

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, November 28, 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 ensure 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. Committee Reports.
- VII. Items for Discussion and /or Reports.
 1. Summary of Public Hearing regarding the 2015-2016 World's Best Workforce Plan.
 2. FY 2016 Audit.
 3. School Improvement Plan Presentations – Bridgewater and Sibley Elementary Schools.
- VIII. Superintendent's Report
 - A. Items for Individual Action
 1. World's Best Workforce 2015-2016 Annual Report.
 2. FY 2016 Audit.
 3. Substitute Teacher Proposal.
 4. Master Facilities Plan.
 - B. Items for Consent Grouping
 1. Personnel Items.
- IX. Items for Information
- X. Future Meetings

Monday, December 12, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, January 9, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- XI. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, November 28, 2016, 7:00 PM
Northfield High School Media Center

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed. D., Superintendent
RE: Explanation of Agenda Items for the November 28, 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 November 14, 2016, are enclosed for your review and comment.
- V. Announcements and Recognitions.
- VI. Committee Reports.
Board members Fritz Bogott, Margaret Colangelo and Ellen Iverson submitted a report on the November 21, 2016, meeting of the District Educational Program Advisory Committee (DEPAC).
- VII. Items for Discussion and/or Reports
 1. Summary of Public Hearing regarding the 2015-2016 World's Best Workforce Plan.
Director of Teaching and Learning Mary Grace Hanson and District Assessment Coordinator Hope Langston will summarize the 2015-2016 World's Best Workforce Plan and any community feedback received at the Public Hearing that will precede the Regular School Board meeting.
 2. FY 2016 Audit.
Craig Popenhagen, Partner with CliftonLarsonAllen, LLP, will present the results of the 2015-16 fiscal year audit. Comments will focus on the executive audit summary.
 3. School Improvement Plan Presentations – Bridgewater and Sibley Elementary Schools.
On Monday night representatives of Bridgewater and Sibley Elementary Schools will present their school improvement plans to the Board. These are the last two School Improvement Plan presentations.
- VIII. Superintendent's Report.
 - A. Items for Individual Action
 1. World's Best Workforce 2015-2016 Annual Report.
Superintendent's Recommendation: Motion to approve the 2015-2016 World's Best Workforce Annual Report as presented.
 2. FY 2016 Audit.
Superintendent's Recommendation: Motion to accept the 2015-2016 audit report as presented.
 3. Substitute Teacher Proposal.
Director of Human Resources Molly Viesselman will review the proposal shared at the November 14th Board meeting to hire two full-time substitute teachers.

Superintendent's Recommendation: Motion to approve the proposal to hire two full-time substitute teachers as presented.
 4. Master Facilities Plan.
Superintendent Hillmann and Director of Buildings and Grounds Jim Kulseth will review the Master Facilities Plan Executive Summary shared at the November 14th Board meeting. By adopting the

Master Facilities Planning Executive Summary, the Board is providing District administrators with direction to analyze the "Next Projects" segment of the Building Life Cycle Management plan at least annually, the Long-Term Facilities Maintenance 10-Year plan annually, and make recommendations for action as appropriate. The adoption concludes a two-year effort to research, develop, and adopt a Master Facilities Plan. The District held 25 public meetings and hosted an online ThoughtExchange process that included the feedback from 580 people.

Superintendent's Recommendation: Motion to adopt the Master Facilities Plan Executive Summary as presented.

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. Amrita Bhagia Assistant Speech Coach (Activity Account) at the High School beginning 11/18/2016-4/22/2017; \$14.00/hr
2. Brenda Kell Special Education EA-PCA for 17 hrs/wk at the NCRC Early Childhood beginning 11//2016-06/06/2017; Spec Ed Step 2 -\$15.42/hr.
3. William Seeberg Homebound Instructor for up to 6 hrs/wk with a Sibley Student beginning intermittent. BA 60, Step 14
4. *Corazon Zamora Special Ed EA PCA for 7 hrs/day at CVSEC-Alex beginning 11//2016; CVSEC Spec Ed, Step 1-\$15.58/hr.

b. Increase/Decrease/Change in Assignment.

1. Wendy Ahnupkana EBD Teacher at CVSEC-Alex, add Homebound Instructor at CVSEC-Alex beginning 11/14/2016-11/30/2016; Lane/Step
2. Rachel Beran Assistant Speech Coach (Activity Account Resigned) at the High School, change to Assistant Speech Coach (50% Stipend) at the High School beginning 12/12/2016-4/22/2017; Level H-Step Two.
3. Susan Bolton Teacher at Bridgewater elementary, add Targeted Services PLUS Teacher for 1.25 hrs/day up to 4 days/wk at Bridgewater elementary beginning 11/18/2016-4/5/2017; Year 1-\$27.11/hr.
4. Corrine Carnevale EBD Teacher at CVSEC-Alex, add Homebound Instructor at CVSEC-Alex beginning 11/14/2016-11/30/2016; Lane/Step
5. Shannon Flegal Occupational Therapist at CVSEC and Longfellow, add CVSEC Mentor for CVSEC SUN & STEP beginning 11/14/2016; \$750 Stipend for SUN, \$750 Stipend for STEP, Total \$1,500
6. Michael Garlitz Volunteer Coordinator, add Targeted Services PLUS Site Assistant for 1.5 hrs/day for 4 days/wk at Greenvale Park beginning 9/27/2016-5/4/2017; Step 2-\$12.77
7. Nicole Gill Special Ed Teacher at the High School, add Homebound Instructor for up to 10 hrs/wk for Sibley Student beginning 11/14/2016;
8. Lydia Gross EA-PCA for 4.6 hrs/day at the NCRC, change to NB EA-PCA for 32.5 hrs/wk at Longfellow beginning 11/14/2016-06/06/2017;
9. Pamela Hanson Assistant Speech Coach (Activity Account Resigned) at the High School, change to Assistant Speech Coach (100% Stipend) at the High School beginning 12/12/2016-4/22/2017; Level H-Step Two.
10. Lynn Krominga Assistant Director of Special Education for the District, Change to Executive Director-CVSEC \$115,000/yr beginning 12/01/2016.
11. Jaclyn McKay English Teacher at the High School, add Assistant Speech Coach (Activity Account) at the High School beginning 11/18/2016-4/22/2017; \$18.00/hr
12. Kim Norton General Ed EA at Bridgewater, change to General Ed EA for 2 hrs/day and Sped EA-PCA for 4.75 hrs/day at Bridgewater beginning 11/14/2017;
13. Kathy Roth EA with the CVSEC Step Program, change to Early Ventures Teacher for up to 37.75 hrs/wk Mon-Fri. at Longfellow beginning 12/1/2016; Step 3-\$16.16/hr.

14. Elizabeth Valentine Teacher at Sibley, add Targeted Services PLUS Teacher for 1.25 hrs/day up to 4 days/wk at Sibley beginning 11/14/2016-4/5/2017; Year 11-\$28.22/hr.

c. Leave of Absence Requests.

