfield Hospital Board and Greg is the chair of the Lutheran Social Service of Minnesota Board of Directors.

Searches that Greg and Charlie have led in the last three years include Paynesville, Holdingford, Foley, Alexandria, Cambridge, Hibbing, Hayfield, Dodge Center, East Central (Sandstone), Zumbrota-Mazeppa, Staples, Brownton, Eau Claire, WI and East Grand Forks. They have assisted other firms on searches including St. Cloud, Anoka-Hennepin, Brainerd and Sartell. References can be provided upon request.

Your search will be led by Charlie Kyte, with support in the second phase of the search by senior associate, Dr. Tom Westerhaus. Tom was the superintendent in Prior Lake-Savage and recently retired from a similar position in River Falls, Wisconsin.

## **The Search Process:**

### **We propose to do the search in two phases:**

#### **Phase 1 (Internally posted position):**

- 1). The search begins with an introductory meeting with the school board to develop a timeline for the search and to familiarize all with the process.
- 2). The position will be posted within the Northfield School District and will seek any current employees who have a superintendent license and would apply for the position.
- 3). The search associate will spend two days in the district interviewing several groups of stakeholders within the schools and in the community, as well as working with board members to gather important search information. From this a Profile of the ideal candidate is developed. An on-line survey will also be made available to district citizens who want input into developing the ideal profile.
- 4). The search firm works with the board to develop a salary range that a candidate might be offered.
- 5). Each qualified internal candidate will be interviewed.
- 6). The search associate will set up a full day interview process and be on-site to manage the interview sessions. Groups of staff, administrators, community members and students will have an opportunity to interview each candidate and will be able to offer candidate feedback to the school board prior to a hiring decision. The school board will conduct the final interviews and have the responsibility of either making a final selection or extending the search to a second phase.

#### **Phase 2 (if needed):**

- 1). The position will be listed and advertized by PEER Solutions, using web resources, across the upper Midwest. Minnesota school leaders in particular will be targeted. A posting notice, used as an advertising template, will be developed and released. All applications are accepted through the PEER Solutions application site.
- 2). All candidate applications will be reviewed and promising candidates vetted by the search team. We will then meet with a committee designated by the school board to make a final selection of candidates to be interviewed.
- 3). The search associates will set up a full day interview process and be 'on-site' to manage the interview sessions. Groups of staff, administrators and community

members have an opportunity to interview each candidate and will be able to offer candidate feedback to the school board prior to a hiring decision. The school board will conduct the final interviews and have the responsibility of making a final selection.

4). The search will conclude with the school board offering a contract to a candidate and a contract will then be negotiated. The search team can facilitate the development of a contract if desired.

### **Tentative Search Timeline:**

#### **Phase 1:**

Mid-March: List the position internally

Late-March (3/19-31): Stakeholder interviews by search team

Early April (4/5-7): Interviews of internal candidates

Mid April: Approve contract for next superintendent

#### **Phase 2 (if needed):**

Early April: Advertise the position

Late April-Early May: Each candidate will be vetted by the search team

Early-Mid May: Select candidates to be interviewed and conduct interviews

Late-May: Approve contract for next superintendent

### **Why PEER Solutions?**

- We will be your partners, manage the full process, and be present at every step.
- We have a deep knowledge of possible candidates and will be able to recruit outstanding candidates.
- We will recruit and will do thorough background checks on candidates.
- We will handle the full application process and we will minimize stress on your own staff.
- We will communicate with you, your staff and the community so they can be knowledgeable about each step in the process.
- We will organize and supervise the full interview process.
- Our process is thorough as well as time and cost efficient.

- We have a strong track record of success.

**Scope of Search and Price:**

Our fee is \$6000 for phase 1 of the process as outlined. Our fee to complete phase 2, if needed, will be an additional \$6000. In addition, the firm will be reimbursed for expenses for phase 2 in a sum not to exceed \$1000. For services mutually agreed upon to be beyond the proposed search parameters, an additional fee may be negotiated.

**Conclusion:**

We would be honored to conduct the superintendent search for your school district. Charlie has an extensive knowledge of the culture of Northfield. Our team has extensive knowledge of the field of available candidates and also the qualities necessary to be a successful school leader. We are experienced in conducting searches and will work closely with you to engage an effective process and produce a positive result.

**Contact Information:**

Charlie Kyte, Partner  
PEER Solutions  
101 St. Olaf Ave #104  
Northfield, MN 55057  
[charles.kyte@peersolutions-usa.com](mailto:charles.kyte@peersolutions-usa.com)  
651-247-6505

Greg Vandal, Partner  
PEER Solutions  
1404 9<sup>th</sup> Avenue North  
Sauk Rapids, MN 56379  
[greg.vandal@peersolutions-usa.org](mailto:greg.vandal@peersolutions-usa.org)  
320-247-3739

Visit [www.peersolutions-usa.com](http://www.peersolutions-usa.com) for more information about PEER Solutions, the clients we have served, and the resources we can bring to your organization.

