

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, April 11, 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. Enrollment in High School World Languages and Other Elective Courses.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Resolution Discontinuing and Reducing Educational Programs and Positions.
 2. Resolution for Termination and Non-Renewal of Probationary Licensed Staff.
 - B. Items for Consent Grouping
 1. Financial Reports – February 2016.
 2. Grant Requests.
 3. Personnel Items.
- VIII. Items for Information
 1. First Reading of Revised School Board Policy 721 – Grant Writing.
 2. Enrollment Report – April 2016.
- IX. Future Meetings

Monday, April 25, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, May 9, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, April 11, 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 April 11, 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 March 14, 2016, and the Special School Board meeting held on April 5, 2016, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 - 1. Enrollment in High School World Languages and Other Elective Courses.
High School Principal Joel Leer will share information about projected enrollment in World Languages, continued scheduling conflicts and the need to consider the long-term viability of four World Languages at Northfield High School.
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Resolution Discontinuing and Reducing Educational Programs and Positions.
This Resolution is approved by the Board of Education annually as part of the legal process for reducing or discontinuing the contracts of licensed staff.

<u>FTE</u>	<u>Subject</u>	<u>Building</u>
.20	Art	High School
.40	Spanish	High School

Superintendent's Recommendation: Motion to approve the Resolution Discontinuing and Reducing Educational Programs and Positions.

- 2. Resolution for Termination and Non-Renewal of Probationary Licensed Staff.
The Board is requested to adopt the enclosed Resolution related to the termination and non-renewal of the teaching contract of the following probationary licensed teachers effective at the end of the 2015-2016 school year.

<u>Name</u>	<u>FTE</u>	<u>Position</u>
Jennifer Allison	1.0	Grade 1
Barbara Drexler-Luzum	.80	Special Education
Katherine Klein	1.0	Grade 6
Mary Coyne	1.0	School Psychologist
Sarah Van Hoy	1.0	Grade 2 Compañeros
Lukas Brott	1.0	Science
Danielle Crase	1.0	Special Education
Meghan Hindermann	1.0	Special Education
Kelli Otting	1.0	Special Education
Jodie Rud	1.0	Grade 2
Jonathan Whitney	.40	Social Studies

Superintendent's Recommendation: Motion to adopt the Resolution related to the termination and non-renewal of the teaching contract of the probationary licensed teachers listed above effective at the end of the 2015-2016 school year.

B. Items for Consent Grouping

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

1. Financial Reports – February 2016.

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,615,832.35, payroll checks totaling \$2,637,333.01 and the financial reports for February 2016. There were no bond payments made in February 2016.

2. Grant Requests.

- To the Northfield Area United Way:
 - ✓ Community Services – PRIMEtime Kindergarten through 8th grade – is requesting \$36,100 from the United Way to help provide after school and summer enrichment to over 850 Northfield youth beginning July 2016 through June 2017.
 - ✓ Community Services and Special Education – Camp FRIENDS – is requesting \$2000 to provide social, recreational and educational programming for middle school and high school students with disabilities. The goal is to have 10-15 youth with disabilities participate in the program.
- To WINGS:
 - ✓ Community Services – the Connected Kids Mentoring Program – is requesting \$6,400 from WINGS to provide continued on-site support and supervision for the after school mentoring matches at the three elementary schools.
 - ✓ Community Services and Special Education – Camp FRIENDS – is requesting \$2000 from WINGS to provide social, recreational and educational programming for middle school and high school students with disabilities. The goal is to have 10-15 youth with disabilities participate in the program.
 - ✓ Community Services in collaboration with members of the Northfield Skateboard Coalition – is requesting \$1465 from WINGS for their project, “Soar on a Board.” The grant will allow girls from all socioeconomic backgrounds to participate in girls only skateboarding classes at low registration fees.
- To Minnesota Twins Community Fund. Community Services is requesting \$5000 to fund Homer Hopes to increase youth participation in the little league program through marketing and to cover costs related to travel and equipment purchases.
- To Carlson Family Foundation. Community Services is requesting \$68,425 over a 3-year period for “Connected Kids.” Funds would be used for an additional part-time Connected Kids staff person to lead the effort to provide intentional, in-depth training and ongoing support to mentors in the areas of social emotional skill development and cultural competence.
- To Minnesota Department of Education. The District is requesting \$30,000. The Implementing MTSS with Fidelity Federal Grant would support teachers in identifying strengths and weaknesses in the District literacy program and in creating action plans to improve the weaknesses. The grant would also support a reading consultant to provide some staff development.
- To Monsanto Fund. Greenvale Park Elementary School is requesting \$25,000 for a bilingual parent liaison, who will coordinate with Greenvale Park Community School to provide students and parents educational opportunities to close the achievement gap in math and science among the transnational and migrant populations attending Greenvale Park.

3. Personnel Items.

a. Appointments.*

1. Wendy Ahnupkana, 1.0 FTE CVSEC EBD High School Teacher in Faribault beginning 08/29/2016; BA45, Step 14 (2016-17).
2. Amy Atkinson, Targeted Services Summer PLUS Teacher at Bridgewater for up to 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 2, \$27.11/hour.
3. Burton Bemmels, 1.0 FTE Math Teacher at the ALC beginning 08/29/2016 – 06/06/2017; MA Step 14.
4. Elizabeth Deen, 1.0 FTE CVSEC Coordinator (Faribault) beginning 07/01/2016; \$85,000 + Step 3 (2016-17).
5. Taz'ante Epps, CS Recreation Staff (Swim Aide \$9.00/hour; Floor Hockey \$9.00/hour) beginning 03/31/2016 – 05/31/2016.
6. Jackie Groth, Substitute Educational Assistant, add Temporary TS Summer PLUS Site Assistant at BW for 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
7. Kristin Guin-Grosse, Targeted Services Summer PLUS Teacher at Bridgewater for 4.5 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
8. Margaret Huber, Targeted Services Summer PLUS Teacher at Bridgewater for up to 5 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 2-\$27.11/hour.
9. Kristi Huettl, Targeted Services Summer PLUS Teacher at Bridgewater for up to 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 5-\$27.73/hour.
10. Alisa Jamshidi, Substitute EA/Teacher, add Temporary TS Summer PLUS Site Assistant at BW for 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
11. Haaken Larsen, Community Services Staff (Red Cross Swim Lessons \$10.00/hour) beginning 03/29/2016 – 05/31/2016.
12. Joyce Lindstrom, 1.0 FTE Long-Term Substitute EL Teacher at Greenvale Park Elementary beginning 08/29/2016 – 06/06/2017; BA+60, Step 11.
13. Hannah Mohn, KidVentures Temporary Site Assistant at Greenvale Park Elementary for 15-17 hours/week beginning 04/11/2016 – 06/08/2016; Step 1, \$12.19/hour.
14. Andrea Nelson-Walker, Benefit/Payroll Specialist in the District Office beginning 04/25/2016; Class IV, \$19.07/hour.
15. Courtney Olson, 1.0 FTE CVSEC EBD Elementary Teacher in Faribault beginning 08/29/2016; BA, Step 0 (2016-17).
16. Amanda Reed, 1.0 FTE CVSEC EBD Teacher in Faribault beginning 08/29/2016; MA, Step 10 (2016-17).
17. Kaitlyn Sevilla, Targeted Services Summer BLAST Teacher at the Middle School/Carleton for up to 5.5 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 2-\$27.11/hour.
18. Anna Showers, Targeted Services Summer PLUS Teacher at Bridgewater for up to 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 2, \$27.11/hour.
19. Jennifer Theis, 1.0 FTE CVSEC EBD High School Teacher in Faribault beginning 08/29/2016; MA, Step 12 (2016-17).
20. Ellen Trotman, 1.0 FTE EL Teacher at Greenvale Park Elementary beginning 08/29/2016; BA30, Step 7.
21. Lori Warner, 1.0 FTE OT/AT (Occupational Therapist/Assistive Technology) for the District Special Education Department and CVSEC beginning 07/01/2016; BA, Step 13.
22. Tom White, 1.0 FTE CVSEC Coordinator (Northfield) beginning 07/15/2016; \$85,000 + Step 1 (2016-17).