1. **Correction:** Stephani Carlson Special Ed Teacher at Greenvale Park, Family/Medical leave of absence beginning on or about 11/27/2016-3/27/2017.
2. Kaylin Faust, EA at Sibley Elementary, childcare leave of absence from on or about 1/21/17 through the end of the 2016-17 school year.
3. Melissa Spitzack Teacher at Sibley Family/Medical Leave of absence beginning on or about 4/26/2017 through the end of the 2016-17 school year.

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

IX. Items for Information

There are no Items for Information at this time.

X. Future Meetings

Monday, December 12, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, January 9, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

XI. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes
November 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 p.m. Present: Bogott, Colangelo, Hardy, Pritchard, Quinnell and Stratmoen. Iverson was absent.
- 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 Hardy, minutes of the Regular School Board meeting held on October 24, 2016, were unanimously approved.
- V. Announcements and Recognitions
 - High School Business teacher Julie Wolner will be presenting the Virtual Job Shadow software she uses in her business class career units at the state-wide CTE Works! Summit held November 16.
 - Thirty-six students from Northfield High School DECA just participated in a 2-day Fall Leadership Conference November 6-7 in Minneapolis. Students attended sessions focusing on developing professionalism, branding, leadership, and college and career readiness.
 - Congratulations to Northfield Middle School students who were recently accepted into the American Choral Director's Association of Minnesota State 7-8 Honor Choirs. Northfield Middle School 8th grader, Lauren Werner, was selected for the choir. Four middle school students were accepted into the State 7-8 TTBB Honor Choir. Middle School 7th grader, Andrew Ryden, and 8th graders, Isaac Guggisberg, David Shelby, and Robert Swenson were selected for the choir. Accepted students will perform a concert on November 19 in Mahtomedi. All of our NMS singers were prepared and recorded their auditions with their own middle school choir director, Cathy Penning. Congratulations also to two of these same singers that were selected into the 2017 National ACDA Honor Choirs. Robert Swenson and David Shelby made it in the Junior High Middle School division at the national level. They will be rehearsing in Minneapolis for 3 days culminating in 2 concerts on Saturday, March 11 at Central Lutheran and Orchestra Hall.
 - Every year the Minnesota chapter of the American String Teachers Association sponsors a state-wide competition for orchestral instrument solos. Several students are chosen from the competition to perform at a special recital. Our very own Cate Carson, who is in 9th grade, was among the winners! She shared the program with other winners at a recital on November 13.
 - Pritchard complimented Bridgewater Elementary School on its wonderful annual Veteran's Day program.
 - Superintendent Hillmann attended a meeting at the Church of St. Dominic on November 13. Father Dennis Dempsey organized the meeting so members of the Hispanic community could share their concerns and anxieties following last week's presidential election. The speakers shared their concerns and almost all shared worries for their children and how they are treated. Dr. Hillmann stated clearly that Northfield is a place where hate and discrimination will not be tolerated. He explained to families that District administrators, teachers, and staff support their children unequivocally and not only want them to feel safe, but valued. He encouraged students to report any incidents of inappropriate comments, harassment, or discrimination to their teachers or principals. Northfield Public Schools is prepared to support every student. Superintendent Hillmann sent an email to all staff telling them to be vigilant and

intervene if they observe behavioral issues and to make sure any incidents are reported to building administration.

VII. Items for Discussion and / or Reports

1. Substitute Teacher Proposal.

Director of Human Resources Molly Viesselman reviewed a proposal to recruit and hire two full-time substitute teachers in an effort to address the substitute teacher shortage. The hiring of full-time substitute teachers is one strategy that has worked well in other districts to mitigate the impact of a smaller pool of on-call substitute teachers.

2. School Improvement Plan Presentations -- Area Learning Center and Community Services.

Presenting the School Improvement Plan for the Area Learning Center was Director Daryl Kehler. The ALC identified attendance and credit completion, as well as ensuring that all graduating seniors have a post-secondary life plan, as the goals they will continue to work on during the 2016-2017 school year. The 2016-2017 school year is the third year of these three-year goals.

The Community Services site improvement plan was presented by Director Erin Bailey. She spoke about the progress being made on the implementation of the Collective Impact Initiative that focuses on supporting all Northfield youth from cradle to career: "Ready for Kindergarten" roadmap was completed, 3,459 free books were distributed, and Early Learning Scholarships continue to be a key component. In 2016-2017, Community Services will continue the work around Northfield Promise, continue to determine appropriate space and programming needs, and expand and enhance professional development opportunities for all Community Services staff. Some interesting facts for fiscal year 2015-2016:

- 40,732 children, youth and adults participated in a Community Services program
- 121,969 people had access to a school district facility through Community Services (over 23,000 person increase over last year)

3. Master Facilities Plan.

Superintendent Matt Hillmann and Director of Buildings and Grounds Jim Kulseth presented the Master Facilities Plan. Work on the Master Facilities Plan began with a demographic study of the District in June 2014 and included more than 20 stakeholder meetings along with an online engagement process that involved more than 500 stakeholders. The plan includes focus on managing the life cycle of our current facilities and planning for deferred maintenance projects to ensure the maximum use of our facilities.

VIII. Superintendent's Report

A. Items for Individual Action

1. Resolution Stating the Intention of the School Board to Issue General Obligation Bonds to Finance Projects included in the District's Approved Ten-Year Facility Plan.

On a motion by Stratmoen, seconded by Colangelo, the Board unanimously approved the Resolution Stating the Intention of the School Board to Issue General Obligation Bonds to Finance Projects included in the District's Approved Ten-Year Facility Plan; Covenanting and Obligating the District to be Bound by and to use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and Interest on the Bonds. Voting 'yes' was Bogott, Hardy, Colangelo, Quinnell, Stratmoen and Pritchard. No one voted 'no.' Iverson was absent.

2. Resolution Canvassing the Results of the November 8, 2016, School Board Election.

On a motion by Quinnell, seconded by Colangelo, the Board unanimously approved the adoption of the Resolution Canvassing Returns of Votes of the School District's General Election as presented. Voting 'yes' was Bogott, Hardy, Colangelo, Quinnell, Stratmoen and Pritchard. No one voted 'no.' Iverson was absent.

3. Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Duties.
On a motion by Colangelo, seconded by Quinnell, the Board unanimously adopted the Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties as presented. Voting 'yes' was Bogott, Hardy, Colangelo, Quinnell, Stratmoen and Pritchard. No one voted 'no.' Iverson was absent.

4. American Education Week Proclamation.
On a motion by Colangelo, seconded by Quinnell, the Board unanimously approved the American Education Week Proclamation as follows:
American Education Week Proclamation
WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and
WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and
WHEREAS, education employees--be they custodians or teachers, bus drivers or media specialists--work tirelessly to serve our children and communities with care and professionalism; and
WHEREAS, schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders, and elected officials in a common enterprise;
NOW THEREFORE, the Northfield Public Schools Board of Education does hereby proclaim November 14 – 18, 2016, as the 95th annual observance of American Education Week.

B. Items for Consent Grouping

On a motion by Bogott, seconded by Hardy, the Board unanimously approved the following items in the Consent Grouping.

