

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, January 23, 2017, 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. Prairie Creek Community School and Arcadia Charter School Annual Reports.
  2. ThoughtExchange.
  3. Financial Forecast and 2017-18 General Fund Budget Plan.
- VIII. Superintendent's Report
  - A. Items for Individual Action
    1. Dundas Dome Lease.
    2. Revised School Board Policy 501 – Weapons.
    3. Awarding the Bid for the Bridgewater Roof Replacement.
  - B. Items for Consent Grouping
    1. Financial Reports – August 2016.
    2. Personnel Items.
- IX. Items for Information
  1. Educational Assistant Recognition Week – January 23-27, 2017.
  2. School Board Committee Appointments.
- X. Future Meetings  
Monday, February 13, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, February 27, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- XI. Adjournment

**Closed Negotiations Strategy Session follows in the District Office Conference Room**

# NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, January 23, 2017, 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 January 23, 2017, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes  
Minutes of the Organizational and Regular School Board meetings held on January 9, 2017, are enclosed for your review and comment.
- V. Announcements and Recognitions.
- VI. Items for Discussion and/or Reports
  1. Prairie Creek Community School and Arcadia Charter School Annual Reports.  
Simon Tyler, Director of Prairie Creek Community School, and Barb Wornson, Interim Director of Arcadia Charter School, will be doing a joint presentation of the programs being provided in their two charter schools. Simon will be presenting a review of Prairie Creek's fourteenth year of operation as a charter school under the sponsorship of Northfield Public Schools, and an overview of this current school year. Prairie Creek's 2015-2016 Annual Report is enclosed for your review. Barb will review Arcadia's program and present their 2015-2016 Annual Report, which is enclosed. Arcadia, formerly ARTech, is in its thirteenth year of operation.  
  
These reviews and written reports fulfill state requirements for annual reporting as well as our District's request that each charter school authorized by the Northfield Public Schools present an annual report to the School Board.
  2. Thought Exchange.  
ThoughtExchange Stakeholder Engagement Facilitator Kailey Metcalf and Service Lead Iain Hackett will present an overview of the top themes from the Fall 2016 "Join the Conversation" multi-step ThoughtExchange process. 798 people engaged in the process, contributing 1,331 "thoughts", and assigning 53,412 stars.
  3. Financial Forecast and 2017-2018 General Fund Budget Plan.  
Director of Finance Val Mertesdorf will present the financial forecast and preliminary budget plan parameters and timeline for the 2017-18 school year. The presentation will include discussion of the assumptions used for development of the five-year financial forecast.
- VII. Superintendent's Report.
  - A. Items for Individual Action
    1. Dundas Dome Lease.  
As previously discussed at Board meetings on August 22 and September 12, 2016, the District intends to lease the Dundas Dome for no more than 90 hours at a total cost of \$40,500. The District will use its lease/levy authority to fund the lease. The lease included in the packet is a very similar approach to what is used for leasing the Northfield Gymnastics Club.

**Superintendent's Recommendation:** Motion to approve the lease with the Dundas Dome for no more than 90 hours at a total cost not to exceed \$40,500.

2. Revised School Board Policy 501 – Weapons.

The proposed revisions to Policy 501, originally shared at the January 9<sup>th</sup> Board Meeting, are needed to align the policy with a recent Minnesota Supreme Court decision as it relates to the definition of a firearm.

**Superintendent's Recommendation:** Motion to approve the revisions to School Board Policy 501-Weapons, as presented.

3. Awarding the Bid for the Bridgewater Roof Replacement.

Please refer to the supporting documents from The Garland Company. On January 13, 2017, sealed bids were opened to tally the bid results of the 2017 Roof Improvements Project at Bridgewater Elementary School. The "Bid Results Form" identifies Peterson Brothers Roofing as the lowest responsible bidder for both "Base Bid Line Items." After reviewing the project timeline with Peterson Brothers, they have indicated their intention to begin construction in April per the specifications time frame.

**Superintendent's Recommendation:** Motion to award the Base Bid Line Item #2 for the "Cold Process" application in the amount of \$1,338,750 to Peterson Brothers Roofing.