## **School Calendar Meet and Confer – January 2016**

### **School Calendar District Interests**

1. Maintain at least 174 student contact days
2. Identify snow make up days, criteria for use and marked clearly on calendar.
3. Plan for after Labor Day start (statutory).
4. Provide the maximum number of high impact instructional days prior to State MCA testing window.
5. Completion for students by end of the first full week of June.
6. Support instructional continuity by reducing the number of shortened weeks or combining shortened weeks with teacher worktime/professional development.
7. Maximize student attendance by avoiding scheduling less than three student contact days in any week.
8. Provide four days of preschool inservice to support PreK-12 staff development and teacher preparation for the start of the year as well as individual student assessment and parent interaction at the elementary level.
9. Provide four Teacher Preparation Days with no required staff development including 1 day during preservice, 1 day at the end of 1<sup>st</sup> Quarter, 1 day at the end of 2<sup>nd</sup> Quarter, and 1 day at the end of 3<sup>rd</sup> Quarter.
10. Provide five Staff Development Days including 3 days during preservice, 1 day before Thanksgiving and 1 day during the second semester.
11. Strive for balance in 1) semesters, 2) quarters
12. Provide consistent staff development using professional learning communities (PLC's) on a weekly basis during regular school hours throughout the school year. The research is clear that teachers need regular and timely opportunities to review student achievement data, develop student goals, implement teaching strategies to achieve those goals and evaluate the strategies to see how well they have worked.

# Northfield Public Schools 2017-2018 School Calendar

Option #1 - Late Spring Break

## JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
4th of July Holiday						
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
23, 24 New Teacher Activities						
27	28	29	30	31		
28 Teacher Preparation Day; 29, 30, 31 Staff Development Days						

## SEPTEMBER

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

## OCTOBER

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
19-20 No School, Ed MN						
22	23	24	25	26	27	28
29	30	31				

## NOVEMBER

S	M	T	W	T	F	S
						1
		2	3	4	5	6
3 End of 1st qtr						
7	8	9	10	11	12	13
6 No School, Teacher Preparation Day						
14	15	16	17	18		
19	20	21	22	23	24	25
22 No School, Staff Development Day; 23-24 Thanksgiving						
26	27	28	29	30		

## DECEMBER

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
Winter Break, No School Dec 21-Jan 1						
24	25	26	27	28	29	30
31						

**Weather make-up days:**

If on or before 2/16 school is closed 3 days, make-up day is 2/19.  
 If school is closed 4 days on or before 2/16, make-up days are 2/19 & 6/8.  
 If school is closed 3 days after 2/16, make-up day is 6/8.

- Teacher Preparation or Staff Development Days (no school)
- No School - Holidays

## JANUARY

S	M	T	W	T	F	S
						1
1 New Year's Day Holiday						
	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
15 No School, MLK Jr's Birthday						
21	22	23	24	25	26	27
25 End of 2nd qtr; 26 No School, Teacher Preparation Day						
28	29	30	31			

## FEBRUARY

S	M	T	W	T	F	S
						1
				2	3	
4	5	6	7	8	9	10
19 No School, Staff Development Day						
11	12	13	14	15	16	17
19 (Possible make-up day for students and teachers)						
18	19	20	21	22	23	24
25	26	27	28			

## MARCH

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
23 End of 3rd qtr						
25	26	27	28	29	30	31
26-30 Spring Break, No School						

## APRIL

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				

## MAY

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			

## JUNE

S	M	T	W	T	F	S
						1
						2
3 Graduation; 7 Last Day of School (2-hr early dismissal)						
						7
(June 8 - Possible make-up day for students and teachers)						
3	4	5	6	7	8	9
(June 11 - Possible make-up day for teachers only)						
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Student Days:**

Term 1: 42 days  
 Term 2: 46 days  
 Term 3: 39 days  
 Term 4: 47 days  
 TOTAL: 174 days

**Summary:**

174 student contact days  
 9 non-student contract days  
 4 contract days off calendar  
 (4 conferences)  
 TOTAL: 187 contract days  
 (88 days-first semester; 86 days-second semester)

**NORTHFIELD PUBLIC SCHOOLS**  
**2017-18 Calendar – Option #1 (Late Spring Break)**

New Teacher Activities

August 23 and 24

Pre-School Days for all Teachers

August 28 (Teacher Preparation Day), 29, 30, 31 (Staff Development Days)

September 4      **No School.** Labor Day  
September 5      First Day of School/Beginning of 1<sup>st</sup> Quarter

October 19-20    **No School.** Education Minnesota Break

November 3      End of 1<sup>st</sup> Quarter (42 days)  
November 6      **No School.** (Teacher Preparation Day)  
November 7      Beginning of 2<sup>nd</sup> Quarter  
November 22     **No School.** (Staff Development Day)  
November 23-24 **No School.** Thanksgiving Break