1. Personnel Items.
 - a. Appointments.
 1. Alexander Betley Basketball Coach for 4hrs/day (Saturdays) with Community Services beginning 1/01/2017-5/31/2017; \$9.50/hr
 2. Danielle Crase Assistant Student Council Advisor at the High School beginning 10/01/2016-06/06/2017; Level K, Step 1
 3. *Julieann DeMars Special Education EA-PCA for 7 hrs/day at CVSEC-Alex beginning 11/28 /2016. CVSEC Spec Ed, Step 4-\$16.69/hr.
 4. Amber Fredrickson Special Education EA-PCA for 7 hrs/day at CVSEC-STEP beginning 11/14 /2016; CVSEC Spec Ed, Step 4-\$16.69/hr.
 5. Annika Hoff Basketball Coach for 3hrs/day (Saturdays) with Community Services beginning 1/01/2017-5/31/2017; \$9.50/hr
 6. Ane Holland Aquatics for 2 hrs/day for 2 days/wk with Community Services beginning 01/1/2017-5/31/2017; Swim Aide \$9.50/hour, Class Lead \$10.50/hour.
 7. *Alea Johnston Special Education EA-PCA for 7 hrs/day at CVSEC-Alex beginning 11/21/2016. CVSEC Spec Ed, Step 4-\$16.69/hr.
 8. April Kalscheuer Special Education EA-PCA for 7 hrs/day at CVSEC-STEP beginning 11/14 /2016; CVSEC Spec Ed, Step 2-\$15.92/hr.
 9. Kelly Luiten Volunteer Coordinator flex hours for up to 400/ hrs for the remaining of the 2016-17 school year beginning 11/14/16-6/6/2017; Step 1-\$15.28/hr.
 10. Nicole Monroe Special Education EA-PCA for 7 hrs/day at CVSEC-SUN beginning 11/5/2016; CVSEC Spec Ed, Step 3-\$16.24/hr.
 11. Angela Peterson Special Education EA-PCA for 7 hrs/day at CVSEC-SUN beginning 11/9/2016; CVSEC Spec Ed, Step 1-\$15.58/hr.
 12. Jonathan Pownell Aquatics for 2 hrs/day for 2 days/wk with Community Services beginning 11/3/2016-5/31/2017; Lifeguard \$10/hour, Swim Aide \$9.50/hour, Class Lead \$10.50/hour.
 13. Derrick Schroeder Special Education EA-PCA for 7 hrs/day at CVSEC-STEP beginning 11/14/2016; CVSEC Spec Ed, Step 4-\$16.69/hr.
 14. Shari Setchell Event Worker District Wide beginning 10/24/2016.

15. Jaclyn Swenson Targeted Services PLUS Student Site Assistant for 1.5 hrs/day for 4 days a week Mon.-Thur. at Sibley beginning 11/8/2016-4/5/2017; \$9.50/hr.
 16. Grace Touchette Basketball Coach for 3hrs/day (Saturdays) with Community Services beginning 1/01/2017-5/31/2017; \$9.50/hr.
 17. Fall/Winter/Spring Recreation Positions
Effective November 3, 2016-May 31, 2017
Trent Swartwoudt-Lifeguard \$10/hour, Swim Aide \$9.50/hour, Class Lead \$10.50/hour
Cullen Hauck- Lifeguard \$10/hour, Swim Aide \$9.50/hour, Class Lead \$10.50/hour
Chantel Novak- Lifeguard \$10/hour, Swim Aide \$9.50/hour, Class Lead \$10.50/hour
Effective January 1, 2017-May 31, 2017
Anja Stromme – Basketball Supervisor \$10.75/hour
Vanessa Dimick – Basketball Coach \$10/hour
Garrick Hoekstra – Basketball Coach \$9.75/hour
Connor Henderson – Basketball Coach \$9.75/hour
Jorgen Salveson – Basketball Coach \$9.75/hour
Theodore Deitz - Basketball Supervisor \$11.00/hour
Sean Meagher – Lifeguard \$10/hour, Swim Aide, \$9.50/hour, Class Lead \$10.50/hour
Mark Welinski – Tennis Supervisor \$10.50/hour
Christof Zweifel – Tennis \$9.50/hour
Timothy Roback – Tennis \$9.50/hour
 18. Nick Gerhardt Event Worker District Wide beginning 11/7/2016.
 19. *John Kromschroeder Night Custodian at the Middle School full time beginning 11/28/2016; Step 3-\$16.49/hr.
 20. Sarah Woodcock Early Ventures Teacher at Longfellow for 40 hrs/wk beginning 11/28/2016; Step 3-\$16.16/hr.
- b. Increase/Decrease/Change in Assignment.
1. Charlie Alvarez Teacher at Greenvale Park, add Targeted Services PLUS Teacher at Greenvale Park for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-05/04/2017; Year 2 \$27.11
 2. Robert Benson EA at Sibley, add Target Services PLUS Site Lead at Sibley for 1.5 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-04/07/2017; Step 1 \$15.34
 3. Kristen Cade Teacher at Bridgewater, add Targeted Services PLUS Teacher at Bridgewater for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-04/05/2017; Year 21 \$28.82
 4. Cory Callahan Assistant Football Coach at the High School, Change to Weight Room Assistant beginning 11/15/2016; Level K, Step 1
 5. Stephanie Ennis Long Term Sub Teacher at Greenvale Park, add Targeted Services PLUS Teacher at Greenvale Park for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 10/26/16-05/04/2017; Year 1, \$27.11
 6. Kathy Flicek Teacher at Greenvale Park, add Targeted Services PLUS Teacher at Greenvale Park for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-05/04/2017; year 1 \$27.11
 7. Becky Gainey RTI Coach at Sibley, add Targeted Services PLUS Teacher at Sibley for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-05/04/2017; Year 1, \$27.11
 8. Robert Garcia Teacher at Greenvale Park, add Targeted Services PLUS Teacher at Greenvale Park for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-05/04/2017; Year 7 \$27.73
 9. Amanda Heinritz Teacher at Greenvale Park, add Targeted Services PLUS Teacher at Greenvale Park for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-05/04/2017; Year 2 \$27.11
 10. Michael Humann Custodian at the Middle School, change to Custodian Engineer-Lead hours are 3-11pm Mon-Fri at the Middle School beginning 10/31/2016; \$21.05/hr.