B. Items for Consent Grouping

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

1. Financial Reports – August 2016.

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,582,608.97, payroll checks totaling \$831,926.34 and the financial reports for August 2016. There were no bond payments made in August 2016.

2. Personnel Items.

a. Appointments.

1. Danielle Crase Assistant Girls Golf Coach for 2 hrs/day at the High School beginning 3/20/2017-6/14/2017; \$18.00/hr.
2. Heather Olivier Event Worker District Wide beginning 1/18/2017.

b. Increase/Decrease/Change in Assignment.

1. Cory Callahan High School Weight Room Assistant (winter season), change to 1.0 strength training coach-winter for 2.5 hrs/day at the High School beginning 1/16/2017-03/17/2017; Level I (Step One).
2. Mark Ezzell Sub Auditorium Tech. with Community Services, change to Building Supervisor for open gym Sunday's at Bridgewater and Monday's at Longfellow with Community Services beginning 1/15/2017-1/30/2017.
3. Katie Rigge Long Term Substitute for ECSE at Longfellow, change to Long Term Substitute ECSE Teacher for up to 0.9 FTE hrs/week at Longfellow beginning 1/18/2017-2/10/2017.

c. Leave of Absence Requests.

1. Melissa Shepherd, Teacher at Bridgewater, childcare leave of absence beginning on or about 05/10/2017-through end of 2016-17 school year.
2. Cori Yamry, Teacher at the Middle School, Family/Medical Leave childcare beginning 08/28/2017-for 8 work weeks of leave.

d. Resignations / Retirements / Termination.

1. Cory Callahan, Assistant Weight Room Coach, resignation effective 1/17/2017 in order to move to the Strength Training Coach position.
2. Candy Hard, Teacher at the Middle School, retirement effective at the end of the 2016-17 school year.
3. Trista Shimota School Nurse at St. Dominic, resignation effective 02/28/2017, will continue as a substitute.

4. Corazon Zamora, Spec Ed EA CVSEC Alex, termination effective 1/09/2017.
5. Ron Zoromski, Teacher at the High School, retirement effective at the end of the 2016-17 school year.

VIII. Items for Information

1. Educational Assistant Recognition Week – January 23-27, 2017.

This week has been designated as Educational Assistant Recognition Week. Educational Assistants provide services in a variety of positions within schools, including support for instruction and individual students, student activities, and numerous tasks that contribute to educational success. The support and services provided by educational assistants are integral to improving student achievement and increasing the effectiveness of Minnesota schools. Buildings are recognizing the contributions of educational assistants this week.

2. School Board Committee Appointments.

The list of School Board Committee appointments for 2017 made by Board Chair Julie Pritchard are enclosed.

IX. Future Meetings

Monday, February 13, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, February 27, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

**A Closed Negotiations Strategy Session will follow in the District Office Conference Room**

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

Organizational School Board Meeting  
January 9, 2017  
Northfield High School Media Center

I. Call to Order.

The Organizational meeting of the School Board of Independent School District 659 was called to order at 7:00 PM by Acting Chair Julie Pritchard for the purpose of organizing the Board for the 2017 calendar year.

II. Organization of the Board.

A. 1. Acceptance of Notice of Acceptance of Office and Oath of Office

The four School Board members elected in the November election were Amy Goerwitz, Rob Hardy, Ellen Iverson and Noel Stratmoen. The Oath of Office for each of these persons was administered by acting chair Julie Pritchard. Goerwitz, Hardy, Iverson and Stratmoen are each beginning a four-year term of office.

2. Election of Officers.

a. Election of Board Chair.

Colangelo moved that Julie Pritchard be nominated as Board Chair. Hearing no further nominations, Julie Pritchard was unanimously elected as Board Chair.

School Board Chair Julie Pritchard then chaired the remainder of the Organizational School Board meeting.

b. Election of Vice Chair.

Hardy moved that Ellen Iverson be nominated as Board Vice Chair. Hearing no further nominations, Ellen Iverson was unanimously elected as Board Vice Chair.

c. Election of Clerk.