Dec. 21-Jan.1    **No School.** Winter Break

January 15      **No School.** Dr. Martin Luther King's Birthday  
January 25      End of 2<sup>nd</sup> Quarter (46 days)/End of First Semester (88 days)  
January 26      **No School.** (Teacher Preparation Day)  
January 29      Beginning of 3<sup>rd</sup> Quarter and Second Semester

\* **February 19**    **No school.** Teacher staff development day. **If three (3) days are cancelled on or before February 16, 2018, the make-up day for students and teachers is February 19, 2018.**

March 23      End of 3<sup>rd</sup> Quarter (39 days)  
Mar 26-30      **No School.** Spring Break

April 2          **No School.** (Teacher Preparation Day)  
April 3          Beginning of 4<sup>th</sup> Quarter

May 28          **No School.** Memorial Day

June 3          Graduation, 2 PM  
June 7          **Last Day of School.** 2-hour early dismissal  
End of 4<sup>th</sup> Quarter (47 days); End of Semester (86 days)

**June 8**          **Possible make-up day for students and teachers.**

**June 11**        **Possible make-up day for teachers only.**

**\* Students and Teachers Possible Make-Up Days for 2017-18**

- If two (2) days are cancelled, no make-up days for students or teachers.
- If three (3) days are cancelled on or before Friday, February 16, 2018, students and teachers will make-up the student contact day on Monday, February 19, 2018.
- If four (4) days are cancelled on or before Friday, February 16, 2018, students and teachers will make-up the student contact days on Monday, February 19, 2018 and Friday, June 8, 2018.
- If three (3) days are cancelled after Friday, February 16, 2018, students and teachers will make-up the student contact day on Friday, June 8, 2018.
- If additional days are cancelled, teachers only will make-up on Monday, June 11, 2018.

**TO:** L. Chris Richardson, Superintendent  
**FROM:** Val Mertesdorf, Director of Finance *VM*  
**DATE:** March 14th, 2016  
**RE:** Board Approval of Financial Reports - January 2016

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of January 2016.

Bills totaling \$1,318,656.94 were paid in January 2016.

Payroll checks totaling \$2,829,910.47 were issued in January 2016.

Bond payments in the amount of \$4,969,546.88 were paid in January 2016.

At the end of January 2016 Total Cash and Investments amounted to \$23,337,246.04.  
All funds ended January with positive cash balances.

Wire transfers initiated by the district during January 2016:

1/5/16	\$1,000,000.00	From MSDLAF Liquid to MSDLAF AP Max
1/26/16	\$2,000,000.00	From MSDLAF Max to MSDLAF Liquid

The following financial reports for January 2016 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

January 2016 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	3,392,332.41	3,816,973.28	3,334,340.39	2,254,187.01	6,129,152.31 *
FOOD SERVICE	583,359.03	196,913.04	159,891.94	1,868.61	622,248.74
COMMUNITY ED	446,081.64	375,375.82	206,562.42	152.50	615,047.54
DEBT SERVICE	6,565,777.77	73,693.14	4,969,996.88	-	1,669,474.03
TRUST	127,012.27	5.00	1,000.00	(1,705.00)	124,312.27
SELF INSURANCE	4,110,613.39	52.19	446,322.66	512,668.23	4,177,011.15
<b>TOTALS</b>	<b>15,225,176.51</b>	<b>4,463,012.47</b>	<b>9,118,114.29</b>	<b>2,767,171.35</b>	<b>13,337,246.04</b>
CERTIFICATE OF DEPOSIT	12,751,000.00	-	-	(2,751,000.00)	10,000,000.00
<b>GRAND TOTALS</b>	<b>27,976,176.51</b>	<b>4,463,012.47</b>	<b>9,118,114.29</b>	<b>27,491.90</b>	<b>23,337,246.04</b>

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

January 2016

Disbursements:

Bills Paid:

General Fund	\$ 744,418.51	
Food Service Fund	80,815.72	
Community Services Fund	45,650.05	
Trust & Agency Fund	1,450.00	
Self Insurance Fund	<u>446,322.66</u>	
Total Bills Paid		1,318,656.94

Payroll:

General Fund	2,589,921.88	
Food Service Fund	79,076.22	
Community Services Fund	160,912.37	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,829,910.47

Bond Payments:

Debt Redemption Fund	<u>4,969,546.88</u>	
Total Bond Payments		<u>4,969,546.88</u>
Total Disbursements		<u><u>\$9,118,114.29</u></u>

## AGREEMENT

This Agreement is entered into this fourteenth day of March 2016, by and between the Northfield Public Schools (hereinafter the School) and Canvas Church, PO Box 14, Northfield, MN 55057 (hereinafter the Church). It is understood between the parties hereto that the Church wishes to utilize certain facilities belonging to the School for worship purposes. It is further understood that the School wishes to accommodate the Church pursuant to the School's Policy Regarding Community Use of School Facilities.