11. Tammy McDonough Teacher at the Middle School, add Targeted Services BLAST Teacher at the Middle School for 5 hrs/wk up to 4 days per week Mon.-Thur. beginning 11/9/16-05/26/2017; Year 2 \$27.11
 12. Erica Ness Teacher at Bridgewater, add Targeted Services PLUS Teacher at Bridgewater for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-05/04/2017; Year 2 \$27.11
 13. Kathy Roth Special Ed PCA EA (Step 1) at CVSEC-STEP, change to Special Ed PCA EA (Step 2) at CVSEC-STEP beginning 8/30/2016; Spec Ed CVSEC Step 2-\$15.92
 14. Melissa Shepherd Teacher at Bridgewater, add Targeted Services PLUS Teacher at Bridgewater for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-05/04/2017; Year 1 \$27.11
 15. Shelley Stulken Teacher at Sibley, add Targeted Services PLUS Teacher at Sibley for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-04/05/2017; Year 1 \$27.11
 16. Dan DuPay Assistant Boys Swimming Coach (40% Stipend) at the Middle School, add Assistant Boys Swimming Coach (60% Stipend) for 100% coaching stipend at the Middle School beginning 10/25/16. Level E Step 6.
- c. Leave of Absence Requests.
1. Breezy Barrett Ventures Coordinator Family/medical leave of absence beginning on or about 12/24/2016 for 12 work weeks.
 2. Stephanie Bangs 1.0 FTE Teacher at CVSEC SUN medical leave of absence beginning 11/3/2016-12/5/2016.
 3. Timothy Biegert Teacher at the High School Family/medical leave of absence beginning on 12/26/2016-01/20/2017.
 4. Elizabeth Valentine Teacher at Sibley Family/medical leave of absence beginning on 01/03/2017-01/27/2017.
- d. Resignations.
1. Rachel Beran Speech Coach at the High School resignation effective 11/9/2016.
 2. Amrita Bhagia Assistant Coach at the High School resignation effective for the 2016-17 school year beginning 6/2/2016.
 3. Pam Hanson Speech Coach at the High School resignation effective 11/9/2016.
 4. Gailyn Lamphere Special Education –PCA with the CVSEC-Alex building unable to accept position.
 5. Holly McBeth Early Ventures Teacher at Longfellow resignation effective 11/8/2016.
 6. Clarification - Amrita Bhagia is resigning as an Assistant Speech Coach at the High School, effective for the 2016-17 school year beginning 6/2/2016.
- e. Administration approved the following:
- Girls' Swimming & Diving-additional coaching position.
\$600 additional funds allocated for the position (inclusive of salary/benefits) for the 2016-17 school year at an hourly rate.
 - Speech-additional coaching position.
\$2,000 will be allocated for the position (inclusive of salary/benefits) for the 2016-17 school year at an hourly rate.
 - Dance Team-additional coaching position.
\$1,000 additional funds allocated for the position (inclusive of salary/benefits) for the 2016-17 school year at an hourly rate.
 - Speech-a second coaching position.
Additional \$2,000 will be allocated for the position (inclusive of salary/benefits) for the 2016-17 school year at an hourly rate.

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

** Subject to change upon Board approval of the employee agreement.

IX. Items for Information

1. Enrollment Options Report.

The 2016-2017 Enrollment Options Report was provided to the Board. Northfield Public Schools has 313 students attending our schools from other school districts this school year compared to 281 last year. 719 Northfield students are attending school elsewhere, including other public schools (182), charter schools (278), home schools (113) and non-public schools (146). Last year 729 students attended school elsewhere.

2. Enrollment Report – November 2016.

X. Future Meetings

Monday, November 28, 2016, 6:30 PM, Public Hearing, World's Best Workforce, Northfield High School Media Center

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

Monday, December 12, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

XI. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 9:15 p.m.

Noel Stratmoen
School Board Clerk



Committee Report

Board of Education

Name: Fritz, Margaret, and Ellen

Committee: DEPAC (11/21/16)

Date Submitted: 11/22/2016 17:30:17

All DEPAC committee members heard two presentations:

Carrie Duba presented on the work investigating possible social-emotional learning curriculum for the district. Carrie introduced the research related to social-emotional learning from the national consortium, Collaborative for Academic, Social, and Emotional Learning (CASEL) (<http://www.casel.org/>). CASEL advocates using a framework for Systemic Social and Emotional Learning that identifies five core competencies: self-management, responsible decision-making, relationship skills, social awareness, and self-awareness (<http://www.casel.org/what-is-sel/>). The district is seeking curriculum that could span Early learning to Grade 12. She noted that even when curriculum spans all the years, there is a distinct change in the nature of the curriculum around the middle school years. All of the Social Emotional Learning (SEL) curriculum has strongest influence on students when the curriculum is embedded in the academic curriculum rather than being used as stand-alone instruction. Carrie shared a list of around a half dozen potential options for curriculum that are being investigated, some of which are being piloted in small settings throughout the district.

Dr. Hillmann presented the details of the strategic vision and near term priorities to DEPAC. He described how the new vision statement, slightly modified mission statement, and priorities related to the existing beliefs and strategies. Members of DEPAC questions included: Where does the opportunity gap appear in the near term priorities, how does investigating class size relate to class composition, and does the district have baseline data about the diversity of its staff. Dr. Hillman also proposed that DEPAC consider a new way of working that is more aligned to the near term priorities. Several potential models were briefly touched upon: 1) Organize DEPAC groups around the near term priorities, 2) Keep original 3 DEPAC groups but have each group embed the near term priorities in their work, 3) A hybrid jigsaw model where the original DEPAC groups may continue but members are also representative of each near term priority and may meet in those subgroups as well. At the next DEPAC meeting (January 30th), members will discuss the different ways DEPAC may reorganize to be more aligned with the near term priorities and a way forward will be determined.

ISD NO. 659 NORTHFIELD

June 30, 2016



CliftonLarsonAllen

CLAconnect.com



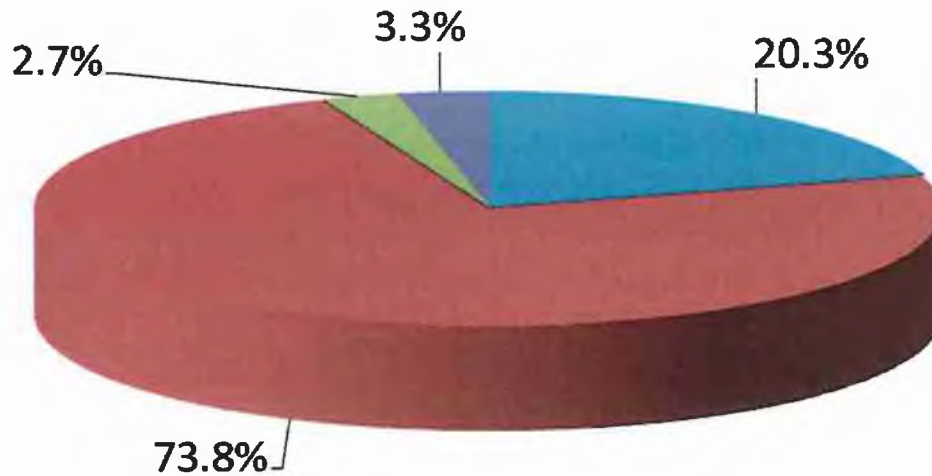
INDEPENDENT SCHOOL DISTRICT #659
 COMBINING STATEMENT OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES
 GENERAL FUND
 YEAR ENDED JUNE 30, 2016