Quinnell moved that Noel Stratmoen be nominated as Board Clerk. Hearing no further nominations, Noel Stratmoen was unanimously elected as Board Clerk.

d. Election of Treasurer.

Iverson moved that Rob Hardy be nominated as Board Treasurer. Hearing no further nominations, Rob Hardy was unanimously elected as Board Treasurer.

3. Set Stipends of Directors and Officers.

Iverson moved and Quinnell seconded that the stipends for Board members be maintained at the current amount of \$190 per month for Directors and \$250 per month for the Board Chair. The motion was unanimously approved. Goerwitz requested that an increase in the stipend be considered at the 2018 Organizational meeting. Colangelo suggested that a committee of staff and administrators be formed to consider Board performance and make a recommendation about increasing the stipend. Superintendent Hillmann will seek MSBA and legal guidance regarding Board stipends.

4. 2017 Committee Appointments.

Board Chair Julie Pritchard asked that Board members let her know if there are any committees of particular interest. She will bring to the January 23rd meeting the list of committee appointments.

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. Designated the Director of Finance (Valori Mertesdorf) as Deputy Clerk Treasurer.
2. Designated Christine Neset, Student Information Systems Manager, as the Identified Official with Authority for MN Department of Education (MDE) Secure Website Access.
3. Designated that Regular meetings of the Northfield School Board will begin at 7:00 p.m. on the second and fourth Mondays of each month.
4. The Northfield News was designated as the official newspaper of the Northfield School Board.

School Board Organizational Meeting Minutes

January 9, 2017

Page Two

5. The School Board authorized that facsimile signatures of officers of the Board be utilized in signing school district checks and documents.
6. The 2017 mileage reimbursement rate for use of private automobiles on School District business is \$53.5 cents per mile effective January 1, 2017. This is the mileage rate established by the Internal Revenue Service.

III. On a motion by Iverson, seconded by Goerwitz, the Board adjourned the Organizational meeting at 7:11 PM.

Noel Stratmoen  
Clerk

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes

January 9, 2017

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 7:15 p.m. Present: Colangelo, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one 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 Iverson, seconded by Hardy, minutes of the Regular School Board meeting held on December 12, 2016, were unanimously approved.
- V. Announcements and Recognitions
  - NHS DECA would like to thank Northfield Toastmaster's member Ray Young for his commitment to offering a Toastmasters course to interested DECA members weekly from October 12 - December 14.
  - On January 13, 44 DECA members will compete in the DECA district competition, moving this year to the Big Nine District held in Owatonna. The District competition gives students the opportunity to earn a trip to the State Career Development competition held March 19-21 in Minneapolis.
  - The Northfield Human Rights Commission will sponsor a community celebration of Dr. Martin Luther King, Jr. and his message at Emmaus Church on January 16. A few performances by area youth and a speaker addressing healing will be featured, as well as the awarding of the annual Human Rights Award.
  - Northfield Community Services is a recipient of the Southern Minnesota Initiative Foundation's (SMIF) 30th Anniversary Early Childhood Initiative grant. Northfield Early Childhood Initiative will be receiving \$10,000 for the "Apoyando Nuestros Bebes (Supporting Our Babies)" project. With support from SMIF, Northfield Public Schools Early Childhood Initiative Coalition will implement three innovative outreach efforts, the Latino Childcare Providers Network, Early Learning Childcare at the Greenvale Park Community School and Tiempo Para Bebe (Time for Baby Class).
  - The National Education Association has chosen Kelle Edwards from Greenvale Park and Sue Leidner from Sibley to participate in the NEA Leadership Summit in Orlando on February 24. Kelle and Sue are two of 15 in the state of MN who were asked to participate in the Leadership Summit.
  - We are pleased to announce that the winner of the 2017 Safety Animation Award sponsored by UL is The RoboRaiders from Northfield High School. In addition to be presented with a trophy, their animation will be shown all through the robotics season at events.
  - Thanks to the volunteer coordinators at Greenvale Park, Sibley and Bridgewater Elementary Schools, students found a way to help other students by collecting more than 2400 books to donate to Northfield Promise.
- VI. Items for Discussion and / or Reports
  1. Report on Symposium on Continuous Improvement.  
Paula Baragary, Dave Craft, Carrie Duba, Inger Hanson, Hope Langston, and Rose Turnacliff, through the generosity of Northfield Promise, attended a symposium in Menomonee Falls, Wisconsin, about that district's approach to continuous improvement. The team presented what they learned during the site visit and how the approach could strengthen our District's continuous improvement process.

