

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, May 9, 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. ThoughtExchange Discovery Step – Facilities.
  2. Proposed 2016-2017 Child Nutrition Budget.
  3. Proposed 2016-2017 Capital and Internal Service Fund Budgets.
  4. General Fund Budget Preview.
  5. Positive Attention and Learning Support Staffing.
  6. Caseload/Workload for Special Education Teachers – Clerical Support.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Required Additional Special Education Teaching Staff.
  - B. Items for Consent Grouping
    1. Personnel Items.
- VIII. Items for Information
  1. School Board Policy 560, Memorials – First Reading.
  2. Enrollment Report – May 2016.
  3. Upcoming Dates:
    - Retirement Celebrations for Dr. Richardson
      - Tuesday, May 31: 5 to 8 PM (Program at 6 PM) for the Community and School District Staff  
Weitz Center for Creativity (320 Third Street East)
      - Wednesday, June 1: 3:30 to 5 PM (Program at 4 PM) for School District Staff  
Northfield High School Upper Cafeteria
    - Area Learning Center Graduation
      - Thursday, June 2: 7:00 PM, High School Auditorium
    - High School Graduation
      - Sunday, June 5: 2:00 PM, Memorial Field
- IX. Future Meetings
  - Monday, May 23, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
  - Monday, June 13, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, May 9, 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 May 9, 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 April 25, 2016, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
  1. Thought Exchange Discovery Step – Facilities.  
Stakeholder Engagement Facilitator Jen Reilly will present an overview of the Thought Exchange 'Discovery' Step regarding facilities. Ms. Reilly will join the Board meeting via video conference.
  2. Proposed 2016-2017 Child Nutrition Budget.  
Child Nutrition Director Stephany Stromme will present the 2016-17 proposed child nutrition budget. This fund is used to record financial activities of providing nutrition services to students, which include preparation and service of the milk, meals, and snacks in connection with school and community services activities. No Board action is required by the Board at this meeting.
  3. Proposed 2016-2017 Budgets:  
Capital Budget:  
Director of Finance Val Mertesdorf will present the proposed 2016-17 Capital budget. This budget is part of the District's General Fund budget, but requires separate accounting and fund balance reserves. A comprehensive preliminary budget for all funds will be presented for approval in June. However, because of the short timeline to complete projects in the summer months before school starts in the fall, we will be requesting approval of this portion of the budget at the May 23, 2016, meeting.  
  
Internal Service Fund Budget:  
Director of Finance Val Mertesdorf will present the proposed 2016-17 Proprietary or Internal Service Fund Budget. The purpose of the internal service fund is to record the financial transactions of the District's self-insured health and dental plans.  
No Board action is required at this meeting.
  4. General Fund Budget Preview.  
Superintendent-Elect Dr. Matt Hillmann will provide a brief preview of the General Fund Budget issues facing the District as the 2016 Legislative Session draws to a close. Based on our best projections, he will share the impact of potential legislative funding and expenditure decisions on the District's fund balance over the next few years and possible District responses to maintain financial stewardship.
  5. Positive Attention and Learning Support Staffing.  
Elementary administrators will provide more detailed information on the proposed staffing that would support students, staff and families in addressing social/emotional behavior and mental health issues. They will also discuss potential costs and how those costs would need to be funded.

6. Caseload/Workload for Special Education Teachers – Clerical Support.  
Director of Special Services Cheryl Hall will discuss the first step in addressing special education workload issues through the implementation of a clerical support model that would remove the logistical requirements for scheduling and coordinating the variety of IEP and case management meetings from teachers and allow teachers more time for working with students and staff. The proposal would provide for hiring clerical support staff for a 1-year pilot to determine the effectiveness of this model. Funding would come from the General Fund so that if this pilot does not prove to be effective, maintenance of effort rules would not apply.

VII. Superintendent's Report

A. Items for Individual Action

1. Required Additional Special Education Teaching Staff.

Director of Special Services Cheryl Hall will recommend the hiring of two Early Childhood Special Education Teachers and one K-12 special education teacher for the 2016-17 school year. As discussed at the previous Board meeting, these special education staffing increases reflect statutory requirements to add staff as enrollment in programs increases and staff is needed to comply with State and Federal law.

**Superintendent's Recommendation:** Motion to approve the hiring of two Early Childhood Special Education Teachers and one K-12 special education teacher for the 2016-17 school year.

B. Items for Consent Grouping

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

1. Personnel Items.

a. Appointments.\*

1. Cory Callahan, Spring Weight Room Assistant at the High School beginning 5/6/2016 – 06/08/2016; \$14.75/hour paid from Summer Weight Room General Fund.
2. Sydney Carlson, Temporary Summer PLUS Student Site Assistant at Bridgewater Elementary for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$9.00/hour.
3. Dillon Cathro, Temporary Summer BLAST Site Assistant for up to 6 hours/day (M-Th) at the Middle School/Carleton College beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
4. Hunter Grobe, Temporary Summer PLUS Student Site Assistant at Bridgewater Elementary for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$9.00/hour.
5. Bergen Hoff, CS Recreation Staff beginning 04/25/2016 – 05/31/2016; Soccer Staff \$9.00/hour, Soccer Supervisor \$10.00/hour, General Rec Staff \$9.00/hour.
6. Aurora Kubach, 1.0 Special Education Teacher-SLD at the High School beginning 08/29/2016; MA, Step 8.
7. Catherine Lovrien, .4 FTE School Social Worker at CVSEC-Sun Program (Northfield site) beginning 08/29/2016; BA, Step 0 (pending issuance of MN License).
8. Jodie Rud, 1.0 FTE Long-Term Substitute Third Grade Teacher at Sibley Elementary beginning 08/29/2016 – 06/06/2017; BA, Step 1 (2016-2017).

b. Increase/Decrease/Change in Assignment.

1. Correction: David Piper, Special Education Teacher at the Middle School, add Summer Maintenance Worker for the District Building & Grounds for 8 hours/day beginning 06/13/2016 – 08/31/2016; \$13.75/hour. (correction from BW to MS)
2. Rich Guggisberg, Third Grade Teacher, add Targeted Services Summer PLUS Teacher at Bridgewater for up to 3 hours/day beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
3. Jamie Moyer, ASD/DCD Special Education Teacher at GVP, change to ASD/SLD Special Education Teacher at Bridgewater beginning 08/29/2016.
4. Ellen Mucha, One Act Play Director (1/2 stipend), change to One Act Play Director Full Stipend beginning 05/04/2016.

5. Geoff Staab, Assistant Wrestling Coach, change to Head Wrestling Coach at the HS beginning 04/29/2016; Level A, Step 7.
- c. Leave of Absence.
  1. Amanda Tracy, High School Spanish Teacher, .2 FTE Leave of Absence for 2016-2017 school year. Amanda will remain at .6 FTE for the 2016-17 school year.
- d. Resignations / Retirement / Termination.
  1. Troy Cohrs, Co-Advisor One Act Plays, resignation effective 03/01/2016.
  2. Shannon Gordon, Dance Team Coach, resignation effective 04/12/2016.
  3. Erica Hubers, Educational Assistant, resignation effective 05/02/2016.
  4. Lorraine Linehan, Child Nutrition Associate, resignation effective 05/13/2016.
  5. Lauren Murtha, Educational Assistant, resignation effective 06/08/2016.
  6. Ryan Pietsch, 7<sup>th</sup> Grade Football Coach, Assistant Girls Hockey Coach, resignation effective 03/10/2016.
  7. Cynthia Samuelson, Technology Specialist, retirement effective 09/01/2016.
  8. Darrell Sawyer, Assistant Boys Basketball Coach, resignation effective 03/07/2016.
  9. Lillian Schneyer, Temporary Summer BLAST Site Assistant, declined position 5/3/2016.
  10. Ryan Trotman, EarlyVentures Teacher, termination effective 05/02/2016.