© 2014 CliftonLarsonAllen LLP

	Nonspendable Assigned & Unassigned	Non-Capital Restrictions	Capital Related Restriction			Total	General Fund Total
			Operating Capital	Health & Safety	Deferred Maintenance		
Revenues	\$ 42,638,524	\$ 4,082,144	\$ 869,284	\$ 285,526	\$ 258,400	\$ 1,413,210	\$ 48,133,878
Expenditures and							
Operating Transfers	41,079,276	4,082,645	929,545	195,475	146,492	1,271,512	\$ 46,433,433
Excess (Deficit) Revenues Over Expenditures	1,559,248	(501)	(60,261)	90,051	111,908	141,698	1,700,445
Fund Balance June 30, 2015	15,113,978	91,216	929,961	(200,878)	234,889	963,972	\$ 16,169,166
Fund Balance June 30, 2016	\$ 16,673,226	\$ 90,715	\$ 869,700	\$ (110,827)	\$ 346,797	\$ 1,105,670	\$ 17,869,611

ISD NO. 659 NORTHFIELD
General Fund Revenue
Year Ended June 30, 2016

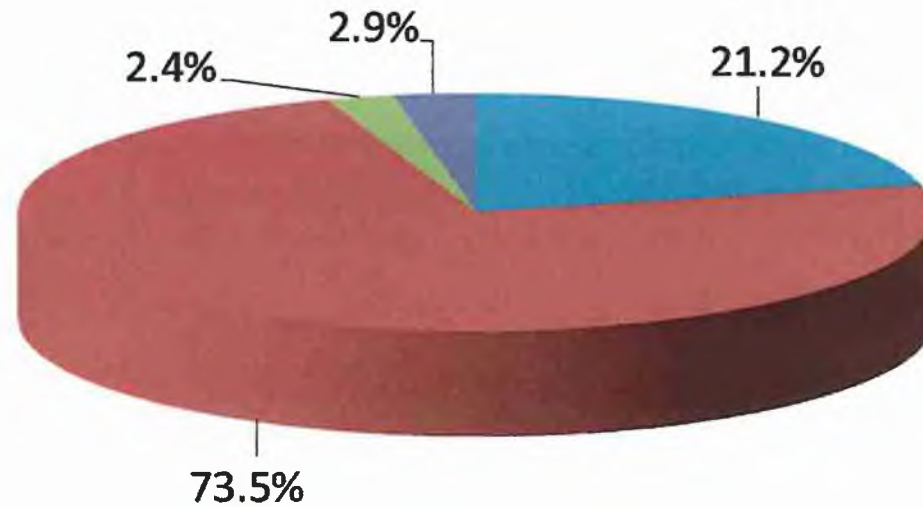
\$48,084,719



■ Local Property Taxes ■ State Sources ■ Federal Sources ■ Other

ISD NO. 659 NORTHFIELD
General Fund Revenue
Year Ended June 30, 2015

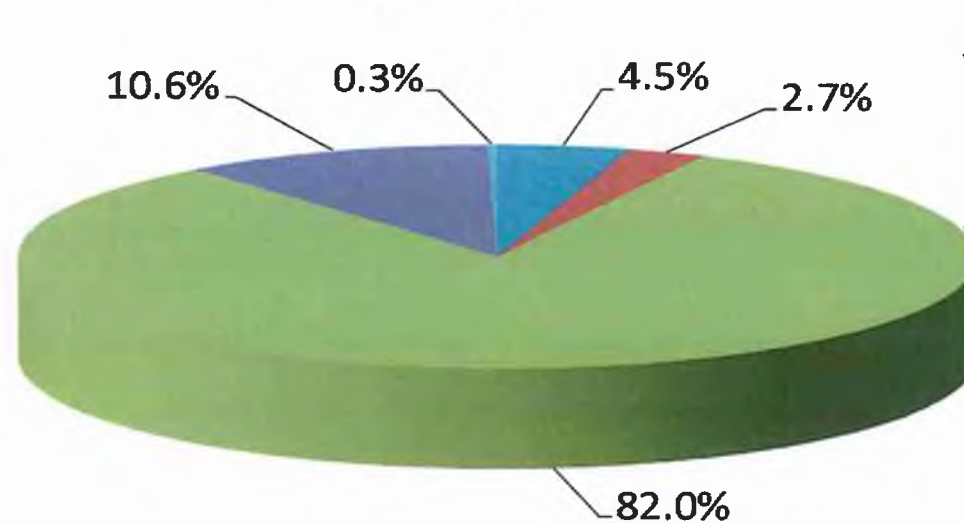
\$45,972,783



■ Local Property Taxes ■ State Sources ■ Federal Sources ■ Other

ISD NO. 659 NORTHFIELD
 General Fund Expenditures
 Year Ended June 30, 2016

\$46,433,449



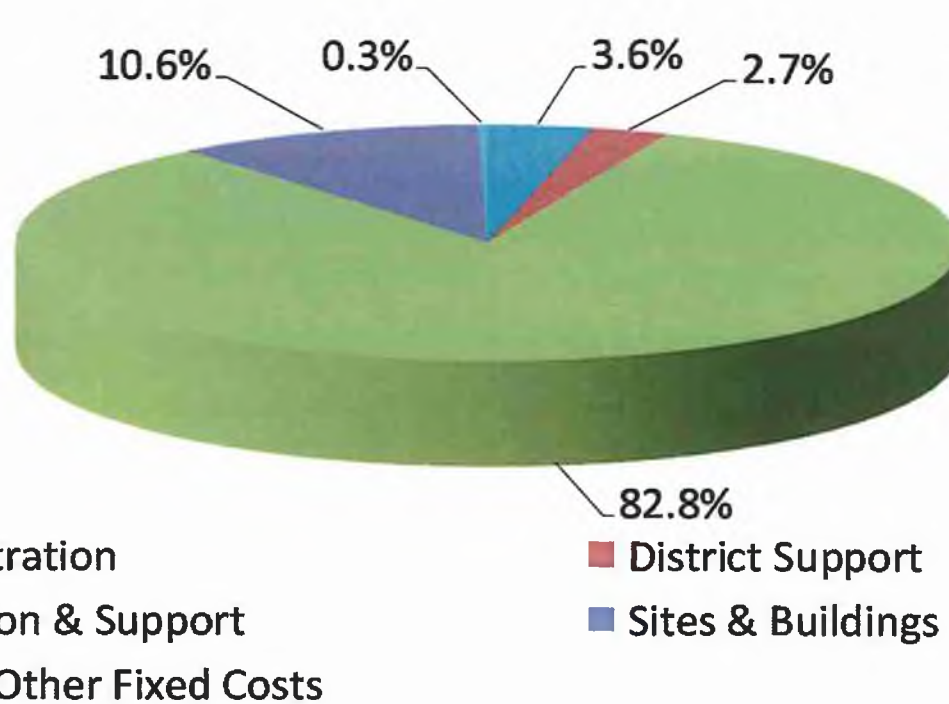
- Administration
- Instruction & Support
- Fiscal & Other Fixed Costs
- District Support
- Sites & Buildings

Regular	50.8%
Vocational	0.6%
Special Ed	20.7%
Instruc. Support	2.4%
Pupil Support	7.5%
Total	82.0%

© 2014 CliftonLarsonAllen LLP

ISD NO. 659 NORTHFIELD
 General Fund Expenditures
 Year Ended June 30, 2015

\$45,055,192



Regular	51.8%
Vocational	0.6%
Special Ed	19.6%
Instruc. Support	3.1%
Pupil Support	7.7%
Total	82.8%



CliftonLarsonAllen LLP
CLAcconnect.com

CliftonLarsonAllen

Board of Education
Independent School District No. 659
Northfield, Minnesota

This Executive Audit Summary and Management Report presents information which we believe is important to you as members of the school board. We encourage you to review the sections of this report, the audited financial statements and the auditors' reports.