VII. Superintendent's Report

A. Items for Individual Action

1. District Assessment Coordinator Grant Proposal.

On a motion by Iverson, seconded by Colangelo, the Board unanimously accepted a \$20,000 grant from Healthy Community Initiative (HCI) to fund expanding the District Assessment Coordinator position from part-time to full-time for the second semester of the 2016-17 school year.

B. Items for Consent Grouping

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

1. Gift Agreement.

Mark Thornton has donated a Pioneer PDP-4360HD 43-inch PureVision Widescreen Plasma HDTV valued at \$2000.

2. Personnel Items.

a. Appointments.

1. Correction: Tracee Bosch 1.0 FTE Social Worker at CVSEC-STEP beginning 12/12/2016; MA 11.
2. Correction: John McNamara LTS Industrial Tech Teacher at the High School beginning 1/27/2017-approx. 2/17/2017; \$23.20/hr – Sub Hourly Rate.
3. Stephanie Ennis 1.0 FTE Substitute-Northfield District Wide for up to 8 hrs/day beginning 01/03/2017-06/06/2017; \$25.00/hr Sub Hourly Rate.
4. Andrea James Special Educational Assistant – PCA for 6.75 hrs/day at Bridgewater beginning 1/5/2017-06/06/2017; Spec Ed, Step 1 - \$15.08/hr.
5. Margaret Kennedy FAST Assessor for 6 hrs/day for 9-12 days for the elementary schools beginning 1/09/2017-1/31/2017; \$17.00/hr.
6. Melanie Klein Long Term Substitute Special Ed E.A-PCA for 6.75 hrs/day and Supervisory for .40 hrs/day Monday-Friday at Sibley beginning TBD-06/06/2017; Special Ed, Step 1 - \$15.08/hr.
7. Alison Langston FAST Assessor for 6 hrs/day for 9-12 days for the elementary schools beginning 1/09/2017-1/31/2017; \$17.00/hr.
8. Lynda Maus 1.0 FTE Substitute-CVSEC District-wide for up to 8 hrs/day beginning 01/03/2017-06/06/2017; \$25.00/hr Sub Hourly Rate.
9. Teresa Swenson 1.0 FTE Substitute-Northfield District-wide for up to 8 hrs/day beginning 01/03/2017-06/06/2017; \$25.00/hr Sub Hourly Rate.
10. Sheldon Volkert Assistant Girls Gymnastics Coach for 3 hrs/day at the High School beginning 12/20/2016; \$14.00/hr.
11. Community Services Winter/Spring 2017 Brochure Instructors.
12. Rock N Roll Revival Event workers: Bob Gregory-Bjorklund, Shari Setchell, Craig Wasner, Ethan Freier, Heather Olivier, Lindsay Byhre, and Joe Jorgenson.
13. Speech Event Workers for Northfield Schools beginning 1/03/2017: Kelly Luiten, Erica Ness, Tiffany Malecha, Emery Utevsky, Kari Peterson, Lindsey Bertsch and Wendy Russell.
14. Caitlyn Krueger Educational Assistant-PCA EBD Program for 6.75 hrs/day at the Middle School beginning 1/11/2017; Spec Ed, Step 1-\$15.08/hr.
15. Natalia Romero Event Worker District-wide beginning 1/10/2017.

b. Increase/Decrease/Change in Assignment.