\* Conditional offers of employment are subject to successful completion of a criminal background check and pre-work screening (if applicable)

\*\*Hourly rate of pay is subject to change upon settlement of 2016-2018 EA employee agreement

#### VIII. Items for Information

1. School Board Policy 560, Memorials – First Reading.

The proposed policy includes guidance for responding to the unfortunate loss of a member of the school community. The District recognizes such a loss has a great impact on students, staff, and families. The intent of the policy is to provide clarity of process for administrators to follow during these very difficult circumstances.
2. Enrollment Report – May 2016.
3. Upcoming Dates:
  - Retirement Celebrations for Dr. Richardson.
    - Community and School District Staff:  
Tuesday, May 31 – 5 to 8 PM; Program at 6 PM, Weitz Center (3<sup>rd</sup> St E)
    - School District Staff:  
Wednesday, June 1 – 3:30 to 5 PM; Program at 4 PM, Northfield High School Upper Cafeteria
    - Area Learning Center Graduation  
Thursday, June 2: 7:00 PM, High School Auditorium
    - High School Graduation  
Sunday, June 5: 2:00 PM, Memorial Field

#### IX. Future Meetings

Monday, May 23, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center  
Monday, June 13, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

#### X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes

April 25, 2016

Northfield High School Media Center

- I. Call to Order.  
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 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 none.
- IV. Approval of Minutes  
On a motion by Quinnell, seconded by Bogott, minutes of the Regular School Board meeting held on April 11, 2016, were unanimously approved.
- V. Announcements and Recognitions
  - Sibley Elementary School's student council, under the direction of Becki Haar and Nancy Fox, raised almost \$3,000 for the Ronald McDonald House. \$700 came from the Northfield VFW and Auxiliary. The goal was to purchase 50 pillows for the Minneapolis house. The company, "My Pillow" heard about the fundraiser and offered their pillows at a discounted price. It now appears that Sibley will be able to send pillows to three Ronald McDonald Houses in the Twin Cities and possibly one in Rochester.
  - Board Chair Pritchard thanked Ellis Lysne for his 14 years of service as the man behind the camera taping School Board meetings. Ellis is retiring.
- VI. Items for Discussion and / or Reports
  1. Caseload/Workload for Special Education Teachers.  
Director of Special Services Cheryl Hall shared the work done by staff and administrators in reviewing the current caseload/workload of special education staff. The report included potential modifications in teaching and clerical staff numbers and assignments to address identified needs as required by State Statute and School Board Policy 427. A recommendation will be brought to the Board on May 9.
  2. Secondary Music Staffing.  
High School Principal Joel Leer and Middle School Principal Greg Gelineau shared information about adjustments in secondary music staffing that will provide a 1.0 FTE full time band, orchestra, and chorus teacher at both the Middle School and the High School beginning in the Fall of 2016. This does not result in any decrease or increase in total FTE in secondary music, but increases efficiency and optimizes scheduling by eliminating instructors traveling between two buildings.
  3. Board Discipline Policies and Student Citizenship Handbook – Recommended Changes.  
School Principal Joel Leer shared the recommended changes to Board policies and the Student Citizenship Handbook that reflect discussions that occurred at Board work sessions in January and February. The recommended changes have been reviewed by the District administrative team, secondary level assistant principals, and secondary teaching staff. The Board provided Principal Leer with several additional modifications. When those changes have been made, the District Youth Council will be asked to review all of the documents for clarity.
  4. Potential Addition of Positive Attention and Learning Support.  
Greenvale Park Principal Dave Craft and Middle School Assistant Principal Michael O'Keefe shared the concept of implementing direct support and intervention for regular education students in each elementary building who are in crisis or experiencing significant disruptive behavior. The proposed role of these staff members will also be to collaboratively support building staff and other students impacted

by these behaviors and provide training to staff and parents on approaches they can use to support more positive replacement behaviors. The Board asked the elementary principals to bring forward a specific proposal, including a job description and the financial impact, for their consideration.

5. Proposed 2016-2017 Non-Operating Fund Budgets.

The following proposed budgets for 2016-17 were presented by Val Mertesdorf, Director of Finance:

- Debt Service Fund accounts for the School District's outstanding bonded indebtedness for past building construction and major capital projects. Revenues represent property tax levies, state credits, and a minor amount of interest. Expenditures represent principal and interest payments on bonds previously sold.
- Fiduciary or Trust Fund is used to record revenues and expenditures for trust agreements where the school board has accepted responsibility to serve as trustee, as well as annual gifts and donations for student scholarships. The majority of activity within this fund is for student scholarships. Currently, Northfield High School awards approximately 85 scholarships from 50 donors. The District is the fiscal host for about 50% of the scholarships.

No action was required by the Board.

6. Proposed 2016-2017 Community Services Budget.

The proposed Community Services budget for 2016-17 was presented by Val Mertesdorf, Director of Finance. The FY 16 proposed preliminary budget was developed with input from each program coordinator. The Community Services Advisory Council approved the preliminary budget at its meeting on March 29, 2016, and recommends this budget to the School Board. The budget reflects revenues of \$2,461,248 and expenditures of \$2,428,655.

No action was required by the Board at this meeting.

VII. Superintendent's Report

A. Items for Individual Action

1. Reductions and/or Modifications in World Languages Classes.

On a motion by Iverson, seconded by Bogott, the Board unanimously approved discontinuing Chinese 1 during the 2016-2017 school year and allocating the 0.2 FTE assigned to the Chinese language program for one section of a combined Chinese 2/3 course.

On a motion by Iverson, seconded by Stratmoen, the Board unanimously approved dissolving the Spanish 6 curriculum and replace it with AP Spanish Literature for the 2016-2017 school year.

2. Resolution Proposing to Place Tenured Licensed Staff on Unrequested Leave of Absence.

On a motion by Colangelo, seconded by Stratmoen, the Board unanimously adopted the Resolution related to the proposed placement of the following tenured teacher on unrequested leave of absence effective at the end of the 2015-2016 school year.

<u>Name</u>	<u>Position</u>	<u>FTE</u>
Lori Rossmiller	Spanish Teacher	0.2

This action was taken with the understanding that the following teacher will be offered a contract for the 2016-17 school year.

Lori Rossmiller	Spanish Teacher	0.8
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Voting 'yes' was Bogott, Hardy, Iverson, Colangelo, Quinnell, Stratmoen and Pritchard. No one voted 'no.'

3. Contract Between Northfield Public Schools and Prairie Creek Community School.

On a motion by Hardy, seconded by Iverson, the Board unanimously approved the five-year Contract Between Northfield Public Schools and Prairie Creek Community School. This new five-year contract will take effect July 1, 2016.

4. Revised School Board Policy 721 – Grant Writing.  
On a motion by Iverson, seconded by Colangelo, the Board unanimously approved revised School Board Policy 721 – Grant Writing.

B. Items for Consent Grouping

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

1. Financial Reports – March 2016.  
The Board approved paid bills totaling \$1,527,172.44, payroll checks totaling \$2,754,612.49 and the financial reports for March 2016. There were no bond payments made in March 2016.
2. Personnel Items.
  - a. Appointments.\*
    1. Deirdre Andrie, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative (Northfield site) beginning 08/29/2016; Step 1, \$13.98/hour. \*\*
    2. Kelcey Aspelund, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; Step 3, \$14.86/hour. \*\*
    3. Margaret Blakeman, CS Recreation Staff beginning 04/25/2016 – 05/31/2016 (Soccer Supervisor \$10.00/hour).
    4. Lauren Briscoe, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; Step 2, \$14.51/hour. \*\*
    5. Corrine Carnevale, 1.0 FTE EBD Teacher at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; BA+30, Step 0.
    6. Tricia R. Christopherson, .50 FTE Grade 2 Companeros Classroom Teacher at Sibley Elementary beginning 08/29/2016 – 06/06/2017; BA, Step 6.
    7. Nina deBoer, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative Sun Program (Northfield site) beginning 08/29/2016; Step 6, \$15.95/hour. \*\*
    8. Cheryl Dueffert, 1.0 FTE Long-Term Substitute Second Grade Teacher at Greenvale Park Elementary beginning 08/29/2016 – 02/06/2017; MA30, Step 14.
    9. John Harris, Activities Event Worker beginning 04/25/2016.
    10. Arielle Hugel, Temporary Targeted Services Summer BLAST Site Assistant at the Middle School/Carleton College for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
    11. Kristi Kortuem, 1.0 FTE Math Teacher at the High School beginning 08/29/2016; MA, Step 14.
    12. Joanna Lynch, Temporary Targeted Services Summer BLAST Site Assistant at the Middle School/Carleton College for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
    13. Betsy McLaughlin, .5 FTE Long-Term Substitute Second Grade Teacher at Greenvale Park Elementary beginning 08/29/2016 – 06/06/2017; MA, Step 5.
    14. Sean Meagher, CS Recreation Staff beginning 03/29/2016 – 05/31/2016 (Lifeguard, \$9.50/hour; Swim Instructor \$9.00/hour).
    15. Claudia Perez, Temporary Targeted Services Summer PLUS Site Assistant at Bridgewater for up to 6 hours/day beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
    16. Amy Randall, 1.0 FTE Speech Language Pathologist at Bridgewater/Districtwide beginning 08/29/2016; MA, Step 10.
    17. Kathleen Roth, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 6.5 hours/day at the Cannon Valley Special Education Cooperative STEP Program (Alexander Learning Academy-Faribault site) beginning 08/29/2016; Step 1, \$13.98/hour. \*\*
    18. Jocelyn Scheiber, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 6.5 hours/day at the Cannon Valley Special Education Cooperative STEP Program (Faribault site) beginning 08/29/2016; Step 2, \$14.51/hour. \*\*