We would be pleased to furnish additional information with respect to these suggestions and discuss this memorandum with you at your convenience. We wish to express our appreciation to the District for the courtesies, cooperation and assistance extended to us during the course of our work.

CliftonLarsonAllen LLP

Craig Popenhagen, CPA
Principal

**NORTHFIELD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 659**

EXECUTIVE AUDIT SUMMARY (EAS)

JUNE 30, 2016

NORTHFIELD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 659
TABLE OF CONTENTS
JUNE 30, 2016

EXECUTIVE AUDIT SUMMARY	1
FORMAL REQUIRED COMMUNICATIONS	2
INTERNAL CONTROL COMMUNICATION	7
INTERNAL CONTROL COMMUNICATION – STUDENT ACTIVITY FUNDS	7
APPENDIX A	
FINANCIAL TRENDS OF YOUR DISTRICT	10

**EXECUTIVE AUDIT SUMMARY (EAS) FOR
INDEPENDENT SCHOOL DISTRICT NO. 659
YEAR ENDED JUNE 30, 2016**

We prepared this Executive Audit Summary and Management Report in conjunction with our audit of the District's financial records for the year ended June 30, 2016.

Audit Opinion

The financial statements are fairly stated. We issued what is known as a "clean" audit report.

Internal Control Over Financial Reporting

No findings in internal controls were noted.

Yellow Book Compliance Findings

No compliance issues were noted in our review of laws, regulations, contracts and grants that could have significant financial implications to the District.

Single Audit

No findings were noted relating to compliance and internal control over compliance, based on our audit of compliance of the Child Nutrition Cluster program.

Minnesota Legal Compliance

No findings related to Minnesota Legal Compliance were noted.

Student Activity Funds

The student activity financial statements are prepared on the regulatory basis prescribed or permitted by the Minnesota Department of Education, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The financial statements are fairly stated, except for such adjustments, if any, as might have been determined necessary had the cash collections been susceptible to satisfactory audit tests. This is what is known as a qualified opinion and is expected for audits of student activity funds.

There were no compliance findings noted for student activity funds.



CliftonLarsonAllen

FORMAL REQUIRED COMMUNICATIONS

Board of Education
Independent School District No. 659
Northfield, Minnesota

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Independent School District No. 659 (the District) as of and for the year ended June 30, 2016, and have issued our report thereon dated November 21, 2016. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2016.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Board of Education
Independent School District No. 659

- Due from Minnesota Department of Education
- Due from Federal through the Minnesota Department of Education
- Estimated useful lives of depreciable capital assets
- Estimated severance benefits payable
- Other postemployment benefits payable
- Net Pension Liability

Management's estimate of the due from Minnesota Department of Education is based on amounts anticipated to be received from the state for various aid entitlements for fiscal 2015-2016. The most significant of these is the aid portion of general education revenue. General education revenue and certain other revenues are computed by applying an allowance per student to the number of students served by the District. Student attendance is accumulated in a statewide database – MARSS. Because of the complexity of student accounting and because of certain enrollment options, student information is input by other school districts and the MARSS data for fiscal year 2015-2016 is not finalized until well into the next fiscal year. Management expects any differences between estimated and actual data will be insignificant.

Management's estimate of due from Federal through the Minnesota Department of Education is based on amounts anticipated to be received through the state for various federal aid entitlements for fiscal 2015-2016. Many federal entitlements require that supporting financial reporting information be provided both in the UFARS accounting system and also the SERVS reporting system. To the extent that these two separate systems are not in agreement and reported in a timely manner, the estimated aid entitlement may be adversely affected. Management expects any differences between estimated and actual data will be insignificant.

Management's estimate of useful lives for depreciable assets is based on guidance recommended by the Minnesota Department of Education and other sources. The useful life of a depreciable asset determines the amount of depreciation that will be recorded in any given reporting period as well as the amount of accumulated depreciation that is reported at the end of a reporting period.

Management's estimate of severance payable is based on assumptions made by the District as required by GASB 16 and the results of an actuarial study. A liability has been recorded in long-term debt for accumulated sick leave convertible to early retirement pay for which it is probable the employees will be compensated. The "vesting method" used by the District to calculate this liability is based on assumptions involving the probability of employees becoming eligible to receive the benefits (vesting), and the potential use of accumulated sick leave prior to termination.

Management's estimate of other postemployment benefits payable is based on an actuarially determined calculation, less actual payments incurred on behalf of retirees and an actuarially determined estimate of implicit rate subsidy, which is the estimated increased cost of premiums due to inclusion of retirees in the same plan as the District's active employees.

Management's estimate of the net pension liability is based on an actuarially determined calculation of the District's proportionate share of the net pension liability of cost-sharing multiple-employer pension plans sponsored by the Teachers Retirement Association and the Public Employees Retirement Association of Minnesota, in which the District participates.

We reviewed and tested management's procedures and underlying supporting documentation in the areas discussed above and evaluated the key factors and assumptions used to develop the estimates noted above in determining that they are reasonable in relation to the financial statements taken as a whole. We concluded that the accounting estimates and management judgments appeared to consider all significant factors and resulted in appropriate accounting recognition.

Financial Statement Disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

Corrected Misstatements

Management did not identify and we did not notify them of any financial statement misstatements detected as a result of audit procedures.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 21, 2016.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant Issues Discussed with Management Prior to Engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other Information in Documents Containing Audited Financial Statements

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

With respect to the Schedule of Expenditures of Federal Awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated November 21, 2016.

With respect to the Schedule of Revenues, Expenditures, and Changes in Fund Balance –Budget to Actual – Debt Service Fund, the Schedule of Changes in Fund Equities, and the Uniform Financial Reporting and Accounting Standards Compliance Table (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated November 21, 2016.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

* * *

Board of Education
Independent School District No. 659

This communication is intended solely for the information and use of the Board of Education and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Austin, Minnesota
November 21, 2016



CliftonLarsonAllen LLP
CLAconnect.com

CliftonLarsonAllen

Board of Education
Independent School District No. 659
Northfield, Minnesota

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Independent School District No. 659 as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered Independent School District No. 659's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this communication is solely to describe the scope of our testing of internal control over financial reporting and the results of that testing. This communication is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District's internal control over financial reporting. Accordingly, this communication is not suitable for any other purpose.

This communication is intended solely for the information and use of management, Board of Education, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Austin, Minnesota
November 21, 2016



CliftonLarsonAllen

Board of Education
Independent School District No.659
Northfield, Minnesota

In planning and performing our audit of the financial statement of the student activity funds of Independent School District No.659 as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the student activity funds' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the student activity funds' internal control. Accordingly, we do not express an opinion on the effectiveness of the student activity funds' internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to fraud or error may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the student activity funds' financial statements will not be prevented, or detected and corrected, on a timely basis.