1. Josh Corbin Recreation Intern at Community Services beginning 12/22/2016-02/15/2017.
2. Briana Kane KidVentures Site Assistant for 10.5-17.5 hrs/wk with Community Services, change hours to 24-32 hrs/wk with Community Services beginning 12/22/2016.
3. Anna Kelly GYP Community Services Club Leader at Greenvale Park Elementary, add Community School-Site Assistant during our non-school day field trips at Greenvale Park Elementary beginning 12/29/2016-06/06/2017; Step 2 - \$12.77/hr.

4. LaLonnice Moorman CVSEC EA PCA Step 2 \$15.92/hr at CVSEC Alex, change to CVSEC EA PCA Step 4 \$16.69/hr at CVSEC Alex beginning 08/30/2016.
5. Rachel Morrison Social Worker at Greenvale Park Elementary, add Community School-Club Leader during our non-school day field trips at Greenvale Park Elementary beginning 12/28/2016-06/06/2017; Year 1 - \$27.11/hr.
6. Kim Norton Targeted Services site assistant at Greenvale Park Elementary, add Community School-Site Assistant during our non-school day field trips at Greenvale Park Elementary beginning 12/29/2016-06/06/2017; Step 2 - \$12.77/hr.
7. Ulrika Peterson Educational Assistant at Sibley, add Targeted Services Site Assistant for 1.5 hrs/day for 4 days a week Monday-Thursday at Sibley beginning 12/15/2016-04/05/2017; Step 1 - \$12.43/hr.
8. Linda Rosas Balvin PLUS Site Assistant at Greenvale Park, add Community School Student Site Assistant for up to 17 hours at Greenvale Park beginning 12/27/2016-12/29/2016; \$9.50/hr.
9. Correction: Rachel Morrison Social Worker at Greenvale Park Elementary, add Community School-Club Leader during our non-school day field trips at Greenvale Park Elementary beginning 12/28/2016-06/06/2017; \$20.09/hr.
10. Elizabeth Brewer Sped EA/PCA and Bus EA for 7.67 hrs/day at the Middle School, add Bus EA increase of 15 minutes/day for 7.92 hrs/day at the Middle School beginning 1/9/2017-6/7/2017.
11. Andy Dimick School Social Worker at CVSEC-Alex, change to Coordinator at CVSEC-Alex beginning 1/03/2017-06/30/2017; \$85,000 prorated to calendar work days.
12. Jacqueline Meyer Sped EA/PCA and Bus EA for 8.17 hrs/day at the High School, add Bus EA increase of 15 minutes/day for 8.42 hrs/day at the High School beginning 1/9/2017-6/7/2017.
13. Jennifer Severson EA –PCA-Step 1 \$15.58/hr at CVSEC STEP, change to EA –PCA-Step 2 \$15.92/hr at CVSEC STEP beginning 08/30/2016.

c. Resignations/Retirement.

1. Michelle Cole Assistant Coordinator with the Rice County Family Services Collaborative resignation effective 02/10/2017.
2. Elizabeth Deen Building Coordinator of Alexander Learning Academy resignation effective 01/02/2017.
3. Len Kallsen Strength Training Coach at the High School resignation effective 02/14/2017.
4. Katherine Sandberg Rice County Family Services Collaborative retirement effective 03/31/2017.
5. Rolf Tollefson Educational Assistant at Greenvale Park Elementary resignation effective 12/22/2016.

d. The Board approved the following:

- Girls Golf Team – an additional coaching position. \$600 additional funds allocated for the position (inclusive of salary/benefits) for the 2016-17 school year at an hourly rate.
- Gymnastics Team - additional coaching position. \$1,800 additional funds allocated for the position (inclusive of salary/benefits) for the 2016-17 school year at an hourly rate.

IX. Items for Information

1. School Board Policy 501- Weapons.

A copy of a proposed update to School Board Policy 501 was provided to the Board. The update is needed to align the policy with a recent Minnesota Supreme Court decision as it relates to the definition of a firearm. High School Principal Joel Leer will share this revision to Policy 501 with the District Youth Council (DYC) when it meets on January 11. The DYC will help with articulation of these changes to the student body.

School Board Minutes

January 9, 2017

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2. Enrollment Report -- January 2017.