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

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

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

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

III. Term of Agreement – This agreement shall commence on July 1, 2016 and shall continue until June 30, 2017, unless terminated prior to that date as provided herein. Early termination of this agreement by either party requires a thirty-day notice. This Agreement may be extended for an additional term, should the parties choose to do so; however, nothing contained herein shall be construed to require the School to extend the Agreement.

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

- Facilities – Effective July 1, 2016, the Church will pay a facility use fee of \$14.40 per hour for use of the Auditorium, \$14.40 per hour for use of the Lower Cafeteria, \$14.40 per hour for use of the Upper Cafeteria, \$12.60 per hour for use of the North Balcony Gymnasium and \$9.90 per hour for use for each

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

- Fee Reduction: The fee reduction is applied to facility rental costs for worship services only, and not for special events.
- Custodial – The Church will pay \$58.00 per hour to the School for custodial services related to the Church's use of the premises on Sundays and Holidays and \$45.00 per hour outside of building hours on Mondays through Saturdays. The Church understands and agrees that custodial services shall include any cleanup necessary from any other event located on or about the premises which might occur during the day or evening prior to the Church's worship services and any cleanup after the Church's use to get the school ready for the next school day in accordance with health and safety standards. The Church understands and agrees that custodial service is required to be in the building prior to and after the Church's use of the premises and will be billed for a minimum of four and a half (4.5) hours for Sunday worship services or for actual time if more than four and a half (4.5) hours are required. Events other than Sunday worship services will be billed for actual time. Reference Addendum II, *Expectations of Custodial Services for Public Use Events*, as to staff responsibilities.
- Set up and take down – It is agreed that set up of reserved spaces for use and take down, including returning the spaces to their intended use, is primarily the responsibility of the Church. If School personnel perform these functions, the Church will be charged for additional custodial time as required.
- Snow Removal – The Church will pay for snow removal as is reasonably necessary to provide adequate access to the premises for use by the Church. When snow removal is required, the Church will pay \$112.00 if removal takes up to two hours, \$225.00 if removal takes up to four hours and \$350.00 if removal takes up to six hours. The Church understands that the decision to remove any snow in preparation of the Church's use of the premises shall be at the sole discretion of the School.

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

VI. Limitations on Church Use of Premises – The Church understands that other school and non-school related activities may take precedence over the Church's use of the premises. In the event the Church's use of the premises is to be precluded by any such activity, the School will attempt to provide a two week notice to the Church that it will not be allowed to use the premises and will make every effort to provide an alternative site, if requested to do so by the Church. In addition, the Church understands that there may be school or non-school activities which may require that certain pieces of equipment, such as set constructions in the Auditorium, be left out.

The Church agrees that in these situations it will take every precaution necessary not to disturb such equipment. Activities scheduled in school facilities can be viewed at:  
<http://fs-northfield.rschooltoday.com/calendar/index/publicview/>.

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

VIII. Equipment Use

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

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

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

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

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

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

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

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

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

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

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

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

**Canvas Church**

**Northfield Public Schools**

---

Jeff Wendt, Pastor

Date

---

Noel Stratmoen, Clerk

Date

## ADDENDUM I

### Guidelines for Use of Gymnasiums

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

Revised 01/20/2014

## ADDENDUM II

### Expectations of Custodial Services for Public Use Events

The following responsibilities will be expected of custodial staff for your upcoming event. If you have questions or additional needs, contact Judy Becker at [jbecker@northfieldschools.org](mailto:jbecker@northfieldschools.org) or 507-664-3649.

- Provide two-way radio to event supervisor for events over 100 people or as determined by district staff.
- Discuss communication needs with event supervisor when arriving for event.
- Remain available by radio for assistance regarding use of permitted areas.
- Provide proper access to facility/permitted areas according to permitted times.
- Prepare permitted areas for event as specified in permit.
- Ensure permitted areas are properly lighted and free of garbage and litter, to include emptying trash receptacles throughout event.
- Keep restrooms, public areas and event areas clean and fully stocked with appropriate supplies for public use.
- Keep restrooms, public areas and event area free from spills and other safety hazards.
- Manage any custodial emergencies that would affect use of facility.
- Provide access to permitted spaces only.
- Resources (rooms/spaces, equipment, extension cords, technology, personnel, etc.) not listed on permit are not available to group during rental period.
- No food service area is available for public use without food service personnel on-site.
- Custodial ladders will not be available unless noted on permit.
- The temperature of the space will be set prior to the event start time.
- Snow removal: Shoveling, plowing and salt application will take place if there is 1 inch or more of snow, unless there is continuous snow fall which will result in the parking lot not being plowed and salt not being applied.