Material Weaknesses

The material weakness related to student activity receipts that is included in the attached Schedule of Findings and Responses was identified and communicated in a prior period; remedial action has not yet been taken.

Management's Response

Independent School District No.659's written response to the material weakness identified in our audit was not subjected to the audit procedures applied in the audit of the financial statement and, accordingly, we express no opinion on it.

Board of Education
Independent School District No. 659

* * *

This communication is intended solely for the information and use of management, the Board of Education, others within the student activity funds, and the Minnesota Department of Education, and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Austin, Minnesota
November 21, 2016

Schedule of Findings and Responses:

Condition: The District has not established accounting procedures to provide assurance that all cash collections are recorded in the accounting records. The District records student activity revenues on the cash basis and does not have an accounting system and internal controls in place to ensure student activity revenues and receipts have been properly recorded. The potential exists that a material misstatement could occur in the financial statements and not be prevented or detected by the District's internal controls. The accounting system and internal controls could be improved by (a) use of pre-numbered receipts with reconciliation of the numerical sequence, (b) reconciliation of merchandise purchased to items sold and items remaining at the end of the fundraiser, and (c) calculation of expected sales compared to cash receipts or various other procedures determined by management.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement With Audit Findings

There is no disagreement with the audit finding.

Actions Planned in Response to Finding

The District is conscious of the lack of accounting procedures involved with student activity receipts. In consideration of the guiding principles under which the student activity fund was established, the District provides opportunities for substantial student involvement in the selection, direction, and management of fundraisers. This student involvement, although of immeasurable value to those students, is an inherent internal control weakness. Implementation of further internal controls may provide limited improvement in internal controls, but may also reduce the relative value of the student experience. At this time, the District does not intend to implement further internal controls in this area.

Official Responsible for Ensuring CAP

Val Mertesdorf, Director of Finance, is the official responsible for ensuring corrective action of the deficiency.

Planned Completion Date for CAP

December 31, 2016

Plan to Monitor Completion of CAP

Superintendent and the board of education will be monitoring this corrective action plan.

APPENDIX A

FINANCIAL TRENDS OF YOUR DISTRICT

The following graphs reflect financial trends of Independent School District No. 659. Information related to fund balances were obtained from current and prior year audit reports.

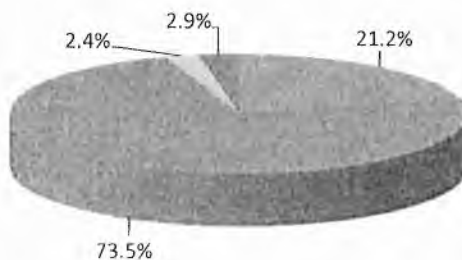
INDEPENDENT SCHOOL DISTRICT #669
 COMBINING STATEMENT OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES
 GENERAL FUND
 YEAR ENDED JUNE 30, 2016

	Nonspendable Assigned & Unassigned	Non-Capital Restrictions	Capital Related Restriction			Total	General Fund Total
			Operating Capital	Health & Safety	Deferred Maintenance		
Revenues	\$ 42,638,524	\$ 4,082,144	\$ 669,284	\$ 285,526	\$ 258,400	\$ 1,413,210	\$ 48,133,878
Expenditures and							
Operating Transfers	41,079,276	4,082,645	929,545	195,475	146,492	1,271,512	\$ 46,433,433
Excess (Deficit) Revenues Over Expenditures	1,559,248	(501)	(60,261)	90,051	111,908	141,698	1,700,445
Fund Balance June 30 2015	15,113,978	91,216	929,961	(200,878)	234,889	963,972	\$ 16,169,166
Fund Balance June 30, 2016	\$ 16,673,226	\$ 90,715	\$ 869,700	\$ (110,827)	\$ 346,797	\$ 1,105,670	\$ 17,869,611

CliftonLarsonAllen
 CLAcconnect.com

ISD NO. 659 NORTHFIELD
 General Fund Revenue
 Year Ended June 30, 2015

\$45,972,783

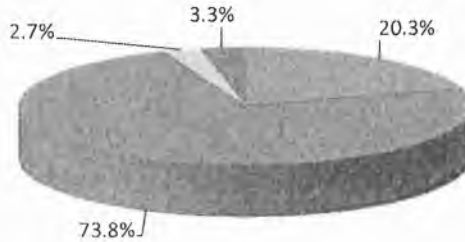


Local Property Taxes
 State Sources
 Federal Sources
 Other

CliftonLarsonAllen
 CLAcconnect.com

ISD NO. 659 NORTHFIELD
 General Fund Revenue
 Year Ended June 30, 2016

\$48,084,719

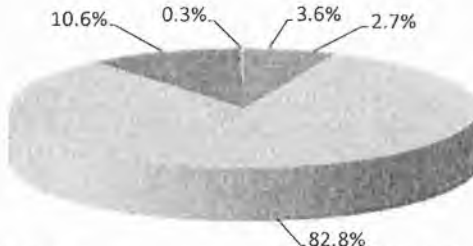


Local Property Taxes State Sources Federal Sources Other

CliftonLarsonAllen
 CLAcconnect.com

ISD NO. 659 NORTHFIELD
 General Fund Expenditures
 Year Ended June 30, 2015

\$45,055,192



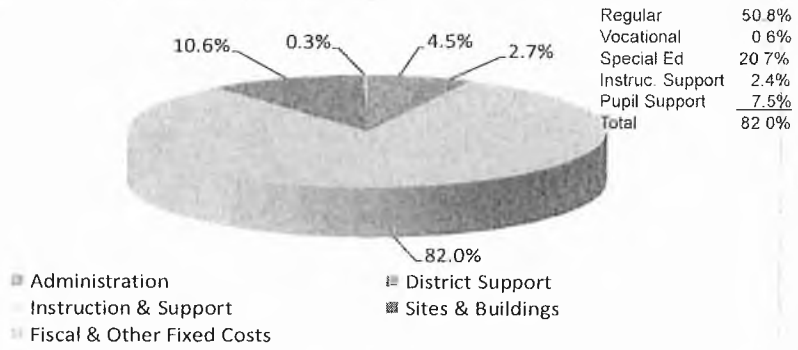
Administration District Support
 Instruction & Support Sites & Buildings
 Fiscal & Other Fixed Costs

Regular	51.8%
Vocational	0.6%
Special Ed	19.6%
Instruc Support	3.1%
Pupil Support	<u>7.7%</u>
Total	82.8%

CliftonLarsonAllen
 CLAcconnect.com

ISD NO. 659 NORTHFIELD
General Fund Expenditures
Year Ended June 30, 2016

\$46,433,449



TO: Northfield School Board

FROM: Molly Viesselman, Director of Human Resources

DATE: October 28, 2016

RE: Full Time Substitute Teacher Proposal

Like most Districts in the state, Northfield is experiencing a severe shortage of substitutes for our teachers, as well as most other employment groups. The improvement in our economy has created a void in the number of people available for this type of work. To address this issue in Northfield, I am proposing hiring two full-time substitute teachers. This is necessary to maintain consistency for our students in their learning when their regular teacher is not able to be at school.