19. Lauren Scherfenberg, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; Step 2, \$14.51/hour. \*\*
  20. Neil Smith, 1.0 FTE EBD Teacher at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; MA, Step 13.
  21. Katrina Warner, Temporary Targeted Services Summer PLUS Site Assistant at Bridgewater for up to 6 hours/day beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
  22. Patrick Wigent, Temporary Targeted Services Summer BLAST Site Assistant at the Middle School/Carleton College for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
  23. Community Services Summer 2016 Brochure Instructors – as provided by Community Services.
  24. Kayla Ballstadt, Temporary Child Nutrition Associate I for 3.75 hours/day at the Middle School beginning 04/27/2016 – 06/07/2016; \$15.52/hour.
  25. Mishia Edwards, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the CVSEC Sun Program (Northfield site) beginning 08/29/2016; Step 1, \$13.98/hour. \*\*
  26. Branden McGarrity, Temporary Summer BLAST Site Assistant at the Middle School/Carleton College for up to 6 hours/day beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
  27. Lillian Schneyer, Temporary Summer BLAST Site Assistant at the Middle School/Carleton College for up to 6 hours/day beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
  28. Temporary Seasonal/Summer Maintenance Workers (Building & Grounds) for 8 hours/day beginning approximately 05/16/2016 – 08/31/2016:
    - a. Bjorn Bade, \$11.25/hour
    - b. Megan Christopherson, \$10.75/hour
    - c. Evan Johnson, \$10.00/hour
    - d. William Kaul, \$14.00/hour
    - e. Caymon Koch, \$10.25/hour
    - f. Adam Rodgers, \$10.25/hour
- b. Increase/Decrease/Change in Assignment.
1. Correction: Katrina Meehan, 1.0 FTE Science Teacher at the Middle School, change to 1.1 FTE Science Teacher at the Middle School beginning 09/21/2015 – 01/29/2016 (date change).
  2. Carrin Baker, CS Recreation Staff (Aquatics), change from \$9.00/\$9.50/hour to \$10.00/hour beginning 03/29/2016 – 05/31/2016.
  3. Sandra Bouillez, Child Nutrition Associate I for 3.75 hours/day at GVP, change to Child Nutrition Associate I for 3.75 hours/day at the High School beginning 04/25/2016.
  4. Justina David, SpecEd EA-PCA at the HS for 6.75 hours/day, change to SpecEd EA-PCA for 6.5 hours/day at the Cannon Valley Special Education Cooperative STEP Program (Faribault site) beginning 08/29/2016; Step 3, \$14.86/hour. \*\*
  5. Stephanie Garcia, TS PLUS Student Site Assistant at GVP, add Temporary Targeted Services Summer PLUS Site Assistant for up to 6 hours/day (M-Th) at Bridgewater beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
  6. Pamela Hanson, GenEd EA at the High School, add Targeted Services Summer BLAST Teacher at the Middle School for up to 2 hours/day beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
  7. Mitzi Holden, Child Nutrition Manager at GVP, add Temporary Summer Custodian at BW/District for 6.5 hours/day (M-Th) beginning 06/20/2016 – 08/04/2016; Step 1, \$15.22/hour
  8. Anna Kelly, Community Evening School Club Leader at GVP, change to Targeted Services Summer PLUS Club Leader/Site Assistant at Bridgewater for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Club Leader \$19.50/hour; Site Assistant Step 1, \$12.19/hour.

9. Tammy McDonough, Science Teacher at the Middle School, add Targeted Services BLAST Teacher at the Middle School beginning 04/15/2016 – 05/26/2016; Year 1, \$27.11/hour.
  10. Ellen Mucha, English/Language Arts Teacher at the High School, add Middle School Track Assistant Coach at the Middle School beginning 03/29/2016 – 05/27/2016; Level I, Step 3
  11. Kim Norton, GenEd EA at Bridgewater, change to Temporary Targeted Services Summer PLUS Site Assistant at Bridgewater for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
  12. Jennifer Severson, SpecEd EA-PCA/Bus EA-PCA at Bridgewater for 7.5 hours/day, change to SpecEd EA-PCA for 6.5 hours/day at the Cannon Valley Special Education Cooperative STEP Program (Faribault site) beginning 08/29/2016; Step 3, \$14.86/hour. \*\*
  13. Brigitte Tisdale, Title I Teacher at GVP, add Targeted Services Summer PLUS Teacher at BW/MS for up to 2 hours/day beginning 06/16/2016 – 08/04/2016; Year 3, \$27.11/hour.
  14. Ellen Trotman, 1.0 FTE EL Teacher at Greenvale Park, add Targeted Services PLUS Teacher at BW for up to 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
  15. Sandra Wadle, Child Nutrition Associate I for 3 hours/day at GVP, increase to 3.75 hours/day at GVP beginning 04/25/2016.
  16. Nicholas Mertesdorf, Educational Assistant at the High School, add Summer Maintenance Worker for the District Building & Grounds for 8 hours/day beginning 06/20/2016 – 08/31/2016; \$10.00/hour.
  17. David Piper, Special Education Teacher at Northfield Middle School, add Summer Maintenance Worker for the District Building & Grounds for 8 hours/day beginning 06/13/2016 – 08/31/2016; \$13.75/hour.
  18. Eric Swan McDonald, .5 FTE Science Teacher at the ALC, change to .7 FTE Science Teacher at the ALC and .3 FTE Science Teacher at the High School (1.0 FTE) beginning 08/29/2016.
  19. Bridges to Kindergarten Support beginning 07/25/2016 – 08/20/2016 for up to 15 hours/week:
    - a) Kristen Cade, B2K Teacher at Bridgewater Elementary – Year 21, \$28.82/hour
    - b) Gretchen Heil, B2K Teacher at Sibley Elementary – Year 9, \$28.22/hour
    - c) Patricia Rogne, B2K Teacher at Sibley Elementary – Year 8, \$28.22/hour
    - d) Angie Schewe, B2K Teacher at Bridgewater Elementary – Year 5, \$27.73/hour
    - e) Lahna Tran, B2K Teacher at Bridgewater Elementary – Year 13, \$28.82/hour.
    - f) Ellen Trotman, B2K Teacher at Greenvale Park Elementary – Year 2, \$27.11/hour
    - g) Maren Wacholz, B2K Teacher & B2K Substitute at Greenvale Park Elementary – Year 1, \$27.11/hour
- c. Leave of Absence.
1. Ann Ackerman, Family/Medical Leave of Absence beginning 08/29/2016 – 11/18/2016, with a return to work date of 11/21/2016.
- d. Resignations.
1. Mary Jo Arndt, ECFE Parent Educator, resignation effective 07/29/2016.
  2. Sandra Fjelde, District Workstation Specialist, resignation effective 04/27/2016.
  3. Karen Lane, TS Summer PLUS Teacher, resignation effective 04/17/2016. (Karen will continue in her 2<sup>nd</sup> grade teaching position at Bridgewater.
  4. Lindsay Mehrhoff, Educational Assistant at Sibley, resignation effective 04/29/2016.
  5. Alison Perry, Educational Assistant at the Middle School, resignation effective 04/25/2016.
- e. Superintendent of Schools Contract  
The Board unanimously approved the contract with Dr. Matthew J. Hillmann as Superintendent of Schools beginning July 1, 2016, as presented.