Custodial staff will have the above responsibilities and will take over all duties specific to the event and defined in the permit. Custodial staff will remain in the proximity of the event, and maintain radio contact (if provided), while providing the services listed above.

We wish you an enjoyable event and thank you for reserving facilities through Northfield Public Schools.

Revised 12.3.2015

## Rubric for 2014-2015 World's Best Workforce Report Summary

District/Charter Name Northfield Public Schools; Independent District 0659

### 1. Stakeholder Engagement

#### 1a. Annual Report

For each school year, the school board must publish a report in the local newspaper, by mail or by electronic means on the district/charter website.

1a. Requirement		
Website link to district/charter annual report (If a link is not available, description on how the district/charter disseminates the report)	<input type="checkbox"/> Link to the annual report is <b>not provided</b>	<input checked="" type="checkbox"/> Link to the annual report is <b>provided</b>

1a MDE Comments: Organized presentation, with helpful data comparisons provided.

#### 1b. Annual Public Meeting

School boards are to hold an annual public meeting to communicate plans for the upcoming school year based on a review of goals, outcomes and strategies from the previous year.

1b. Requirement		
Date of the school board annual public meeting to review progress in the 2014-2015 school year	<input type="checkbox"/> Date of annual public meeting is <b>not provided</b>	<input checked="" type="checkbox"/> Date of annual public meeting is <b>provided</b>

1b MDE Comments:

#### 1c. District Advisory Committee

The district advisory committee must reflect the diversity of the district and its school sites. It must include teachers, parents, support staff, students, and other community residents.

1c. Requirement			
District Advisory Committee members for the 2014-2015 school year must include teachers, parents, support	<input type="checkbox"/> District Advisory	<input checked="" type="checkbox"/> District Advisory	<input type="checkbox"/> District Advisory

\*SMART format means that the goal is specific and strategic, measurable, attainable (yet rigorous), results-based and time-based. SMART format should be used for all five WBWF goals.

<b>1c. Requirement</b>			
staff, students, and other community residents.	Committee members are <b>not provided</b>	Committee includes <b>some</b> of the following members: teachers, parents, support staff, students, and other community residents	Committee includes <b>all</b> of the following members: teachers, parents, support staff, students, and other community residents

1c. MDE Comments: Student roles not represented, but balanced looking representation overall

## 2. Goals and Results

Goals should be linked to needs and written in SMART-goal format. SMART goals are: specific and strategic, measurable, attainable (yet rigorous), results-based and time-based. Results should tie directly back to the established goal so it is clear whether the goal was met. Districts/charters may choose to use the data profiles provided by MDE in reporting goals and results or other locally-determined data points.

<b>2a. Requirement</b>				
<b>All Students Ready for Kindergarten</b> SMART goal for the 2014-2015 school year	<input type="checkbox"/> Kindergarten Readiness goal is <b>not provided</b>	<input checked="" type="checkbox"/> Kindergarten Readiness goal is <b>provided</b> but is <b>not written in SMART format</b>	<input type="checkbox"/> Kindergarten Readiness goal is <b>clearly provided</b> and is written in <b>SMART format*</b>	<input type="checkbox"/> District/charter does not enroll students in Kindergarten
<b>All Students Ready for Kindergarten</b> Result for the 2014-2015 school year that ties back to the established goal	<input type="checkbox"/> Kindergarten Readiness result is <b>not provided</b>	<input checked="" type="checkbox"/> Kindergarten Readiness result is <b>provided</b> and <b>somewhat ties back to the goal</b>	<input type="checkbox"/> Kindergarten Readiness result is <b>clearly provided</b> and <b>directly ties back to the goal</b>	

2a. MDE Comments:

<b>2b. Requirement</b>				
<b>All Students in Third Grade Achieving Grade-Level Literacy</b> SMART goal for the 2014-2015 school year	<input type="checkbox"/> Third grade reading goal is <b>not provided</b>	<input type="checkbox"/> Third grade reading goal is <b>provided</b> but is <b>not written in SMART format</b>	<input checked="" type="checkbox"/> Third grade reading goal is <b>clearly provided</b> and is written in <b>SMART format*</b>	<input type="checkbox"/> District/charter does not enroll students in grade 3

\*SMART format means that the goal is specific and strategic, measurable, attainable (yet rigorous), results-based and time-based. SMART format should be used for all five WBWF goals.