This substitute shortage has created challenging situations. At the secondary level, teachers are asked to give up their prep time (for which they are paid) to help cover another classroom when a full-day substitute cannot be found. We are sometimes forced to split elementary students among multiple classrooms due to the fact that no substitute is available to cover an absent teacher. While this is not a regular occurrence, it is happening more than in the past and is definitely not an ideal situation. I researched outsourcing our substitutes to a third party company such as Teachers On Call. From what I can gather from surrounding Districts that have tried this, the success rate has been very minimal and they continue to have issues with substitute shortages.

Our administrative team is committed to addressing this issue. We are researching and considering many options at this time. While we will continue to explore all options, I propose we hire two full-time teacher substitutes. In order to assess our need for this each year, they would be hired on a year-to-year basis. The position would be tied to our "Other Staff" employment agreement and require, at a minimum, a short call substitute teaching license from the Minnesota Department of Education. The positions would be eligible for insurance and leave benefits under the employment agreement for the year in which they are employed. I believe an appropriate rate of pay for these positions would be \$25.00/hour. This is just slightly less than the BA, step 0 hourly rate of pay on the teacher salary schedule, currently \$26.47/hour, but slightly higher than our general teacher substitute rate.

These positions would not be able to accept substitute jobs from teachers in advance. They would be reserved for the vacancies that are put in late for which no substitute can be found. These are the vacancies we are having trouble filling.

In researching this option, there are quite a few Districts that have had a lot of success with this option, including New Prague and Prior Lake. We currently pay teachers \$30/hour to give up their preparation time to substitute for other teachers. The cost for the two full-time teacher substitutes would be minimized by limiting this need for teachers needing to give up their preparation time to substitute for other teachers and because we will need to hire less substitutes for day-to-day absences.

Introduction

Northfield Public Schools embarked on a long-term master facilities planning process in June 2014 and culminates with this Master Facilities Plan proposal. The Master Facilities Plan includes two components: a building life cycle plan and a deferred maintenance plan. The building life cycle plan considers the physical, environmental, and educational adequacy of our current buildings. The Master Facilities Plan Executive Summary will be updated on an annual basis and reviewed with the Board of Education. In addition, the estimated costs will be updated on an annual basis.

History

The Master Facilities Plan was developed between June 2014 and October 2016. Below is a timeline reviewing the process.

- Hazel Reinhardt, of Hazel Reinhardt Consulting Services, presented a detailed demographic report to the Northfield Board of Education in June 2014. The study included five- and ten-year projections for the district's student population, as well as a housing unit projection.
- A facilities study was conducted in the summer of 2014 by ATS&R, the District's consultants.
- A series of 18 community meetings were held in the Fall of 2014. Meetings were held for parents/community members and staff at each site. Attendees were asked to tell the District what was good about their facility, what could be better about their facility, and what one change would they make to the facility to better facilitate teaching and learning.
- ATS&R worked with District staff in the Spring/Summer of 2015 to develop two approaches to the issues identified during the 2014 community meetings.
- An additional series of seven community meetings were held in the Fall of 2015. The two approaches were presented with the estimated cost of each potential project. Participants were asked to identify what they liked, what they didn't like, and any other questions they had about each approach.
- In March 2016, an online ThoughtExchange process was used to gather additional data on the two approaches developed by the District and ATS&R.
- In June 2016, the facilities-focused ThoughtExchange results were presented to the School Board.
- In November 2016, the Master Facilities Plan was presented to the School Board for adoption.

A plan, not an immediate bond issue

It is critical to note that this plan does not immediately initiate a bond issue. It creates a plan that the School Board will consider on an annual basis and determine which parts, if any, should be pursued.

Building Life Cycle Management Plan (physical, environmental, and educational adequacy)

District consultant ATS&R identified four potential building life cycle management pathways as a result of the planning process. Based on stakeholder feedback, this Executive Summary identifies two building life cycle management projects as the prioritized projects for the District. These projects include:

- Pathway 2: Includes modifications at Bridgewater and Sibley Elementary Schools; a new Greenvale Park Elementary School that would be constructed on the same site as the current Greenvale Park building; and minimal renovations of the current

Greenvale Park building for repurposing as the District's Early Childhood Center that would house all Pre-Kindergarten programs and day care. This pathway is referred to below as the **Elementary Project**.

- Modified Pathway 3: Includes the construction of a new Northfield High School on the same site as the current building (where the current baseball and softball fields are located) followed by demolition of the current building and repurposing of that footprint for baseball and softball fields to replace those displaced by the new building's construction. This modified pathway is referred to below as the **High School Project**.

The Board could also consider Pathway 4, which includes both options included above.

Building Life Cycle Management Plan Project Estimated Cost History

The District will update the estimated cost for each prioritized project on an annual basis and present it to the Board as part of the annual capital projects budget presentation.

Year	Elementary Project	High School Project	Totals
2016	\$28.4 million	\$76.5 million	\$104.9 million

Deferred Maintenance/10-Year Plan

The District's deferred maintenance/10-year plan is the second portion of the Master Facilities Plan. This document replaces the deferred maintenance plan shared by ATS&R in February 2015. Since this time, the Minnesota legislature has enacted the Long Term Facilities Maintenance Revenue Program that requires School Boards to annually approve a 10-year plan. In an effort to be efficient, this is proposed to be the second part of the Master Facilities Plan and would be approved on an annual basis when the capital projects budget is approved.

Decision Making and Master Facilities Plan Committee

The Board would authorize projects associated with the Long Term Facilities Maintenance 10-year plan on an annual basis in conjunction with the annual capital budget presentation. At that time, the Board would also review the Building Life Cycle Management plan and determine if conditions necessitate activating a bond campaign for one or both of the identified "next projects."

Many Master Facilities Plans have formal benchmarks that signal activating a particular project. These benchmarks are often associated with enrollment, significant deterioration of the facility's exterior envelope, or significant deferred maintenance needs. The District will initiate a Facilities Advisory Committee comprised of Board members, parents/community members, and staff to review these benchmarks on an annual basis and provide a report to the Board on the current state of the District's facilities each year in March along with recommendations for considering portions of the plan for the following school year.

Summary

The District's proposed Master Facilities Plan includes the two components: the Building Life Cycle Management Plan and the Long Term Facilities Maintenance 10-year Plan. The Building Life Cycle Management Plan has two 'Next Projects' identified. These include an elementary project and a high school project. The elementary project (\$28.4 million) includes a proposed new Greenvale Park Elementary School on the same site as the current building, renovating the current Greenvale Park Elementary for use as the District's Early Childhood Education Center, and modest additions/renovations at both Sibley and Bridgewater Elementary Schools. The High School project focuses on a newly constructed Northfield High School (\$76.5 million) on the same site as the current building. Each year, the Board would review the Master Facilities Plan and decide what Building Life Cycle Management Plan projects, if any, should be brought to the voters for consideration. The Board will also authorize projects to be completed annually based on the 10-year Plan in order to maintain stewardship of our current facilities.