*CVSEC = Cannon Valley Special Education Cooperative

b. Increase/Decrease/Change in Assignment.

1. Amy Allin, 1.0 FTE Science Teacher at the Middle School, change to 1.1 FTE Science Teacher at the Middle School beginning 02/01/2016 – 06/08/2016.
2. Piper Bain, Community Evening School Site Assistant (3 hrs/day T&Th) at GVP, add Targeted Services PLUS Site Assistant at GVP for 1.5 hours/day (M-Th) beginning 03/29/2016 – 05/19/2016; Step 1, \$12.19/hour.

3. Kristin Basinger, SpecEd EA-PCA at the Middle School (6.75 hours/day), add Targeted Services PLUS Site Lead at Bridgewater for 6 hours/day (M-Th 9:15-3:15) beginning 06/15/2016 – 08/05/2016; Step 4, \$16.46/hour.
4. Erik Burton, CS Recreation Staff (Supervisor \$14.00 hour), change to CS Staff (Supervisor \$14.75/hour) beginning 03/29/2016 – 05/31/2016.
5. Jackson Cade, KidVentures Student Site Assistant at Sibley for 15-17 hours/week, decrease hours to 2 hours/week beginning 03/29/2016 – 06/08/2016.
6. Lori Christophersen, Administrative Support Assistant (Principal) at the High School, change from 234 days/year to 260 days/year (FT) beginning with the 2016-17 school year 07/01/2016.
7. Dana Gearing, Third Grade Teacher at GVP, add TS PLUS Teacher at GVP for 1.25 hours/day up to 4 days/week (M-Th) beginning 04/11/2016 – 05/18/2016; Year 3, \$27.11/hour.
8. Elaine Grafelman, Targeted Services PLUS Site Assistant at Sibley, change to TS PLUS Site Assistant at GVP for 1.5 hours/day (M-Th) beginning 04/11/2016 – 05/18/2016.
9. Cece Green, Child Nutrition Manager at the High School & Concessions Manager at the High School – extended time beginning 03/15/2016 – 05/31/2016; \$500 Stipend paid by the booster club.
10. CeCe Green, Child Nutrition Manager at the High School, add Summer Child Nutrition Lead at Bridgewater beginning 06/13/2016 – 08/31/2016. (M-Th 9:30-1:00 (3.5) for 5 weeks; 8:00-1:30 (5.5) for 7 weeks); \$16.50/hour.
11. Marcy Korynta, .6 FTE School Psychologist/.37 FTE ADSIS Behavior Interventionist, change to 1.0 FTE School Psychologist (.6 FTE School Psychologist-High School/.4 CVSEC School Psychologist) beginning 08/29/2016.
12. Katrina Meehan, 1.0 FTE Science Teacher at the Middle School, change to 1.1 FTE Science Teacher at the Middle School beginning 09/21/2016 – 01/29/2016.
13. Ellen Mucha, English/Language Teacher at the High School, add Assistant Track Coach at the Middle School beginning 03/29/2016 – 05/27/2016; Level I, Step 3.
14. Lori Mullen, Child Nutrition Associate III at Bridgewater, add Summer Child Nutrition Associate at the Middle School for 3 hours/day (M-Th) beginning 06/20/2016 – 08/04/2016; \$14.50/hour.
15. Lori Peterson, 1.0 FTE Special Education Teacher at Sibley, transfer to the Middle School beginning with the 2016-17 school year.
16. Dustee Phenow, Media Specialist at Bridgewater; add TS Summer PLUS Teacher at BW for 2 hours/week beginning 06/16/2016 - 08/04/2016; Year 2, \$27.11/hour.
17. Ann Schmidt, Child Nutrition Associate II/III at the High School, add Summer Child Nutrition Associate at Bridgewater for 3.5 hours/day beginning 06/20/2016 – 08/04/2016; \$14.50/hour.
18. Micah Schultz, 1.0 FTE ALC Teacher at Longfellow/ALC, add ALC Independent Study/Night School Teacher at LF/ALC for up to 20 hours total beginning 03/16/2016 – 06/08/2016.
19. Dan Taylor, 1.0 FTE LTS Science Teacher at the High School, change to 1.0 FTE Science Teacher at the High School beginning 08/29/2016.
20. Sara Tetreault, Youth Center Site Lead at the Middle School, add Targeted Services Summer BLAST Site Lead at the Middle School for 6 hours/day (9:15 am-3:15 pm) beginning 06/15/2016 – 08/05/2016; Year 3, \$15.83/hour.
21. ALC Summer School Teacher – Boundary Waters Trip beginning 06/13/2016 – 06/17/2016 for up to 40 hours total:
 - a) Cheryl Mathison, Teacher at the ALC, add Boundary Waters Trip.
 - b) Eric Swan McDonald, Teacher at the ALC, add Boundary Waters Trip.
22. ALC Summer School Teacher at the ALC for up to 5 hours/day (M-Th) beginning 06/13/2016 – 07/28/2016:
 - a) Renee Burnham, Teacher at the ALC, add ALC Summer School Teacher
 - b) Anne Campbell, Special Education Teacher at the HS, add ALC Summer School Teacher
 - c) Jeanne Mahoney-Hanzlik, Science Teacher at the High School, add ALC Summer School Teacher