\* Conditional offers of employment are subject to successful completion of a criminal background check and pre-work screening (if applicable)

\*\*Hourly rate of pay is subject to change upon settlement of 2016-2018 EA employee agreement

VIII. Items for Information

1. Retirement Celebrations for Dr. Richardson.

Community and School District Staff:

Tuesday, May 31 – 5 to 8 PM; Program at 6 PM, Weitz Center (3<sup>rd</sup> St E)

School District Staff:

Wednesday, June 1 – 3:30 to 5 PM; Program at 4 PM, Northfield High School Upper Cafeteria

IX. Future Meetings

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

Monday, May 23, 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 10:00 PM.

Noel Stratmoen  
School Board Clerk

**Annual Child Nutrition Program and Budget Report | May 9th, 2016**  
**Stephany Stromme, RDL | Director of Child Nutrition**

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

**Department Mission:** Provide quality nutritious meals that support the growth and development of our students to fuel their learning.

**2015-16 Update**

**Breakfast:** Breakfast has been suggested to positively affect learning in children in terms of behavior, cognitive, and school performance. We are excited to report that for school year 2015-16 breakfast participation increased for the normal priced meals 9% and reduced priced meals 2% . Free breakfast continues to be served for all kindergarten students. We did see a decline in our free breakfast meals, which can be partially explained by the reduction in Kindergarten students from school year 2014-15 to school year 2015-16. We also saw a reduction of 2% or 78 students who qualified for free meals in 2014-15 school year to this school year.

March 7-11 was National School Breakfast Week. To celebrate this event we prepared smoothies for the students and staff to sample at the Middle School and all Elementary Schools. I also visited with Mrs. Thomforde's middle school students to provide information on healthy breakfast and snack options. The smoothies were a success and we are now menuing the blenderless smoothies at the elementary schools and regular smoothies at the middle school.

**Lunch:** During the school year 2015-16 we saw an increase in student meal participation of 3% free meals, 2% reduced meals and 10% in normal priced meals. One main contributor to the increase in student participation was the interest in the burrito line offered at the high school served Monday, Wednesday and Friday. Due to the popularity at the high school we began offering the burrito line on Thursdays at the middle school in February.

**What's New:**

- We are offering two new reimbursable meal lines at the high school. The "Chipotle Style" Burrito Line is offered on Monday, Wednesday and Friday and the Build Your Own Sub Line is offered on Tuesday and Thursday.
- Each menu rotation we have introduced new items. One of the new items offered on the winter menu was a "Pizza Burger" made in an edible bowl. It was called a Volcano Burger by one of the Bridgewater students and was renamed on our menu to reflect the great suggestion.
- Schwan's Food Company contacted me to do a product sampling of some new pizza flavors they were testing for the school market. We were able to work along with Shari Karlsrud and one of the FACS classes to complete the menu testing process and discuss the stages of product development. We also asked the Schwan's company and the food

brokers to discuss job opportunities found in the food industry that may not be typical professions the students have heard of.

#### **World Language Week:**

- We worked along with the World Languages department to celebrate World Language week by offering a week long menu in our high school cafeteria focusing on the languages offered at NHS. This year we brought in a broker from one of the manufacturing companies to assist in the preparation and serving of the German meal. A Skylert message and photos went out to all High School families notifying them about the lunch events for the week and the menu choices the students may have eaten.

#### **Farm to School:**

- This year on the menu a "MN" symbol was added to indicate the days that local or farm to school products were offered and make families more aware that these items are being sourced for our schools.

#### **Student Wellness Opportunity:**

- Kim Briske, Director of Technology and Stephany Stromme, Director of Child Nutrition organized a committee of local healthcare and wellness professionals to develop a summer wellness challenge for our students. Utilizing Schoology and school iPads, students will be able to participate in a variety of active learning opportunities. Through the use of technology available to us, students will engage with each other and community members to learn about and improve personal health and wellness through posted events and challenges.

#### **2015-16 Budget update:**

**Revenue Assumptions:** Revenue for school year 2016-17 is based on actual participation . At this time we do not know what the state and federal reimbursement rates will be for next year. To be conservative, we are assuming reimbursement rates will remain flat. Typically we have increased meal prices every other year. It is our goal to provide quality nutritious affordable meals for all students that support their growth and development to fuel learning potential, but also understand as a business operation the need to remain fiscally responsible. We did increase meal prices by \$.15 for school year 2015-16. No meal price increase is recommended for school year 16-17. This year there was a revenue shift from à la carte to student meals. We saw an increase in lunch participation of 3% for free priced meals, 2% reduced priced meals and 10% normal priced meals. With the increase in student meals we show an increase in reimbursement, however, this does not off-set the difference in revenue margin. Reimbursable meals have a small revenue margin compared to à la carte sales which has an impact on the bottom line when we see this type of shift. The two snow days and lower student attendance days due to the state hockey tournaments had an impact on our revenue. A loss of approximately \$24,000 of

revenue was estimated. All things considered we are projecting a surplus of approximately \$120,000 which is higher than our original projection of \$44,000. The proposed budget revenue for school year 2016-17 is \$2,023,235.

**Expenditure Assumptions:** After consulting with our food vendors regarding the expected market for the 2016-17 school year we are assuming a 2-3% food cost increase. Over the last three years we have spent down our fund balance with the remodeling in the high school cafeteria. Last year was the final phase so we budgeted for a decrease of approximately \$100,000 less in expenses under equipment for school year 2015-16. In light of the long term facilities planning we are not planning to purchase any new equipment in school year 2016-17 to be fiscally conservative. We have developed a life-cycle inventory of our equipment to ensure a more predictable replacement strategy moving forward. Year to date expenditures are at 67% of our budgeted goal of \$1,965,598. The proposed budget expenditure for 2016-17 is \$2,099,604.

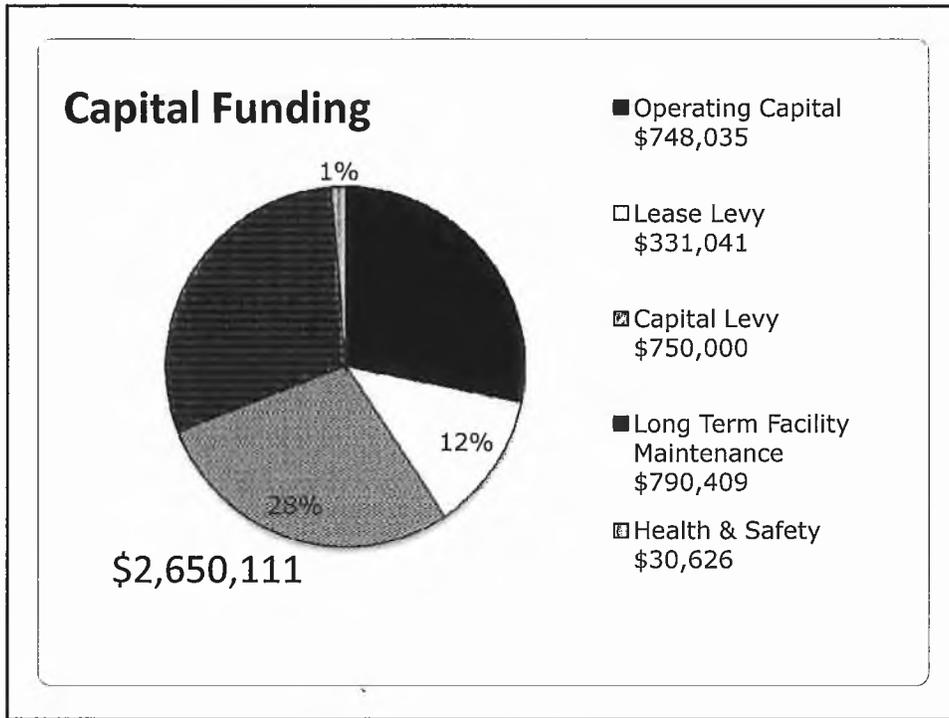
**Budget Plan:** Spending down of the fund balance has been typical on the years we do not increase our meal prices. We propose a 2016-17 budget with total revenue sources of \$2,023,235 and expenditures of \$2,099,604. We are projecting to end FY17 with a fund balance of \$419,205, but based on our current projected surplus of approximately \$120,000 we have the potential to end FY 17 with a higher fund balance. Our department goal is to maintain 3 months of operating expenses based on a 12 month operating year and maintain a fund balance of approximately \$491,000.