<b>2b. Requirement</b>				
<b>All Students in Third Grade Achieving Grade-Level Literacy</b> Result for the 2014-2015 school year that ties back to the established goal	<input type="checkbox"/> Third grade reading result is <b>not provided</b>	<input type="checkbox"/> Third grade reading result is <b>provided and somewhat ties back</b> to the goal	<input checked="" type="checkbox"/> Third grade reading result is <b>clearly provided and directly ties back</b> to the goal	

2b. MDE Comments:

<b>2c. Requirement</b>				
<b>Close the Achievement Gap(s) Among All Groups</b> SMART goal for the 2014-2015 school year	<input type="checkbox"/> Achievement gap goal is <b>not provided</b>	<input type="checkbox"/> Achievement gap goal is <b>provided but is not written in SMART format</b>	<input checked="" type="checkbox"/> Achievement gap goal is <b>clearly provided and is written in SMART format*</b>	
<b>Close the Achievement Gap(s) Among All Groups</b> Result for the 2014-2015 school year that ties back to the established goal	<input type="checkbox"/> Achievement gap result is <b>not provided</b>	<input type="checkbox"/> Achievement gap result is <b>provided and somewhat ties back</b> to the goal	<input checked="" type="checkbox"/> Achievement gap result is <b>clearly provided and directly ties back</b> to the goal	

2c. MDE Comments:

<b>2d. Requirement</b>				
<b>All Students Career- and College-Ready by Graduation</b> SMART goal for the 2014-2015 school year	<input type="checkbox"/> Career- and college-ready goal is <b>not provided</b>	<input type="checkbox"/> Career- and college-ready goal is <b>provided but is not written in SMART format</b>	<input checked="" type="checkbox"/> Career- and college-ready goal is <b>clearly provided and is written in SMART format*</b>	
<b>All Students Career- and College-Ready by Graduation</b> Result for the 2014-2015 school year that ties back to the established goal	<input type="checkbox"/> Career- and college-ready result is <b>not provided</b>	<input type="checkbox"/> Career- and college-ready result is <b>provided and somewhat ties back</b> to the goal	<input checked="" type="checkbox"/> Career- and college-ready result is <b>clearly provided and directly ties back</b> to the goal	

2d. MDE Comments:

\*SMART format means that the goal is specific and strategic, measurable, attainable (yet rigorous), results-based and time-based. SMART format should be used for all five WBWF goals.

<b>2e. Requirement</b>				
<b>All Students Graduate</b> SMART goal for the 2014-2015 school year	<input type="checkbox"/> Graduation goal is <b>not provided</b>	<input checked="" type="checkbox"/> Graduation goal is <b>provided</b> but is <b>not written in SMART format</b>	<input type="checkbox"/> Graduation goal is <b>clearly provided and is written in SMART format*</b>	<input type="checkbox"/> District/charter does not enroll students in grade 12
<b>All Students Graduate</b> Result for the 2014-2015 school year that ties back to the established goal	<input type="checkbox"/> Graduation result is <b>not provided</b>	<input type="checkbox"/> Graduation result is <b>provided</b> and <b>somewhat ties back to the goal</b>	<input checked="" type="checkbox"/> Graduation result is <b>clearly provided</b> and <b>directly ties back to the goal</b>	

2e. MDE Comments:

### 3. Identified Needs Based on Data

*Data that was reviewed to determine needs may include state-level accountability tests, the Minnesota Comprehensive Assessments (MCAs), and/or local, district-level data, such as local assessments, attendance, graduation, mobility, remedial course-taking rates, child poverty, etc.*

<b>3a. Requirement</b>			
Described needs at the start of the 2014-2015 school year	<input type="checkbox"/> Needs identified by the district/charter are <b>not</b> described	<input type="checkbox"/> Needs identified by the district/charter are <b>generally</b> described	<input checked="" type="checkbox"/> <b>Specific</b> needs identified by the district/charter are <b>clearly</b> described
Needs are data-based	<input type="checkbox"/> Data used by the district/charter are <b>not provided or not at all connected</b> to the identified needs	<input type="checkbox"/> Data used by the district/charter are <b>provided</b> and <b>somewhat connected</b> to the identified needs	<input checked="" type="checkbox"/> <b>Key</b> data used by the district/charter are <b>provided and clearly connected</b> to the identified needs
Response is succinct (limited to 200 words maximum)	<input type="checkbox"/> Response is <b>not within</b> the 200 word limit		<input checked="" type="checkbox"/> Response is <b>within</b> the 200 word limit

3a. MDE Comments: District used data from state and local assessments to determine needs.

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## 4. Systems, Strategies and Support Category

### 4a. Students

4a. Requirement			
Process for assessing and evaluating student progress	<input type="checkbox"/> Process for assessing and evaluating student progress is <b>not evident</b>	<input type="checkbox"/> Process for assessing and evaluating student progress is <b>evident</b>	<input checked="" type="checkbox"/> Process for assessing and evaluating student progress is <b>clearly evident</b>
Assessment of student progress toward meeting academic standards	<input type="checkbox"/> Process for assessing student progress is <b>not inclusive</b> of academic standards	<input type="checkbox"/> Process for assessing student progress is <b>somewhat inclusive</b> of academic standards	<input checked="" type="checkbox"/> Process for assessing student progress is <b>clearly inclusive</b> of academic standards
Process to disaggregate data by student group	<input type="checkbox"/> Process to disaggregate data by student group is <b>not evident</b>	<input type="checkbox"/> Process to disaggregate data by student group is <b>somewhat evident</b>	<input checked="" type="checkbox"/> <b>Robust</b> process to disaggregate data by student group is <b>clearly evident</b>
Response is succinct (limited to 200 words maximum)	<input type="checkbox"/> Response is <b>not within</b> the 200 word limit		<input checked="" type="checkbox"/> Response is <b>within</b> the 200 word limit

4a. MDE Comments: Clearly articulated formative assessment system aligned with standards.