- d) Curt Mikkelson, Social Studies Teacher at the MS, add ALC Summer School Teacher
- 23. Targeted Services Summer PLUS Teacher at Bridgewater Elementary for 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016:
 - a) Sara DeVries, Fifth Grade Companeros Teacher at BW, add TS Summer PLUS Teacher; Year 3, \$27.11/hour.
 - b) Lindsey Downs, Kindergarten Teacher at Sibley, add TS Summer PLUS Teacher; Year 8- \$28.22/hour.
 - c) Brittany Ellerbusch, First Grade Teacher at BW, add TS Summer PLUS Teacher; Year 6- \$27.73/hour.
 - d) Robert Garcia, Fourth Grade Companeros Teacher at GVP, add TS Summer PLUS Teacher; Year 6, \$27.73/hour.
 - e) Lily Landry, First Grade Companeros Teacher at GVP, add TS Summer PLUS Teacher; Year 3- \$27.11/hour.
 - f) Karen Lane, Second Grade Teacher at BW, add TS Summer PLUS Teacher; Year 2- \$27.11/hour.
 - g) Darren Lofquist, Second Grade Teacher at BW, add TS Summer PLUS Teacher; Year 4- \$27.73/hour.
 - h) Tiffany Malecha, Kindergarten Teacher at GVP, add TS Summer PLUS Teacher; Year 3- \$27.11/hour.
 - i) Rachael Schlossin, Sixth Grade Teacher at the MS, add TS Summer PLUS Teacher; Year 2- \$27.11/hour.
 - j) Josh Spitzack, Third Grade Teacher at GVP, add TS Summer PLUS Teacher; Year 2, \$27.11/hour.
 - k) Melissa Spitzack, Second Grade Teacher at Sibley, add TS Summer PLUS Teacher; Year 5- \$27.73/hour.
 - l) Erik Swenson, Fourth Grade Companeros Teacher at BW, add TS Summer PLUS Teacher; Year 2, \$27.11/hour.
 - m) Gina Swenson, First Grade Teacher at Sibley, add TS Summer PLUS Teacher; Year 3, \$27.11/hour.
 - n) Katherine Woodstrup, Art Teacher at BW, add TS Summer PLUS Teacher; Year 6- \$27.73/hour.
- 24. Targeted Services Summer BLAST Teacher at the Middle School for 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016:
 - a) Brent Rauk, 5th Grade Teacher at BW, add TS Summer BLAST Teacher; Year 3- \$27.11/hour.
 - b) Micah Schultz, Social Studies Teacher at the ALC, add TS Summer BLAST Teacher; Year 2- \$27.11/hour.
- 25. Targeted Services Summer PLUS Site Assistant at Bridgewater for 6 hours/day (M-Th 9:15 am-3:15 pm) beginning 06/16/2016 – 08/04/2016:
 - a) Sheila Atkinson, SpecEd EA-PCA at BW, add TS Summer PLUS Site Assistant; Step 3- \$12.83/hour.
 - b) Elizabeth Brewer, SpecEd EA-PCA at the MS, add TS Summer PLUS Site Assistant; Step 4, \$13.17/hour.
 - c) Justina David, SpecEd EA-PCA at the HS, add TS Summer PLUS Site Assistant; Step 1, \$12.19/hour.
 - d) Sonya Ehmer, TS PLUS Lead, add TS Summer PLUS Site Assistant; Step 1- \$12.19/hour.
 - e) Janet Gannon, GenEd EA at the MS, add TS Summer PLUS Site Assistant; Step 3, \$12.83/hour.
 - f) Michael Garlitz, Accelerate Northfield Coordinator/TS PLUS Site Assistant, add TS Summer PLUS Site Assistant; Step 1- \$12.19/hour.
 - g) Robyn Jessen, SpecEd EA-PCA/GenEd EA at GVP, add TS Summer PLUS Site Assistant; Step 2- \$12.52/hour.
 - h) Anna Kelly, Community Evening School Club Leader at GVP, add TS Summer PLUS Site Assistant; Step 1- \$12.19/hour.
 - i) Arlette Nelson, GenEd EA at BW, add TS Summer PLUS Site Assistant; Step 4- \$13.17/hour.

- j) Deloris Tomzcik, GenEd EA at BW, add TS Summer PLUS Site Assistant; Step 4- \$13.17/hour.
- k) Arlene Tuma, GenEd EA at NCRC, add TS Summer PLUS Site Assistant; Step 2- \$12.52/hour.

c. Leave of Absence.

- 1. Kristen Johnson, 1.0 FTE Second Grade Teacher at GVP, request for .5 FTE Leave of Absence for the 2016-17 school year (retain .5 FTE position for 2016-17).
- 2. Kathleen Kopseng, 1.0 FTE English/Language Teacher at the High School, request for .2 FTE Leave of Absence for the 2016-17 school year (retain .8 FTE position for 2016-17).
- 3. Rebecca Messer, Family/Medical Leave of Absence beginning 03/18/2016 – 04/08/2016 with an expected return to work date of 4/11/2016.
- 4. Mary Robia, Family/Medical Leave of Absence beginning 08/29/2016 extending through the 2016-17 school year.

d. Resignations / Retirements.

- 1. Anne Balluff, Special Education Teacher at the High School, retirement effective at the end of the 2015-16 school year (6/8/2016).
- 2. Amy Cunningham, Child Nutrition Associate I at Sibley, resignation effective 04/15/2016.
- 3. Samuel Gainey, Targeted Services PLUS Student Site Assistant at GVP, resignation effective 03/17/2016.
- 4. Lynette Galchutt, Preschool teacher at Longfellow, resignation effective 06/08/2016.
- 5. Amber Helgemo, MSYC Site Assistant at the MS/Substitute EA, resignation effective 3/29/2016.
- 6. Robyn Jessen, TS PLUS Site Assistant at GVP, resignation effective 4/7/2016. Robyn will retain her EA position at GVP.
- 7. Patricia Ophaug, Special Education Teacher at Bridgewater, retirement effective 06/08/2016.
- 8. RoseAnn Rossow, Child Nutrition Associate at the MS, resignation effective 06/08/2016 – change to resignation effective 04/28/2016. RoseAnn will continue as a Substitute Child Nutrition Associate.
- 9. Mar Valdecantos, Community Evening School Club Leader at Greenvale Park, decline position effective 3/15/2016.
- 10. Mark Woitalla, Head Wrestling Coach at the High School, resignation effective 04/01/2016.

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

VIII. Items for Information

1. First Reading of Revised School Board Policy 721 – Grant Writing.

The proposed policy revision includes procedural grant application approval changes at the District level. The changes are intended to facilitate an easier submission process for smaller grants while also ensuring thorough review and School Board approval of larger grants.