# 2016-17 PROPOSED BUDGET SUMMARY

## Capital Budget

### What is Capital?

- The capital budget consists of 4 revenue streams
  - Operating Capital – levy/aid formula
  - Lease Levy – levy for certain lease commitments
  - Capital Levy – voter approved levy
  - Long Term Facility Maintenance – new funding for FY17 that replaces Health & Safety and Deferred Maintenance
- The capital budget is included in the general fund
- Each revenue source has a list of items that are allowable purchases
- Each of these sources have a restricted fund balance category – we can't spend these dollars in any other way
- There is a portion of the money each year that is prioritized by the capital committee – this committee meets to discuss building and district priorities and comes to consensus on the proposed spending



### Projected Revenue

Operating Capital	\$930,407
Capital Facility Bond Adjustment**	(182,372)
Net Operating Capital	748,035
Capital Projects Levy	750,000
Long Term Facility Maintenance	790,409
Lease Levy	331,041
Health & Safety PY Levy Adjustment	30,626
<b>Total Revenue</b>	<b>\$2,650,111</b>

## Projected Expenditures

Required Commitments	
Leased Facility Space/Assessments	\$340,111
Lease Purchase (Sibley)	142,760
Prioritized Allocations	
Long Term Facility Maintenance	709,732
Schools and Programs	231,180
Textbooks/Digital Curriculum	80,000
Other Leases	403,518
Capital Committee Recommendations	<u>635,149</u>
<b>Total Expenditures</b>	<b>\$2,542,450</b>

## Capital Committee Approved Projects

Building	Description	Estimate
HS	Chromebook cart, replace 3 computer labs, 8 security cameras, replace 20 cafeteria tables, wireless system for auditorium	\$231,200
MS	Auditorium projector, wifi access point for auditorium, SMART board, additional wireless radios, 5 security cameras, permanent wall	\$90,800
Activities	2 new portable bleachers	\$13,000
BW	Chromebook Cart	\$10,700
GVP	3D Printer, replace walk-behind floor machine	\$12,900
SB	Projector for gym, 3D printer, auto scrubber replacement and insulate office walls	\$34,600
ALC	Outfit science lab	\$20,000
LF	Shed for north end	\$4,000
DW	Continued improvement of the network in all buildings, including building core switches and additional wireless access points. District Office cubicle replacement, 40 staff computer replacements, 6 SMART board replacements	\$217,949

## Financial Summary

	2013-14 Actual	2014-15 Actual	2015-16 Budget	2016-17 Proposed
Beginning Balance	\$885,813	\$637,199	\$663,972	\$677,833
Revenue	2,024,563	2,137,009	2,144,072	2,650,111
Expenditures	2,273,177	2,110,236	2,130,211	2,542,450
Ending Balance	\$637,199	\$663,972	\$677,833	\$785,494
<b>Fund Balance</b>				
Health & Safety	(41,995)	(200,878)	(189,654)	(159,028)*
Deferred Maintenance	193,541	234,889	233,898	-
Long Term Facilities	-	-	-	314,575
Operating Capital	485,653	629,961	633,589	629,947
Ending Balance	\$637,199	\$663,972	\$677,833	\$785,494

\*The H&S fund balance will remain through June 30, 2019 – any remaining balance will be transferred to the unassigned fund balance.

## Questions?

- Thanks for your time!

## **Capital Budget | Proposed Budget | May 9, 2016**

**Val Mertesdorf, Director of Finance**

### **What is Capital?**

Our capital budget is a segment of our general fund budget that we present separately as required by the Minnesota Department of Education. Our capital budget has four revenue components each have a corresponding restricted fund balance category:

- 1) Operating Capital – must be used for equipment and facility needs. The calculation is \$109 per adjust pupil unit with an adjustment for the average age of our buildings. This formula is a mix of levy and state aid.
- 2) Lease Levy – this is a levy source of revenue to pay for rent on leased facilities. The calculation is \$212 per pupil unit. Northfield has a cap of approximately \$895,000; we have consistently levied about \$330,000.
- 3) Capital Levy – this is our voter approved levy of \$750,000. This is used to support technology and facilities.
- 4) Long Term Facility Maintenance – this is a new revenue source beginning 7/1/2016. The legislature combined the deferred maintenance and health and safety revenue formulas into a new formula. The formula is a combination of aid and levy. This funding is for deferred capital expenditures and maintenance projects necessary to prevent further erosion of facilities. The calculation is roughly \$193 per pupil unit for FY2017, \$292 for FY2018 and \$380 for FY2019 and later.

### **Projected Revenue**

Historically, the capital projects levy has been our most significant revenue source. For FY2017, the LTFM revenue will be our largest source at 30%. This funding source is about \$250,000 more than the district was receiving from Deferred Maintenance and Health and Safety combined. Operating Capital and our Capital Levy are the next largest with 28% each. Operating capital saw an increase of \$260,000 – this was a result of paying off one of our capital facility bonds. The \$30,626 listed for Health & Safety is a levy adjustment from FY15 and FY16. We will see this for the next 3 years, the levy life cycle has 3 years of possible adjustments before it is considered final. Our total capital revenue is projected to be \$2,650,111 which is an increase of \$539,000 over the prior year.

### **Projected Expenditures**

We are projecting expenditures of approximately \$2,542,450. This is about a \$400,000 increase over the current year. The increase is a direct result of the increased operating capital revenue and new long term facility revenue. The capital committee meets in December each year to prioritize the districts wants and needs. We project the revenue we will be receiving and reduce this amount by our required

commitments, school and program allocation and lease costs. The remaining funds are then prioritized by consensus of the capital committee.

The district administration and the capital committee were very cognizant of the long term facility plan that is being developed. Most of the projects or purchases are items that would not become obsolete in the event we tore down a building. We tried to prioritize items that could be repurposed or moved to a new location. The collaborative effort to be good stewards of our resources was an honor to be part of!

### **Financial Summary**

With the addition of the long term facility maintenance revenue there will be a new restricted fund balance category for this. The deferred maintenance fund balance will be rolled into the new restricted fund balance. At the end of the 18-19 school year any remaining fund balance or deficit in the health and safety restricted fund balance will be absorbed by the general fund unassigned fund balance.

At the end of 2016-17 we are projecting that the operating capital fund balance will be \$629,947 which is above our goal of \$600,000. The long term facilities fund balance will be \$314,575 most of which is the rolling in of our deferred maintenance fund balance.

We would also like to highlight some discussion we have had surrounding the Highway 246 project. We have had a few discussions internally regarding the sidewalk placement and how this maybe an opportune time to try addressing some of the driveway issues at the middle school. We may come back this summer to ask for approval to spend down a portion of the capital fund balance to widen the driveway at the middle school. We feel that since there will already be work going on and a temporary disruption we could address two issues at the same time. The rough estimate we have received is approximately \$200,000. Again, this is an item we've been discussing and wanted to bring to your attention.

Overall, we are thrilled with the additional funding and flexibility we have next year. We will continue to strive to allocate our resources as effectively and efficiently as possible to ensure our facilities are adequately maintained and our students and staff have access to the necessary technology and tools to continue providing a world class education.