### 4b. Teachers and Principals

4b. Requirement			
System to review and evaluate the effectiveness of instruction and curriculum	<input type="checkbox"/> The district/charter <b>does not demonstrate</b> a process to review the effectiveness of curriculum and instruction	<input type="checkbox"/> The district/charter demonstrates a <b>general process</b> to review the effectiveness of curriculum and instruction	<input checked="" type="checkbox"/> The district/charter demonstrates a <b>robust process</b> to review the effectiveness of curriculum and instruction

\*SMART format means that the goal is specific and strategic, measurable, attainable (yet rigorous), results-based and time-based. SMART format should be used for all five WBWF goals.

4b. Requirement			
Teacher and principal evaluations are included	<input type="checkbox"/> Teacher <u>and</u> principal evaluations are <b>not included</b>	<input type="checkbox"/> Teacher <u>and</u> principal evaluation are <b>generally included</b> in the system to review effectiveness of instruction	<input checked="" type="checkbox"/> Teacher <u>and</u> principal evaluation are <b>meaningfully included</b> in the system to review effectiveness of instruction
Response is succinct (limited to 200 words maximum)	<input type="checkbox"/> Response is <b>not within</b> the 200 word limit		<input checked="" type="checkbox"/> Response is <b>within</b> the 200 word limit

4b. MDE Comments: Process to evaluate effectiveness of instruction includes input from stakeholders and is research-based.

#### 4c. District

4c. Requirement			
District practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture	<input type="checkbox"/> Practices around instruction, curriculum, technology and professional culture are <b>not included</b> or <b>not integrated</b> across the district/charter	<input type="checkbox"/> Practices around instruction, curriculum, technology and collaborative professional culture are <b>somewhat integrated</b> across the district/charter	<input checked="" type="checkbox"/> Practices around instruction, curriculum, technology and collaborative professional culture are <b>fully integrated</b> across the district/charter
Response is succinct (limited to 200 words maximum)	<input type="checkbox"/> Response is <b>not within</b> the 200 word limit		<input checked="" type="checkbox"/> Response is <b>within</b> the 200 word limit

4c. MDE Comments: Process to develop collaborative culture us well articulated and fully integrated.

\*SMART format means that the goal is specific and strategic, measureable, attainable (yet rigorous), results-based and time-based. SMART format should be used for all five WBWF goals.

3/1/2016

Northfield Public Schools Enrollment Report

Longfellow

Early Childhood

Dorey		
James	11	
Kruse	20	
O'Connor	10	
Roth	10	
Schnorr	11	
Sorenson	20	
**	<b>TOTAL</b>	<b>82</b>

Greenvale Park

K	Flicek	22	
K	Hagberg	21	
K	Malecha	22	
K	Ziemann	16	
1	Landry	23	C
1	Nivala	22	
1	Youngblut	21	
1	Zach	21	
2	Amundson	21	C
2	Bulfer	20	
2	Johnson	20	
2	Larson	20	
3	Gearing	22	
3	Spitzack	21	
3	Thompson	24	C
3	Timerson	22	
4	Carey	21	
4	Dimick	20	
4	Garcia	28	C
4	Hetzel	19	
5	Harding	25	
5	Sickler	28	
5	Tacheny	21	C
	<b>TOTAL</b>	<b>500</b>	

Early Childhood**	82	
Kindergarten-2028	251	
Grade 1-2027	277	
Grade 2-2026	268	
Grade 3-2025	293	
Grade 4-2024	284	
Grade 5-2023	269	
<b>Total K-5</b>	<b>1724</b>	<b>1724</b>
<b>Total Middle School</b>	<b>941</b>	
<b>Total High School</b>	<b>1279</b>	
<b>GRAND TOTAL</b>	<b>3944</b>	
ALC 9-12**	60	F/T=40 P/T=1 I/S=19
<b>GRAND TOTAL with ALC</b>	<b>4004</b>	

Sibley

Grade	Teacher		
K	Born	23	
K	Downs	22	
K	Heil	23	
K	Wacholz	23	
1	Craft	21	
1	Sasse	22	C
1	Sieger	21	
1	Swenson	20	
2	Seeberg	26	
2	Spitzack	27	
2	Van Hoy	21	C
2	Witt	26	
3	Guggisberg	26	
3	Jandro	26	
3	Johnson	25	C
3	Rud	26	
4	Day	28	
4	Fox	29	
4	Haar	29	
4	McManus	24	C
5	Baragary	24	
5	Foley	24	
5	Ostermann	15	C
5	Sweeney	24	
	<b>TOTAL</b>	<b>575</b>	