2. Enrollment Report – April 2016.

IX. Future Meetings

Monday, April 25, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center
Monday, May 9, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

March 14, 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, 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 from Quinnell, seconded by Colangelo, minutes of the Regular School Board meeting held on February 22, 2016, were unanimously approved.
- V. Announcements and Recognitions
 - Congratulations to Director of Administrative Services Matt Hillmann on being named as the recipient of the 2016 Outstanding Central Office Leader Award by the MN Association of School Administrators. Dr. Hillmann has received this award for exhibiting a willingness to risk, possessing strong communication skills, being a progressive change agent, and having high expectations for self and others. He was honored at a statewide recognition ceremony during the MASA/MASE Spring Conference, March 10-11.
 - DECA senior Will Edwards was recognized by DECA at the National level by earning the "Emerging Leader Honor Award." He was one of 5 chosen from the state of Minnesota.
 - Congratulations to all 25 DECA students who participated in the DECA state tournament March 6-8. Congratulations to the following students: Top 12 in their events: Ariana Beeby, Kayla Huntington, and Henry Hofstad; Top 8 in their events: Tommy Gallagher and Noah Bomante-Grebis; Top tester: Audrey Kornkven; Second in State in Economics: Audrey Kornkven. Earning a trip to DECA Nationals, scoring 4th in State in their team role play event: Audrey Kornkven and Noah Bamonte-Grebis.
 - On Saturday, February 20th the Weisman Art museum at the U of M hosted the annual Scholastic Art awards. Northfield High School had four students recognized as being top winners who earned Gold Key awards in this year's contest. The Gold Key winners included: Ben Wang, Katie Brust, Lauren Wieber and Noah Schomburg. In addition to having these four students recognized at a public ceremony, the Minneapolis College of Art and Design chose 8 students out of over 4,000 contest entries to receive a very special award. Noah Schomburg was chosen as one of the 8 recipients for a prize worth \$3,300 to attend the Minneapolis College of Art and Design pre-college summer experience on the Minneapolis college campus.
 - Congratulations to Greenvale Park for being selected as winner of the Community Partner Award by the St. Olaf selection committee for the Minnesota Campus Compact Awards for Civic Engagement. This award is for a community-based organization that has enhanced the quality of life in the community in meaningful and measurable ways and has engaged in a sustained, reciprocal partnership with St. Olaf, thus enriching our students' education as well as life in Northfield.
 - Superintendent Richardson thanked the following Northfield School District staff for their presentations at the Spring MASA/MASE Conference: Jill Kohel and TJ Wiebe, Ninth Grade Academy, and Kim Briske and Matt Hillmann, Schedule Builder for MASA Unconference.
- VI. Items for Discussion and / or Reports
 1. ADSIS/MTSS Update.
High School Principal Joel Leer, Assistant Principal Marnie Thompson and School Psychologist Carrie Duba provided the Board with a comprehensive report about the work of Multi-Tiered Systems of Support (MTSS) at Northfield High School. They spoke about the high school's MTSS goals, the process and staff teams involved, the interventions used, and shared data illustrating the tremendous positive impact MTSS has had on students. Principal Greg Gelineau followed by telling the Board that MTSS

looks different at Northfield Middle School. MTSS coaches Dan Meyers (Math) and Rose Turnacliff (Reading) work with identified students every other day using various Math and Reading interventions. They have had extraordinary results as well. Director of Special Services Cheryl Hall summarized Northfield's ADSIS mid-year report, "We're learning a lot using new tools with amazing results. The interventionists need to take the credit for the strong, positive report we've received from MDE."

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 presented 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 answered questions about the proposal and the search process.

VII. Superintendent's Report

A. Items for Individual Action

1. Superintendent Search Consultant Contract.

On a motion by Stratmoen, seconded by Iverson, the Board unanimously approved retaining PEER Solutions to conduct the superintendent search process at a cost not to exceed \$13,000.

2. 2017-2018 School Year Calendar.

On a motion by Colangelo, seconded by Bogott, the Board unanimously approved the 2017-2018 school year calendar as presented.

3. Agreement with Canvas Church.

On a motion by Quinnell, seconded by Iverson, the Board unanimously approved the Agreement with 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.

B. Items for Consent Grouping

Colangelo pulled the contract with Canvas Church from the Consent Grouping. She wondered why the School District provides Canvas Church with a reduction in their fee. Director of Community Services Erin Bailey said that it is because Canvas Church is one of two organizations that have a long-term contract with the District. The reduction is on the facilities fee only. The other long-term contract the District has is with the Northfield Swim Club.

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

1. Financial Reports – January 2016.

The Board approved 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 Board approved Brenda Hand as the SSDC Coordinator for Northfield Public Schools. She will annually identify SLIFE via the SSDC system.

3. Agreement with Canvas Church.

This item was moved to Item #3 under Items for Individual Action.

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 – 9th 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 5th 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.
 18. Morgan McCarty, Special Education Educational Assistant-PCA (SpecEd EA-PCA) at Sibley Elementary for 6.75 hours/day beginning 03/29/2016 – 06/08/2016; Step 1, \$13.98/hour.
 19. Debra O'Meara, Special Education Educational Assistant-PCA (SpecEd EA-PCA) at Greenvale Park for 7 hours/day beginning 03/29/2016; Step 1, \$13.98/hour.
 20. Jennifer Welbaum, .50 Long-Term Substitute Grade 5 Companeros Teacher at Greenvale Park beginning on or about 04/25/2016 – 06/08/2016; MA, Step 6.
 21. Lisa Williams, Special Education Educational Assistant-PCA (SpecEd EA-PCA) at the NCRC/ECFE for 6.25 hours/day beginning 03/29/2016; Step 1, \$13.98/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/ADSIS 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.
 13. Correction: 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 – change to Step 5. (only 5 steps)
 14. Christine Naset, Student Information System Specialist in the District Office, change from 206 days/year to 260 days/year (full-time, year round) beginning 07/01/2016.
 15. Jacob Odell, Special Education Educational Assistant at the High School, add Assistant Boys Tennis Coach at the Middle School beginning 03/29/2016 – 06/03/2016; Level I, Step 1.
 16. Correction: 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 – change to Step 5. (only 5 steps)
- 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.
 12. Tina Holum, 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.

Superintendent Richardson reviewed the 2014-2015 World's Best Workforce Report Summary from the MN Department of Education. There are a few areas where the District needs to improve: (1) Student representation on the District Educational Parent Advisory Committee (DEPAC). In the future, a representative from the District Youth Council will attend DEPAC meetings. (2) All Students Ready for Kindergarten and Graduation Goals. These goals need to be written in SMART format. Overall, administration is pleased with the report received from MDE.

2. Every Student Succeeds Act (ESSA).

The School Board requested that Dr. Richardson brief them on the Every Student Succeeds Act. The ESSA replaces No Child Left Behind (NCLB), which has been repealed. Highlights include: (1) The sanctions are gone. However, assessments remain the same. (2) Since the regulations have yet to be written, school districts are basically on hold for one year. (3) It is during the 2017-2018 school year where we will see significant change.

3. Enrollment Report – March 2016.

4. It was determined not to have a March 28, 2016, School Board Meeting.

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

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 9:18 PM.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS School Board Minutes

Minutes of the Special School Board Meeting
April 5, 2016
Northfield High School Media Center

- I. Call to Order
Board Chair Julie Pritchard called the Special meeting of the Northfield Board of Education of Independent School District 659 to order at 8:59 PM. The purpose of the Special Board Meeting was to deliberate and take action on the Superintendent Search. Present: Bogott, Colangelo, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one was absent.

- II. Search Consultant Dr. Charlie Kyte recapped the interview process. Discussion was then opened by Board Chair Pritchard. Individual Board members expressed their thoughts on the search process and the candidate, Dr. Matthew Hillmann.