## **2016-17 Proposed Budget**

Internal Service Fund

### **Internal Service Fund Basics**

- Fund that accounts for our self insured health and dental plans
- Dental was established in FY06 and Health was added in FY12
- Revenue is from the premiums paid by the District, Employees and Retirees
- Expenditures reflect actual claims paid and the administration of the plan
- Currently using Delta Dental and Blue Cross Blue Shield (1/1/16) as our providers
- Stand alone fund that is presented separately on our financial statements

## Items to note

- Renewal Date Change
  - From September to January
- Fund Balance Goal
  - General Fund Reserve
- CVSEC Impact

## DENTAL

PARTICIPATION						
	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Single	164	175	175	174	186	205
Family	291	289	313	329	342	384
Total	455	464	488	503	528	589
Increase	3.9%	2.0%	5.2%	3.1%	5.0%	11.6%

PREMIUM						
	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Single	38.07	38.07	19.04	28.55	38.07	38.07
Family	112.21	112.21	56.11	84.16	112.21	112.21

## Dental Financial Summary

	2013-14 AUDIT RESULTS	2014-15 AUDIT RESULTS	2015-16 ADOPTED BUDGET	2016-17 PROPOSED BUDGET
Beginning Balance	\$526,713	\$356,358	\$242,152	\$228,436
Premiums	289,217	375,417	452,108	570,138
<b>Total Sources</b>	<b>815,930</b>	<b>731,775</b>	<b>694,260</b>	<b>798,574</b>
Insurance Claims	422,805	451,434	425,000	527,498
Administrative Fees	36,767	38,189	40,824	43,608
<b>Total Expenditures</b>	<b>459,572</b>	<b>489,623</b>	<b>465,824</b>	<b>571,106</b>
<b>Ending Fund Balance</b>	<b>\$356,358</b>	<b>\$242,152</b>	<b>\$228,436</b>	<b>\$227,468</b>

## HEALTH

PARTICIPATION						
	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Single	147	152	154	160	158	179
Family	245	244	242	250	277	313
<b>Total</b>	<b>392</b>	<b>396</b>	<b>396</b>	<b>410</b>	<b>435</b>	<b>492</b>
Increase	2.1%	1.0%	0.0%	3.5%	6.1%	13.1%

PREMIUM						
	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
CMM – S	537.50	558.06	602.70	602.70	602.70	602.70
CMM – F	1,456.50	1,508.63	1,629.32	1,629.32	1,629.32	1,629.32
HRA – S	534.00	554.56	598.92	598.92	598.92	598.92
HRA – F	1,445.00	1,497.13	1,616.90	1,616.90	1,616.90	1,616.90

## Health Financial Summary

	2013-14	2014-15	2015-16	2016-17
	AUDIT RESULTS	AUDIT RESULTS	ADOPTED BUDGET	PROPOSED BUDGET
Beginning Balance	\$1,122,862	\$2,278,003	\$3,424,537	\$3,998,473
Premiums	5,824,013	6,043,805	6,011,255	7,097,257
<b>Total Sources</b>	<b>6,946,875</b>	<b>8,321,808</b>	<b>9,435,792</b>	<b>11,095,730</b>
Insurance Claims	3,819,111	4,033,103	4,505,486	5,361,528
Administrative Fees	849,761	864,168	931,833	993,793
<b>Total Expenditures</b>	<b>4,668,872</b>	<b>4,897,271</b>	<b>5,437,319</b>	<b>6,355,321</b>
<b>Ending Fund Balance</b>	<b>\$2,278,003</b>	<b>\$3,424,537</b>	<b>\$3,998,473</b>	<b>\$4,740,409</b>

## Questions?

- Thanks for your time!!

## **Internal Service Fund | Proposed Budget | May 9, 2016**

**Val Mertesdorf, Director of Finance**

The Internal Service Fund is used to account for the District's self insured health and dental plans. The dental plan was established in FY06 and the health plan was established in FY12. The revenue is generated by the premiums that the district, our employees and our retirees pay. Expenditures are actual claims expense and the cost to administer the plan. Currently we use Delta Dental and Blue Cross Blue Shield as our plan administrators. The Internal Service Fund is a proprietary fund that is presented separately in the financial statements.

### **GENERAL INFORMATION:**

Our health and dental renewal date was changed from September 1 to January 1 this year. This will align our plan year with our flex spending and health reimbursement account plan years.

Overall our self insurance plans have performed very well. The Benefits Advisory Committee has set a fund balance goal of \$200,000 for dental and \$2,000,000 for health. You will see on the following slides that we surpassed our health fund balance goal in our third year of self insurance. At the end of the 2015-16 school year we will be moving the \$583,000 reserved in the general fund from assigned to unassigned.

With the district taking on the fiscal host responsibility for the Cannon Valley Special Education Cooperative we are projecting a significant increase in our health and dental participation. We used the current staffing projections and applied a similar participation ratio to calculate our projected enrollment. We are projecting an additional 40 employees for both plans.

### **DENTAL:**

Our dental participation has consistently been increasing. The dental program had built a significant fund balance. In FY14 we utilized the fund balance to reduce premiums by 50% to offset an 8% increase in health premiums. As of the January 1, 2016, the rates have been restored back. The benefits advisory committee recommended holding rates flat.

On the financial summary you will see the premium and expenditures have increased significantly as a direct result of the anticipated increase in participation. We are still projecting to end 2016-17 with \$227,468 which is above our goal of \$200,000.

### **HEALTH:**

The health plan has seen significant increases in enrollment. We saw roughly a 6% increase this past year and are anticipating a 13.1% increase for next year. We believe some of this increase is likely due to the Affordable Care Act. Due to our favorable claims costs we were able to secure a significant savings by switching from Medicare to Blue Cross Blue Shield.

The benefits advisory committee recommended a zero percent increase to our health premiums. This is the fourth year we haven't had to increase premiums which is pretty remarkable.

The health financial summary shows an increase in premium revenue this is due to increased enrollment. Our projected claims and administrative fee are based on data from our renewal with Blue Cross Blue Shield as well as a projected increase due to more enrollees.

**SUMMARY:**

Overall, we are doing really well with our self insurance. This is one of the best stories in terms of stewardship of our resources. The Benefits Advisory Committee under Molly Viesselman's leadership has done a tremendous job maintaining benefits and saving the district money. All the money shown in our ending fund balance is money we were leaving on the table when we were insured through the Cooperative. The work of the Benefit Advisory Committee has really paid off for the employees and retirees for the District!

**POSITION DESCRIPTION  
NORTHFIELD PUBLIC SCHOOLS**

April 2016

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Positive Attention & Learning Support (PALS)	<b>Department:</b> General Education
<b>Immediate Supervisor's Position Title:</b> Schoolgrade/ Subgrade: Principal	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b>	<b>Bargaining Unit:</b> Northfield Education Association

**Job Summary:**

Supervised by the Principal, the Positive Attention & Learning Support (PALS) will be responsible for intervention services for the school's regular education at-risk population. The primary role of the PALS is to be pre-emptive so that more children have their social, emotional, and behavioral needs met in the least restrictive environment. This practice will reduce the number of referrals to Special Education. The PALS will work collaboratively with the school Principal to develop an effective In-School Personal Development program for regular education at-risk children by reinforcing and drawing positive attention toward replacement behaviors.

The PALS will ensure that all students are supported in a manner that will successfully address the rate of repeat at-risk social, emotional, and behavioral manifestations. The PALS will work collaboratively with the School Social Worker, School Psychologist, and faculty to provide empathic, preventative support in a progressive nature and in the least restrictive setting. The PALS will develop appropriate personalized relationships with all students as well as with other children as assigned by the principal. The PALS will build positive and productive relationships with students and leverage those relationships to fully engage students in their learning environment by reinforcing the demonstration of replacement behaviors in a variety of environments.

The PALS will: act as a member of the Student Support Team; proactively teach interpersonal life skills in a social context; coach and train teachers in use of multi-tiered interventions for all students; use data to inform decision making; use data to evaluate the effectiveness of interventions; and assist with student behavior in and out of the classroom.

## SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

**Duty/Responsibility No:** 1

**Percent of Time:** 40%

**Statement of duty/responsibility:** Social, emotional, behavioral and mental health issues significantly impact our schools and students. These issues have become increasingly complex in recent years. The PALS is an asset to students, families, teachers and the administrative team.

**Tasks involved in fulfilling above duty/responsibility:**

- Act as the point-person for behavior crisis related responses when appropriate.
- Respond to significant disruptions.
- Be available to students who are in crisis in our regular education program and provide them with the necessary support.
- De-escalate significant/disruptive social, emotional, and behavioral responses in students and then reinsert the student into their classroom as appropriate.
- Collaborate with administrators, faculty, and other staff to develop alternatives to in-school and out-of-school suspension.
- Check in with identified students to measure their achievement, recognize their achievement, express encouragement and empathy.

**Duty/Responsibility No:** 2

**Percent of Time:** 20%

**Statement of duty/responsibility:** Understand and actively promote school-wide expectations.

**Tasks involved in fulfilling above duty/responsibility:**

- Understand school-wide student expectations and actively support all student development programming.
- Consistently and enthusiastically promote the expectation of high achievement for all students and reinforce school-wide rules and expectations.
- Facilitate recognition of students who are successful in meeting social, emotional, and behavioral goals.
- Collaborate with faculty and staff to promote a positive learning climate for students that reinforces replacement behaviors in at-risk regular education students
- Collaborates with teachers to teach at-risk regular education self regulation.
- Reinforce the implementation of Responsive Classroom practices and Positive Behavior Intervention Supports (PBIS).

**Duty/Responsibility No:** 3

**Percent of Time:** 20%

**Statement of duty/responsibility:** Coaching teachers

**Tasks involved in fulfilling above duty/responsibility:**

- Lead training of staff related to best practices in behavioral management strategies and interventions.

- Coach staff during implementation of new behavioral management and intervention techniques
- Model and provide ongoing coaching of new behavioral management and/or intervention techniques, when appropriate

Duty/Responsibility No: 4

Percent of Time: 5%

Statement of duty/responsibility: Active Student Support Team membership.

Tasks involved in fulfilling above duty/responsibility:

- Participate in Student Support Team meetings
- Collect and chart behavioral data to the Student Support team that allows for the development, progress monitoring, and evaluation of scientifically-based social, emotional, and behavioral interventions.
- Provide the Student Support Team with other qualitative data such as anecdotal student progress notes.

Duty/Responsibility No: 5

Percent of Time: 5%

Statement of duty/responsibility: Other duties as assigned

Tasks involved in fulfilling above duty/responsibility:

- Perform other relevant duties as assigned by the Principal.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT:</b> Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)			<b>DEGREE INFORMATION:</b> Type of degree: (B.A., M.A., etc.) BA or BS (MA preferred)
	less than high school diploma		
	High school diploma or GED.		Major field of study or degree emphasis:  • Elementary education
	1 year college	2 years college	

	3 years college	x	4 years college	
	1st year graduate level			<p>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</p> <ul style="list-style-type: none"> <li>• Responsive Classroom</li> <li>• Positive Behavior Intervention Supports (PBIS)</li> <li>• Restorative Justice</li> <li>• Brain Gym</li> <li>• Yoga Calm</li> <li>• Love and Logic</li> <li>• Peer Mediation;</li> <li>• Peer Coaching;</li> <li>• Cognitive Coaching</li> <li>• Crisis Prevention Intervention (CPI).</li> </ul>
	2nd year graduate level			
	Doctorate level			
<p><b>Required Work Experience in Addition to Formal Education/Training:</b></p> <ul style="list-style-type: none"> <li>• Five or more years experience as a general education classroom teacher (preferred)</li> </ul>				
<p><b>Required Supervisory Experience:</b> N/A</p>				
<p><b>LICENSE/ CERTIFICATION</b></p>		<p><b>Identify licenses/certification required upon hiring:</b> K-12 teaching license</p>		

<p>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</p>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Patience</li> <li>• Empathy</li> <li>• Understanding, recognizing, and addressing behavioral antecedents.</li> <li>• Ability to work with at-risk regular education children in a manner that teaches self regulation in a crisis.</li> <li>• Data collection and analysis</li> <li>• Coaching, supporting and providing feedback to staff</li> </ul>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
	N/A	0
<b>TOTAL</b>		<b>0</b>

<b>INDIRECT SUPERVISION:</b>	
Number of employees indirectly supervised: N/A	<b>Total: 0</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	N/A
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
				X

Use hands dexterously (use fingers to handle, feel)				
Reach with hands and arms				X
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

**PHYSICAL JOB REQUIREMENTS:** Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

To: Northfield School Board Members  
Dr. Chris Richardson

From: Cheryl Hall

Re: Special education workload analysis proposal

Date: May 4, 2016

The Special Education Workload Analysis conducted this spring used data gathered from the special education data base in SpedForms, utilized a detailed formula, as well as anecdotal information gathered by the committee members.

Analysis of data gathered:

- The most frequently reported concern impacting required job responsibilities was scheduling IEP team and evaluation meetings during case management and prep time.
- Tracking and filing required due process paperwork and ongoing compliance issues, gets in the way of efficiently and effectively meeting the needs of individualized instruction.
- Less time to use case management and prep time for required responsibilities around due process, individualized lesson planning and collaboration.
- Further analysis of the workload formula concluded that the indirect service minutes and evaluation time are already accounted for within the case management and prep time in the teachers' schedule and should not be used to calculate additional FTE.
- The addition of a due process clerical pilot would be the first step in addressing the workload analysis during the 2016-2017 school year.
- Further evaluation of scheduling options and service delivery models at each building are needed while planning for next school year.

To address the workload concerns I would propose the school board consider piloting the addition of 3.0 FTE Due Process Clerical (.5 at each building) at a cost of approximately \$120,000, salary and benefits, to the general fund. This would avoid the impact of Maintenance of Effort (M.O.E.). The special education department would evaluate the effectiveness of this pilot on the workload of special education teachers.

To: Northfield School Board Members  
Dr. Chris Richardson

From: Cheryl Hall, Director of Special Services

Re: Request to increase special education licensed staff FTE for the 2016-17 school year.

Date: May 4, 2016

After completing the workload analysis and student projection models, the following FTE are required to meet the caseload requirements for certain special education programs, MN Rule 3525.2340 and to meet the required minutes of services for students at the Middle School.

Early Childhood Special Education: 2.0 FTE

EBD teacher at the Middle School: 1.0 FTE

## **Policy 560 - Memorials**

### **Purpose**

Northfield Public Schools recognizes that the loss of a member of the school community has a great impact on students, staff, and families. Further, the District recognizes that decisions made about memorials immediately after traumatic events may not take into full consideration the potential impacts to students, staff, and community members. The purpose of this policy is to assist staff, students and families impacted by a death by providing guidelines for decision-making regarding memorials and memorial-related activities.

### **General Statement of Policy**

1. While the school district wants to support students and staff who are grieving a loss, memorials can be an ongoing reminder of a traumatic event and can be impossible for students to avoid when located on school property or included in school-wide events.
2. The Superintendent or his/her designee shall develop procedures governing public memorials.

### **Definitions**

1. "Memorials" mean objects or activities meant to remember an event or deceased person(s).

Policy 560 - Memorials

Adopted:

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

## Procedures for Policy 560

### Memorials

- Other than the Graduation procedures listed below, public memorial activities at school sponsored events will not be scheduled.
- Principals, in consultation with the school crisis team and considering the developmental level of the students impacted, will determine the appropriate response to support students at school following the loss of a student at the building.

### Graduation

In the event of a student from the graduating class has passed away, the following guidelines will be used for the graduation ceremony:

- If the student death occurs during the *senior year*, the family of the deceased student will receive an honorary diploma for their son/daughter.
- The names of all students who have completed the requirements for graduation will be listed in the program.
- Chairs will be set for students participating in the graduation ceremony.
- Only the names of students participating in the graduation ceremony will be read during the distribution of diplomas.
- Reference to the deceased student will be made during the principal's remarks, at the principal's discretion.
- A plant, purchased by the senior class, will be displayed on the commencement stage for each deceased student. The plant, diploma (if applicable), and program will be presented to the family after the ceremony.