Bridgewater

K	Cade	20	
K	Danielson	19	
K	Tran	18	
K	Wisdorf	22	
1	Allison	19	
1	Charlton	20	
1	Ellerguxh	20	
1	Hall	21	
1	Lanza	26	C
2	Lane	21	
2	Lofquist	20	
2	Rubin	26	C
2	Schwaab	20	
3	Larson	23	C
3	Sickler	26	
3	Temple	28	
3	Truman	24	
4	Danielson	22	
4	Holden	23	
4	Schuster	23	
4	Swenson	18	C
5	DeVries	25	C
5	Duchene	29	
5	Kohl	27	
5	Rauk	27	
	<b>TOTAL</b>	<b>567</b>	

Middle School

Grade 6 -2022	312
Grade 7 (*inc. 14 - 1/2 day)-2021	304
Grade 8 (*inc. 8 - 1/2 day)-2020	325
<b>TOTAL</b>	<b>941</b>

\*22 (11) St. Dominic's students attend 1/2 day

High School

Grade 9-2019	362
Grade 10-2018	299
Grade 11-2017	318
Grade 12-2016	300
<b>TOTAL</b>	<b>1279</b>

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

## 2015-2016

School and Grade Level	September 8th	September 11th	September 18th	September 25th	October 1st	November 2nd	December 1st	January 4th	February 2nd	March 1st	April 1st	May 1st	End of Year 6/8/2016
Longfellow													
Early Childhood	66	65	70	74	76	76	81	79	82	82			
Total	66	65	70	74	76	76	81	79	82	82	0	0	0
Greenvale Park													
Grade K-2028	82	81	81	81	81	81	82	80	80	81			
Grade 1-2027	83	85	85	86	86	87	89	88	88	87			
Grade 2-2026	82	82	82	82	82	81	80	79	80	81			
Grade 3-2025	89	87	87	87	87	88	89	89	89	89			
Grade 4-2024	87	86	86	86	86	88	88	87	86	88			
Grade 5-2023	76	75	75	75	75	75	75	75	75	74			
Total	499	496	496	497	497	500	503	498	498	500	0	0	0
Sibley													
Grade K-2028	90	89	90	90	89	90	89	90	91	91			
Grade 1-2027	85	85	86	86	84	84	84	84	84	84			
Grade 2-2026	98	98	99	99	99	99	99	101	100	100			
Grade 3-2025	102	103	103	103	104	103	103	103	103	103			
Grade 4-2024	109	109	109	109	109	110	110	110	110	110			
Grade 5-2023	84	83	83	83	84	85	85	86	86	87			
Total	568	567	570	570	569	571	570	574	574	575	0	0	0
Bridgewater													
Grade K-2028	84	81	81	81	81	80	81	79	79	79			
Grade 1-2027	104	105	105	105	105	105	106	106	106	106			
Grade 2-2026	89	89	89	89	89	89	89	88	89	87			
Grade 3-2025	102	101	101	101	100	100	100	99	100	101			
Grade 4-2024	83	85	85	85	85	84	85	86	86	86			
Grade 5-2023	111	111	111	111	110	109	109	108	108	108			
Total	573	572	572	572	570	567	570	566	568	567	0	0	0
Middle School													
Grade 6-2022	309	310	310	310	310	312	310	310	312	312			
Grade 7-2021	319	317	317	317	318	318	318	317	317	318			
Grade 8-2020	300	300	300	299	298	297	297	296	298	300			
St. Dominics	10.5	10.5	10.5	11	11	11	11	11	11	11			
Total	938.5	937.5	937.5	937	937	938	936	934	938	941	0	0	0
High School													
Grade 9-2019	369	368	366	365	365	365	361	360	360	362			
Grade 10-2018	302	304	303	303	302	301	301	298	298	299			
Grade 11-2017	323	320	319	319	317	318	320	321	320	318			
Grade 12-2016	322	325	313	313	311	310	306	303	303	300			
Total	1316	1317	1301	1300	1295	1294	1288	1282	1281	1279	0	0	0
ALC													
Grade 9-2019	0	0	0	0	0	0	0	2	2	2			
Grade 10-2018	4	3	5	5	4	4	5	5	7	7			
Grade 11-2017	11	11	11	11	11	12	17	16	16	18			
Grade 12-2016	28	31	35	35	35	34	30	33	32	33			
Total	43	45	51	51	50	50	52	56	57	60	0	0	0
Grand Total	4003.5	3999.5	3997.5	4001	3994	3996	4000	3989	3998	4004	0	0	0