- III. Item for Individual Action.
 1. Consideration of the Employment of the Superintendent of Schools in the Northfield School District effective July 1, 2016.
On a motion by Quinnell, seconded by Iverson, the Board on a six to one vote approved the employment of Dr. Matthew Hillmann as Superintendent of Northfield Public Schools effective July 1, 2016, and directed the Superintendent Search Subcommittee of Rob Hardy, Ellen Iverson and Julie Pritchard to develop a mutually agreeable contract with Dr. Hillman. Said recommended contract will be presented to the Northfield Board of Education at its April 25, 2016, regularly scheduled School Board meeting. Voting 'yes' was Bogott, Iverson, Stratmoen, Quinnell, Hardy and Pritchard. Voting 'no' was Colangelo.

- IV. Adjournment
On a motion by Stratmoen, seconded by Bogott, the Board adjourned at 9:23 PM.

Noel Stratmoen
Clerk

Memorandum

To: Board of Education
Date: 7 April 2016
From: Joel Leer, Principal
Re: Program Staffing Adjustments

As we move into staffing the high school and building the master schedule for the 2016-17 academic year, I wanted to share with you some information about where we are heading in terms of our building program, in some key areas:

1. World Language

- a. We have offered four languages for 10 years now, Spanish, French, German, and Chinese – Chinese being the last language added to our menu in the 2006-07 school year. That year, we enrolled approximately 65 students in two sections of Chinese 1. Looking toward the 2016-17 school year, we have a total of 30 students requesting Chinese 1, 2, and 3—11 in first year, 6 in 2nd year, and 13 in third year. We only have staffing to offer two of those three courses, so the actual maximum number of students who would be able to participate in Chinese this Fall will be 24 at most (assuming no Chinese 2), 19 (assuming no Chinese 1), or 17 (assuming no Chinese 3).
- b. I believe there are multiple issues at play regarding the small enrollment numbers – one of those is the difficulty of scheduling the Chinese instructor against other courses. The instructor is available only periods 1, 2, and 3. Orchestra is offered only periods 1 and 2 (staffing and facility limitations), concert band only period 1 or 2 (must be same time as symphony orchestra), and other courses similarly limit students options.
- c. I would like to propose we consider offering Chinese 3 to those students who have committed two years of study to Chinese language.
- d. I would like to propose we do not offer Chinese 1 & 2. As I mentioned above, Chinese 1 would have a maximum of 11, and that would assume no conflicts for any of those students requesting it. Any conflicts would result in an even smaller final section. Offering a stand-alone section of Chinese 2 for six kids would set a precedent for the smallest stand-alone in my 10 years here at the high school. The cost per pupil would be significant. A longitudinal look at Chinese enrollment since its inception:

	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17
Chinese 1	50	18	33	-	17	19	-	15	19	16	11
Chinese 2	-	20	12	23	-	14	10	-	8	17	6
Chinese 3	-	-	-	12	12	-	10	9	-	-	12
Total	50	38	45	35	29	33	20	24	27	33	29*

- e. With significant growth in German, and stable numbers in French, it would appear that our school community can support three languages. I'm not convinced it can support four.
- f. With a finite amount of staffing resources, each time we offer sections of courses with numbers under 20, we inflate class size numbers somewhere else in the building. As a comprehensive high school, we have to commit to some courses with small enrollment numbers in order to continue the breadth of programs. That being said, I'm asking you to consider this proposal not as a reduction of a program, but as a reduction of choices *within* a program that does, and will continue to flourish at NHS.

NORTHFIELD PUBLIC SCHOOLS

**RESOLUTION DISCONTINUING AND REDUCING
EDUCATIONAL PROGRAMS AND POSITIONS**

WHEREAS, the School Board of Independent School District No. 659 adopted a resolution on February 8, 2016, directing the administration to make recommendations for additions and reductions in programs and positions, and

WHEREAS, said recommendations have been received and considered by the School Board,

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

That the following programs and positions be discontinued or reduced:

<u>FTE</u>	<u>Subject</u>	<u>Building</u>
.20	Art	HS
.40	Spanish	HS

Dated: April 11, 2016

**RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL
OF THE TEACHING CONTRACT OF A PROBATIONARY TEACHER**

WHEREAS, {NAME}, is a probationary teacher in Independent School District No. 659,

BE IT RESOLVED by the School Board of Independent School District No. 659, that pursuant to M.S. 122A.40, Subdivision 5, that the teaching contract of {NAME}, a probationary teacher in Independent School District No. 659, is hereby terminated at the close of the current 2015-16 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

Dear {NAME}:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 659 held on April 11, 2016, a resolution was adopted by majority vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2016-17 school year. Said action of the Board is taken pursuant to Minnesota Statutes 122A.40, Subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. However, such written request should be received within ten (10) calendar days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT NO. 659

Dated this 11th day of April, 2016.

Julie Pritchard, Chairperson

Matthew J. Hillmann, Ed.D., Deputy Clerk

TO: L. Chris Richardson, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: April 11th, 2016

RE: Board Approval of Financial Reports – February 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 February 2016.

Bills totaling \$1,615,832.35 were paid in February 2016.

Payroll checks totaling \$2,637,333.01 were issued in February 2016.

No bond payments were paid in February 2016.

At the end of February 2016 Total Cash and Investments amounted to \$23,282,777.89.
All funds ended February with positive cash balances.

No wire transfers were initiated by the district during February 2016:

The following financial reports for February 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

February 2016 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	6,129,152.31	3,862,947.69	3,514,326.84	(636,236.98)	5,841,536.18 *
FOOD SERVICE	622,248.74	203,686.49	180,451.32	1,832.73	647,316.64
COMMUNITY ED	615,047.54	118,672.52	183,754.56	(1,214.78)	548,750.72
DEBT SERVICE	1,669,474.03	6,231.34	425.00	-	1,675,280.37
TRUST	124,312.27	3,000.00	500.00	-	126,812.27
SELF INSURANCE	4,177,011.15	56.72	373,707.64	639,721.48	4,443,081.71
TOTALS	13,337,246.04	4,194,594.76	4,253,165.36	4,102.45	13,282,777.89
CERTIFICATE OF DEPOSIT	10,000,000.00	-	-	-	10,000,000.00
GRAND TOTALS	23,337,246.04	4,194,594.76	4,253,165.36	4,102.45	23,282,777.89

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

February 2016

Disbursements:

Bills Paid:

General Fund	\$ 1,122,457.03	
Food Service Fund	93,136.43	
Community Services Fund	25,606.25	
Trust & Agency Fund	925.00	
Self Insurance Fund	<u>373,707.64</u>	
Total Bills Paid		1,615,832.35

Payroll:

General Fund	2,391,869.81	
Food Service Fund	87,314.89	
Community Services Fund	158,148.31	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,637,333.01

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,253,165.36</u></u>

Grant Application Approval Form

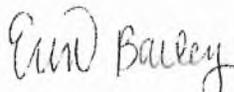
March 15, 2016

Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with a copy of the completed grant proposal. All proposals must:

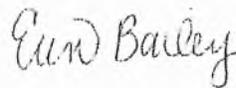
- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

Grant Proposal Information	
Project Title	PRIMEtime Kindergarten – 8 th grade
Project Period	From: July 1, 2016 To: June 30, 2017
Funding Source	Northfield United Way
Application Deadline	March 18, 2016
List all Grant Applicants	PRIMEtime Collaborative
School/Department	Northfield Community Services
Contact Person	Erin Bailey Phone No. 507-664-3652
Project Information	
Brief Proposal Description	PRIMEtime (Preparing Responsible Individuals through Mentoring and Enrichment) provides low-income and at-risk Northfield children with free mentoring, tutoring, skill-building workshops, and cultural enrichment programs after school and over the summer. The target population includes children at-risk of academic failure and low-income youth receiving free/reduced price lunches. Now in its ninth year, PRIMEtime provides after-school and summer programming that will serve over 850 (unduplicated count) youth in Kindergarten through 8 th grade next year.
Project Goal (in one Sentence)	Serving children in grades K-8, PRIMEtime programs will provide after school and summer enrichment to over 850 Northfield youth next year.
List All Personnel Involved in Application	Erin Bailey, Daryl Kehler and PRIMEtime Collaborative
Budget Information	
Amount Requested	\$36,100.00
Matching Funds	\$161,462.00
Source of Matching Funds	\$157,962 Northfield Public Schools Targeted Services and \$3,500 Northfield Public Schools Community Services Division

Required Documents Attached: Completed Application Rough Draft Summary of Application



Project Initiator Signature



Building Principal or District Administrator
Signature

Approved by the School Board Not Approved by the School Board Date _____

Grant Application Approval Form

March 15, 2016

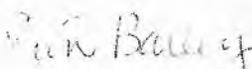
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- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

Grant Proposal Information	
Project Title	Camp FRIENDS
Project Period	From: August 1, 2016 To: August 18, 2016
Funding Source	Northfield United Way
Application Deadline	March 18, 2016
List all Grant Applicants	Community Services Division and Special Education Department
School/Department	Northfield Community Services
Contact Person	Erin Bailey Phone No. 507-664-3652
Project Information	
Brief Proposal Description	Camp FRIENDS (Fun, Recreational and Inclusive Experience Necessary During the Summer) will provide social, recreational and educational programming for middle school and high school students with disabilities.
Project Goal (in one Sentence)	Camp FRIENDS' goal is to have 10-15 youth with disabilities participating in the program.
List All Personnel Involved in Application	Erin Bailey, Cheryl Hall, Lynn Krominga, Jacob Odell
Budget Information	
Amount Requested	\$2,000
Matching Funds	\$4,377
Source of Matching Funds	\$2,000 additional grants pending, \$2,000 Community Services Division, \$377 participant fees

Required Documents Attached: Completed Application Rough Draft Summary of Application


Project Initiator Signature


Building Principal or District Administrator
Signature

Approved by the School Board Not Approved by the School Board Date _____

Grant Application Approval Form

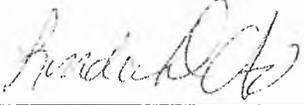
Date 3/15/16

Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with a copy of the completed grant proposal. All proposals must:

- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

Grant Proposal Information	
Project Title	Connected Kids
Project Period	From: 9/1/16 To: 6/30/17
Funding Source	WINGS
Application Deadline	3/15/16
List all Grant Applicants	Connected Kids Mentoring Program
School/Department	Community Services
Contact Person	Linda Oto Phone No. 507-664-3655
Project Information	
Brief Proposal Description	The grant proposal is for funding of elementary site staff (LINKs) as follows: Greenvale Park Community School – 8 hrs/week for 35 weeks Sibley and Bridgewater – 2hrs/week for 30 weeks
Project Goal (in one Sentence)	The goal of the grant application is to provide continued on-site support and supervision for the after school mentoring matches at Greenvale Park Elementary, Bridgewater Elementary and Sibley Elementary.
List All Personnel Involved in Application	Linda Oto, Mentoring Coordinator
Budget Information	
Amount Requested	\$6,400
Matching Funds	NA
Source of Matching Funds	NA

Required Documents Attached: Completed Application Rough Draft Summary of Application



Project Initiator Signature



Building Principal or District Administrator
Signature

Approved by the School Board Not Approved by the School Board Date _____

Grant Application Approval Form

March 15, 2016

Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with a copy of the completed grant proposal. All proposals must:

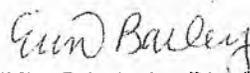
- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

Grant Proposal Information	
Project Title	Camp FRIENDS
Project Period	From: August 1, 2016 To: August 18, 2016
Funding Source	WINGS (Women in Northfield Giving Support)
Application Deadline	March 15, 2016
List all Grant Applicants	Community Services Division and Special Education Department
School/Department	Northfield Community Services
Contact Person	Erin Bailey Phone No. 507-664-3652
Project Information	
Brief Proposal Description	Camp FRIENDS (Fun, Recreational and Inclusive Experience Necessary During the Summer) will provide social, recreational and educational programming for middle school and high school students with disabilities.
Project Goal (in one Sentence)	Camp FRIENDS' goal is to have 10-15 youth with disabilities participating in the program.
List All Personnel Involved in Application	Erin Bailey, Cheryl Hall, Lynn Krominga, Jacob Odell
Budget Information	
Amount Requested	\$2,000
Matching Funds	\$4,377
Source of Matching Funds	\$2,000 additional grants pending, \$2,000 Community Services Division, \$377 participant fees

Required Documents Attached: Completed Application Rough Draft Summary of Application



Project Initiator Signature



Building Principal or District Administrator
Signature

Approved by the School Board Not Approved by the School Board Date _____

Grant Application Approval Form

Date 03/15/16

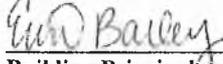
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- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

Grant Proposal Information	
Project Title	Soar on a Board
Project Period	From: June 28, 2016 To: December 31, 2016
Funding Source	Northfield Wings
Application Deadline	03/15/16
List all Grant Applicants	Northfield Community Services
School/Department	Northfield Public Schools Community Services Division
Contact Person	Melissa Bernhard Phone No. 507-664-3502
Project Information	
Brief Proposal Description	In collaboration with members of the Northfield Skateboard Coalition, Community Services will offer skateboard classes at the new Northfield Skate Park for skaters of all genders and abilities of those entering grades K – 12. The support of the Wings grant will allow for low registration fees, absence of equipment costs for participants, and increased participation at the park, especially for those of the female gender by offering classes for girls only.
Project Goal (in one Sentence)	The project goal for "Soar on a Board" is to engage youth from all socioeconomic backgrounds to participate in skateboarding classes at the new Northfield Skate Park.
List All Personnel Involved in Application	Melissa Bernhard, Recreation Coordinator
Budget Information	
Amount Requested	\$1,465
Matching Funds	Are Required <input type="checkbox"/> Not Required <input checked="" type="checkbox"/>
Source of Matching Funds	