														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		
<b>Longfellow</b>															
Early Childhood	66	65	70	74	76	76	81	79	82	82	89	102			
<b>Total</b>	<b>66</b>	<b>65</b>	<b>70</b>	<b>74</b>	<b>76</b>	<b>76</b>	<b>81</b>	<b>79</b>	<b>82</b>	<b>82</b>	<b>89</b>	<b>102</b>	<b>0</b>		
<b>Greenvale Park</b>															
Grade K-2028	82	81	81	81	81	81	82	80	80	81	81	81			
Grade 1-2027	83	85	85	86	86	87	89	88	88	87	87	87			
Grade 2-2026	82	82	82	82	82	81	80	79	80	81	81	81			
Grade 3-2025	89	87	87	87	87	88	89	89	89	89	88	89			
Grade 4-2024	87	86	86	86	86	88	88	87	86	88	88	88			
Grade 5-2023	76	75	75	75	75	75	75	75	75	74	74	73			
<b>Total</b>	<b>499</b>	<b>496</b>	<b>496</b>	<b>497</b>	<b>497</b>	<b>500</b>	<b>503</b>	<b>498</b>	<b>498</b>	<b>500</b>	<b>499</b>	<b>499</b>	<b>0</b>		
<b>Sibley</b>															
Grade K-2028	90	89	90	90	89	90	89	90	91	91	91	92			
Grade 1-2027	85	85	86	86	84	84	84	84	84	84	84	84			
Grade 2-2026	98	98	99	99	99	99	99	101	100	100	99	102			
Grade 3-2025	102	103	103	103	104	103	103	103	103	103	104	104			
Grade 4-2024	109	109	109	109	109	110	110	110	110	110	109	111			
Grade 5-2023	84	83	83	83	84	85	85	86	86	87	86	86			
<b>Total</b>	<b>568</b>	<b>567</b>	<b>570</b>	<b>570</b>	<b>569</b>	<b>571</b>	<b>570</b>	<b>574</b>	<b>574</b>	<b>575</b>	<b>573</b>	<b>579</b>	<b>0</b>		
<b>Bridgewater</b>															
Grade K-2028	84	81	81	81	81	80	81	79	79	79	80	79			
Grade 1-2027	104	105	105	105	105	105	106	106	106	106	106	106			
Grade 2-2026	89	89	89	89	89	89	89	88	89	87	87	86			
Grade 3-2025	102	101	101	101	100	100	100	99	100	101	101	99			
Grade 4-2024	83	85	85	85	85	84	85	86	86	86	86	86			
Grade 5-2023	111	111	111	111	110	109	109	108	108	108	108	108			
<b>Total</b>	<b>573</b>	<b>572</b>	<b>572</b>	<b>572</b>	<b>570</b>	<b>567</b>	<b>570</b>	<b>566</b>	<b>568</b>	<b>567</b>	<b>568</b>	<b>564</b>	<b>0</b>		
<b>Middle School</b>															
Grade 6-2022	309	310	310	310	310	312	310	310	312	312	313	315			
Grade 7-2021	319	317	317	317	318	318	318	317	317	318	317	319			
Grade 8-2020	300	300	300	299	298	297	297	296	298	300	300	298			
St. Dominics	10.5	10.5	10.5	11	11	11	11	11	11	11	11	11			
<b>Total</b>	<b>938.5</b>	<b>937.5</b>	<b>937.5</b>	<b>937</b>	<b>937</b>	<b>938</b>	<b>936</b>	<b>934</b>	<b>938</b>	<b>941</b>	<b>941</b>	<b>943</b>	<b>0</b>		
<b>High School</b>															
Grade 9-2019	369	368	366	365	365	365	361	360	360	362	360	357			
Grade 10-2018	302	304	303	303	302	301	301	298	298	299	299	298			
Grade 11-2017	323	320	319	319	317	318	320	321	320	318	317	318			
Grade 12-2016	322	325	313	313	311	310	306	303	303	300	299	297			
<b>Total</b>	<b>1316</b>	<b>1317</b>	<b>1301</b>	<b>1300</b>	<b>1295</b>	<b>1294</b>	<b>1288</b>	<b>1282</b>	<b>1281</b>	<b>1279</b>	<b>1275</b>	<b>1270</b>	<b>0</b>		
<b>ALC</b>															
Grade 9-2019	0	0	0	0	0	0	0	2	2	2	4	3			
Grade 10-2018	4	3	5	5	4	4	5	5	7	7	6	8			
Grade 11-2017	11	11	11	11	11	12	17	16	16	18	17	21			
Grade 12-2016	28	31	35	35	35	34	30	33	32	33	33	36			
<b>Total</b>	<b>43</b>	<b>45</b>	<b>51</b>	<b>51</b>	<b>50</b>	<b>50</b>	<b>52</b>	<b>56</b>	<b>57</b>	<b>60</b>	<b>60</b>	<b>68</b>	<b>0</b>		
<b>Grand Total</b>	<b>4003.5</b>	<b>3999.5</b>	<b>3997.5</b>	<b>4001</b>	<b>3994</b>	<b>3996</b>	<b>4000</b>	<b>3989</b>	<b>3998</b>	<b>4004</b>	<b>4005</b>	<b>4025</b>	<b>0</b>		

5/2/2016

Northfield Public Schools Enrollment Report

Longfellow

Early Childhood

	Dorey	
	James	13
	Kruse	22
	O'Connor	10
	Roth	19
	Schnorr	16
	Sorenson	22
**	<b>TOTAL</b>	<b>102</b>

Greenvale Park

K	Flicek	22	
K	Hagberg	21	
K	Malecha	22	
K	Ziemann	16	
1	Landry	22	C
1	Nivala	22	
1	Youngblut	22	
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	24	
5	Sickler	28	
5	Tacheny	21	C
	<b>TOTAL</b>	<b>499</b>	

Early Childhood**	102	
Kindergarten-2028	252	
Grade 1-2027	277	
Grade 2-2026	269	
Grade 3-2025	292	
Grade 4-2024	285	
Grade 5-2023	267	
<b>Total K-5</b>	<b>1744</b>	<b>1744</b>
<b>Total Middle School</b>	<b>943</b>	
<b>Total High School</b>	<b>1270</b>	
<b>GRAND TOTAL</b>	<b>3957</b>	
<b>ALC 9-12**</b>	<b>68</b>	
<b>GRAND TOTAL with ALC</b>	<b>4025</b>	

Sibley

Grade	Teacher	
K	Born	23
K	Downs	23
K	Heil	23
K	Wacholz	23
1	Craft	21
1	Sasse	22
1	Sieger	21
1	Swenson	20
2	Seeberg	27
2	Spitzack	27
2	Van Hoy	21
2	Witt	27
3	Guggisberg	26
3	Jandro	26
3	Johnson	25
3	Rud	27
4	Day	29
4	Fox	29
4	Haar	29
4	McManus	24
5	Baragary	24
5	Foley	24
5	Ostermann	15
5	Sweeney	23
	<b>TOTAL</b>	<b>579</b>

Bridgewater

K	Cade	20
K	Danielson	18
K	Tran	19
K	Wisdorf	22
1	Allison	19
1	Charlton	20
1	Ellerguxh	20
1	Hall	21
1	Lanza	26
2	Lane	21
2	Lofquist	19
2	Rubin	26
2	Schwaab	20
3	Larson	23
3	Sickler	25
3	Temple	27
4	Truman	24
4	Danielson	22
4	Holden	23
4	Schuster	23
4	Swenson	18
5	DeVries	25
5	Duchene	29
5	Kohl	27
5	Rauk	27
	<b>TOTAL</b>	<b>564</b>

Middle School

Grade 6 -2022	315
Grade 7 (*inc. 14 - 1/2 day)-2021	326
Grade 8 (*inc. 8 - 1/2 day)-2020	302
<b>TOTAL</b>	<b>943</b>

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

High School

Grade 9-2019	357
Grade 10-2018	298
Grade 11-2017	318
Grade 12-2016	297
<b>TOTAL</b>	<b>1270</b>

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