Required Documents Attached: Completed Application Rough Draft Summary of Application


Project Initiator Signature


Building Principal or District Administrator Signature

Approved by the School Board Not Approved by the School Board Date _____

Grant Application Approval Form

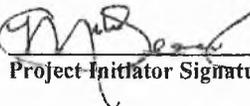
Date 03/11/16

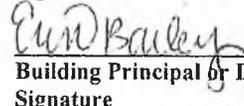
Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with a copy of the completed grant proposal. All proposals must:

- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

Grant Proposal Information	
Project Title	Homer Hopes
Project Period	From: April 2016 To: August 2018
Funding Source	Minnesota Twins Community Fund
Application Deadline	03/11/16
List all Grant Applicants	Northfield Community Services
School/Department	Northfield Public Schools Community Services Division
Contact Person	Melissa Bernhard Phone No. 507-664-3502
Project Information	
Brief Proposal Description	Grant dollars will be used to market, promote and recruit youth participants and coaches and will assist with the purchase of equipment and the costs of transportation to a Twins game and away game in Faribault for the next three years.
Project Goal (in one Sentence)	The project goal for "Homer Hopes" is to increase youth participation in the little league program through marketing and to cover costs related to travel and equipment purchases.
List All Personnel Involved in Application	Melissa Bernhard, Recreation Coordinator
Budget Information	
Amount Requested	\$5,000
Matching Funds	Are Required <input type="checkbox"/> Not Required <input checked="" type="checkbox"/>
Source of Matching Funds	

Required Documents Attached: Completed Application Rough Draft Summary of Application


Project Initiator Signature


Building Principal or District Administrator Signature

Approved by the School Board Not Approved by the School Board Date _____

Grant Application Approval Form

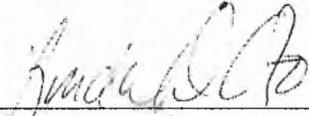
3/31/2016

Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with a copy of the completed grant proposal. All proposals must:

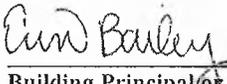
- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

Grant Proposal Information	
Project Title	Connected Kids
Project Period	From: 7/1/2016 To: 6/30/2019
Funding Source	Carlson Family Foundation
Application Deadline	4/1/2016
List all Grant Applicants	Connected Kids Mentoring Program
School/Department	Community Services
Contact Person	Linda Oto Phone No. 507-664-3655
Project Information	
Brief Proposal Description	The grant proposes to enhance mentor training in the areas of social emotional skill development and cultural competence. Funds would be used for an additional part-time Connected Kids staff person to lead the effort to provide intentional, in-depth training and ongoing support to mentors in these two areas.
Project Goal (in one Sentence)	The goal of the grant application is to provide intentional, in-depth quality training and ongoing mentor support in the areas of social emotional skill development in youth and cultural competency (racial and socio-economic).
List All Personnel Involved in Application	Linda Oto, Mentoring Coordinator
Budget Information	
Amount Requested	\$68,425 over a 3 year period
Matching Funds	\$NA
Source of Matching Funds	NA

Required Documents Attached: Completed Application Rough Draft Summary of Application



 Project Initiator Signature



 Building Principal or District Administrator Signature

Approved by the School Board Not Approved by the School Board Date _____

Grant Application Approval Form

Date April 5, 2016

Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed along with a copy of the completed grant proposal. All proposals must:

- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District, if required.

Grant Proposal Information	
Project Title	Implementing MTSS with Fidelity Federal Grant Opportunity
Project Period	From: <u>7.1.16</u> To: <u>7.1.17</u>
Funding Source	<u>MDE (Federal)</u>
Application Deadline	<u>3.31.2016</u>
List all Grant Applicants	
School/Department	<u>Teaching + Learning</u>
Contact Person	<u>Mary Grace Hanson</u> Phone No. <u>507.645.3436</u>
Project Information	
Brief Proposal Description	The grant provides support so teachers can meet and examine the literacy program in the three elementary schools using the MT Reading Tiered Fidelity Inventory developed by MDE. It would allow teachers to create plans to make improvements. The grant would also support a reading consultant to provide some staff development.
Project Goal (in one Sentence)	This grant would support teachers in identifying strengths and weaknesses in the district literacy program and creating action plans to improve the weaknesses.
List All Personnel Involved in Application	<u>Mary Grace Hanson</u> <u>Rebecca Gainey</u>
Budget Information	
Amount Requested	<u>\$ 30,000</u>
Matching Funds	<input type="checkbox"/> Are Required <input checked="" type="checkbox"/> <u>Not Required</u>
Source of Matching Funds	<u>~</u>

Required Documents Attached: Completed Application Rough Draft Summary of Application

Mary G. Hanson
Project Initiator Signature

Mary G. Hanson
Building Principal or District Administrator Signature

Approved by the School Board Not Approved by the School Board Date _____

Grant Application Approval Form

Date: April 5, 2016

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- Demonstrate collaboration and commitment from the District, if required.

Grant Proposal Information	
Project Title	Bi-Lingual Parent Liaison
Project Period	From: September, 2016 To: June, 2017
Funding Source	Monsanto Fund
Application Deadline	April 15, 2016
List all Grant Applicants	David Craft, Site Council
School/Department	Greenvale Park
Contact Person	David Craft Phone No: 507-645-3501
Project Information	
Brief Proposal Description	<p>Bilingual Parent Liaison \$25,000</p> <p>Transnational communities are migrant populations living in a country other than their country of origin, but with strong ties to their home country. The surrounding community of Greenvale Park in Northfield, Minnesota has a large rural transnational population, almost exclusively ethnic Mexicans of whom approximately 70% or more come from one common, rural community (Obscuridad) and its vicinity in Veracruz, Mexico. This significantly impacts Greenvale Park student achievement. Many Greenvale Park funding needs are associated with achievement gaps and assimilation by the transnational community at Greenvale Park and in the Northfield community. A bilingual parent liaison will coordinate with the very successful Greenvale Park Community School to provide students and parents educational opportunities to close the achievement gaps in math and science among the transnational & migrant populations living in Northfield, Minnesota and attending Greenvale Park. The Spanish-speaking bilingual parent liaison will also have regular communication with the school principal, site council, faculty and staff to determine what is happening in classrooms to provide students educational opportunities to close the achievement gaps in math and science among the transnational & migrant populations living in Northfield, Minnesota.</p>
Project Goal (in one Sentence)	A bilingual parent liaison will coordinate with the very successful Greenvale Park Community School to provide students and parents educational opportunities to close the achievement gaps in math and science among the transnational & migrant populations living in Northfield, Minnesota and attending Greenvale Park.

List All Personnel Involved in Application	David Craft
Budget Information	
Amount Requested	\$25,000
Matching Funds	Not Required
Source of Matching Funds	NA

Required Documents Attached: Completed Application Rough Draft Summary of Application



 Project Initiator Signature



 Building Principal or District Administrator
 Signature

Approved by the School Board Not Approved by the School Board Date _____

721 Grant Writing

I. Purpose

The purpose of this policy is to provide guidance for Northfield Public Schools staff members, parents, students or citizens who are writing grants for additional revenue on behalf of the Northfield Public Schools. It will ensure that programs or activities funded by grants are consistent with the mission and goals of the Northfield Public Schools.

II. General Statement of Philosophy

The Northfield Public School district recognizes the value of accessing resources from external funding streams. Grants can provide significant funding resources for programs and activities for staff and students. As a result, opportunities for learners are increased throughout our community.

III. Definition of Grants

Grants are soft money funds awarded by the government, a corporation, a family or a community for a specific purpose over a limited period of time. Grants are generally given to K-12 education for 2 basic purposes:

- as seed money to start up new or innovative programs that improve student learning.
- to facilitate reform or bring about change that will improve our work to get better results. The Northfield School District recognizes that grants will not solve general funding issues, but that grants can help improve learning for students.

IV. Grant Applicants Responsibilities

It is the role of the grant applicant to find funding sources, develop an innovative idea, write a plan of action, write measurable learning outcomes and review the final application. It is also the grant applicant's responsibility to follow these procedures:

- all grant applications must be written to support the District's mission and goals, be financially feasible, and demonstrate a commitment from all affected District departments or buildings.
- all grant applications must be approved by the **Building Principal Program Administrator and the Director of Finance** ~~or District Administrator and the School Board~~ prior to submission to the granting agency.
- all grants will receive a financial and procedural review by the Director of Finance **Business Director** and a personnel and salary review by the Human Resources Director ~~before School Board approval~~.
- **all grant applications more than \$15,000 must be approved by the School Board.**
- grant applicants must designate a responsible person to administer the grant who will regularly communicate with the Building Principal or District Administrator **and the Director of Finance** to make sure that the intent and financial responsibilities of the grant are met.
- financial accountability is the responsibility of the applicant and the Building Principal or District Administrator **and the Director of Finance**. Any unspent money will be disbursed per the guidelines of the grant. If overspent, the Building Principal or District Administrator **and the Director of Finance** is responsible.
- all grants will follow usual district accounting and contractual practices unless otherwise approved by the School Board.

Policy 721 – Grant Writing

Adopted: 12.8.08

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Longfellow

Early Childhood

Dorey	1
James	11
Kruse	22
O'Connor	10
Roth	12
Schnorr	14
Sorenson	19
** TOTAL	89

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	21	
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
TOTAL	499		

Early Childhood ¹	89
Kindergarten-20 ¹	252
Grade 1-2027	277
Grade 2-2026	267
Grade 3-2025	293
Grade 4-2024	283
Grade 5-2023	268
Total K-5	1729
Total Middle School	941
Total High School	1275
GRAND TOTAL	3945
ALC 9-12**	60
GRAND TOTAL with ALC	4005

F/T=38 P/T=1 I/S=21

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	26	
2	Van Hoy	21	C
2	Witt	26	
3	Guggisberg	26	
3	Jandro	26	
3	Johnson	25	C
3	Rud	27	
4	Day	27	
4	Fox	29	
4	Haar	29	
4	McManus	24	C
5	Baragary	24	
5	Foley	24	
5	Ostermann	15	C
5	Sweeney	23	
TOTAL	573		

Bridgewater

K	Cade	20	
K	Danielson	19	
K	Tran	19	
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	
TOTAL	568		

Middle School

Grade 6 -2022	313
Grade 7 (*inc. 14 - 1/2 day)-2021	324
Grade 8 (*inc. 8 - 1/2 day)-2020	304
TOTAL	941

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

High School

Grade 9-2019	360
Grade 10-2018	299
Grade 11-2017	317
Grade 12-2016	299
TOTAL	1275

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	89		
Total	66	65	70	74	76	76	81	79	82	82	89	0	0
Greenvale Park													
Grade K-2028	82	81	81	81	81	81	82	80	80	81	81		
Grade 1-2027	83	85	85	86	86	87	89	88	88	87	87		
Grade 2-2026	82	82	82	82	82	81	80	79	80	81	81		
Grade 3-2025	89	87	87	87	87	88	89	89	89	89	88		
Grade 4-2024	87	86	86	86	86	88	88	87	86	88	88		
Grade 5-2023	76	75	75	75	75	75	75	75	75	74	74		
Total	499	496	496	497	497	500	503	498	498	500	499	0	0
Sibley													
Grade K-2028	90	89	90	90	89	90	89	90	91	91	91		
Grade 1-2027	85	85	86	86	84	84	84	84	84	84	84		
Grade 2-2026	98	98	99	99	99	99	99	101	100	100	99		
Grade 3-2025	102	103	103	103	104	103	103	103	103	103	104		
Grade 4-2024	109	109	109	109	109	110	110	110	110	110	109		
Grade 5-2023	84	83	83	83	84	85	85	86	86	87	86		
Total	568	567	570	570	569	571	570	574	574	575	573	0	0
Bridgewater													
Grade K-2028	84	81	81	81	81	80	81	79	79	79	80		
Grade 1-2027	104	105	105	105	105	105	106	106	106	106	106		
Grade 2-2026	89	89	89	89	89	89	89	88	89	87	87		
Grade 3-2025	102	101	101	101	100	100	100	99	100	101	101		
Grade 4-2024	83	85	85	85	85	84	85	86	86	86	86		
Grade 5-2023	111	111	111	111	110	109	109	108	108	108	108		
Total	573	572	572	572	570	567	570	566	568	567	568	0	0
Middle School													
Grade 6-2022	309	310	310	310	310	312	310	310	312	312	313		
Grade 7-2021	319	317	317	317	318	318	318	317	317	318	317		
Grade 8-2020	300	300	300	299	298	297	297	296	298	300	300		
St. Dominics	10.5	10.5	10.5	11	11	11	11	11	11	11	11		
Total	938.5	937.5	937.5	937	937	938	936	934	938	941	941	0	0
High School													
Grade 9-2019	369	368	366	365	365	365	361	360	360	362	360		
Grade 10-2018	302	304	303	303	302	301	301	298	298	299	299		
Grade 11-2017	323	320	319	319	317	318	320	321	320	318	317		
Grade 12-2016	322	325	313	313	311	310	306	303	303	300	299		
Total	1316	1317	1301	1300	1295	1294	1288	1282	1281	1279	1275	0	0
ALC													
Grade 9-2019	0	0	0	0	0	0	0	2	2	2	4		
Grade 10-2018	4	3	5	5	4	4	5	5	7	7	6		
Grade 11-2017	11	11	11	11	11	12	17	16	16	18	17		
Grade 12-2016	28	31	35	35	35	34	30	33	32	33	33		
Total	43	45	51	51	50	50	52	56	57	60	60	0	0
Grand Total	4003.5	3999.5	3997.5	4001	3994	3996	4000	3989	3998	4004	4005	0	0