3. Closed Negotiations Strategy Session.

There will be a closed session after the January 23rd Board meeting for the purpose of negotiations strategy.

X. Future Meetings

Monday, January 23, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, January 23, 2017, Closed Negotiations Strategy Session, following regular Board meeting, District Office Conference Room

Monday, February 13, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

XI. Adjournment

On a motion by Quinnell, seconded by Goerwitz, the Board adjourned at 8:38 p.m.

Noel Stratmoen  
School Board Clerk

**Strong efforts to involve community in long range strategic planning.** The District has made a strong effort to involve many community members in updating the Northfield Public Schools strategic plan. This will provide excellent guidance for the future.

**Communication.** I appreciate the communication from principal and staff. The daily announcements, the newsletters, emails about special events, and teacher updates.

**I love the focus on character building and on respect and belonging.** It is terrific to engage every member of the school community in this process.

**Teachers.** Our teachers work very hard and care deeply about students.



# Continuing the Conversation

Fall 2016

Northfield Public School District



# Agenda

1. Project Overview
2. Understanding Top Thoughts
3. Digging Deeper
4. Next Steps

# Overview

PARTICIPATION OPEN BETWEEN

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November 29, 2016

TO

December 20, 2016

7

THOUGHT EXCHANGE PROCESSES

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Parents/Guardians,  
Parent/Guardian & Staff Member,  
Staff Members and Community  
Members

# Overview - Steps



Participants share answers to open ended questions



Participants consider ideas from others and add stars to the ones they like best



Everyone discovers what is important to the group

# Overview - Questions



1. What are some concerns you have about our school this year?
2. What are some things you appreciate about our school this year?
3. What questions do you have about our school or District?

# Overview - Participation Numbers

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798

PEOPLE  
PARTICIPATED



1,331

THOUGHTS  
CONTRIBUTED



53,412

STARS  
ASSIGNED

# Overview - Demographic

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**68.7%** 548  
Parents & Guardians

**13.5%** 108  
Staff Member

**15.8%** 126  
Parent/Guardian &  
Staff Member

**2.0%** 16  
Community Member

# Top Thoughts

## **Three Tips for Understanding Top Thoughts**

1. All thoughts are important and true for that individual.
2. Top thoughts are what was important to participants during Star.
3. Simply reading the top prioritized thoughts is powerful.

# Areas of Appreciation – Top Themes

- **Teachers and Staff**

Participants expressed appreciation for their dedication and commitment to student learning, engagement and overall wellbeing.

- **School Environment**

Participants appreciate student inclusion, diversity and the open-mindedness of the school community. They also appreciate the organized events and activities that promote school spirit.

- **Leadership and Management**

Participants expressed appreciation for increased engagement and communication from school principals and assistant principals, and their efforts to address new concerns and promote inclusion. They also appreciate the leadership ability of the new superintendent.

# Areas of Concern – Top Themes

- **Class Size**

Participants expressed concerns about inconsistent elementary class sizes, large kindergarten class sizes, and the impact on individual learning opportunities for students.

- **Student Discipline and Character Development**

Participants expressed a preference for increasing adult supervision during before-school hours. They expressed concerns of bullying and racism on school grounds and social media. They also expressed concerns about chemical use, especially among High School students.

- **Advanced Learning Opportunities**

Participants expressed a preference for increasing learning opportunities for advanced learners. They are concerned about the lack of funding and supporting materials for accelerated learners within the current curriculum.

# Participant Questions – Top Themes

- **Facilities and Infrastructure**

Participants asked questions about the future plans for addressing poor physical conditions of school buildings. In particular, many participants asked about improvements to Greenvale Park Elementary. Participants asked about both a long-term facilities plan and opportunities for immediate maintenance.

- **Repair/Rebuild High School**

Participants asked about the existence of a plan to renovate the high school or build a new one. They also started questions about the timeline for action.

- **Curriculum and Programs**

Participants started questions about a variety of programs in the district. They asked general questions about district decision making and planning for curricular changes, and they prioritized thoughts about adopting

# Digging Deeper

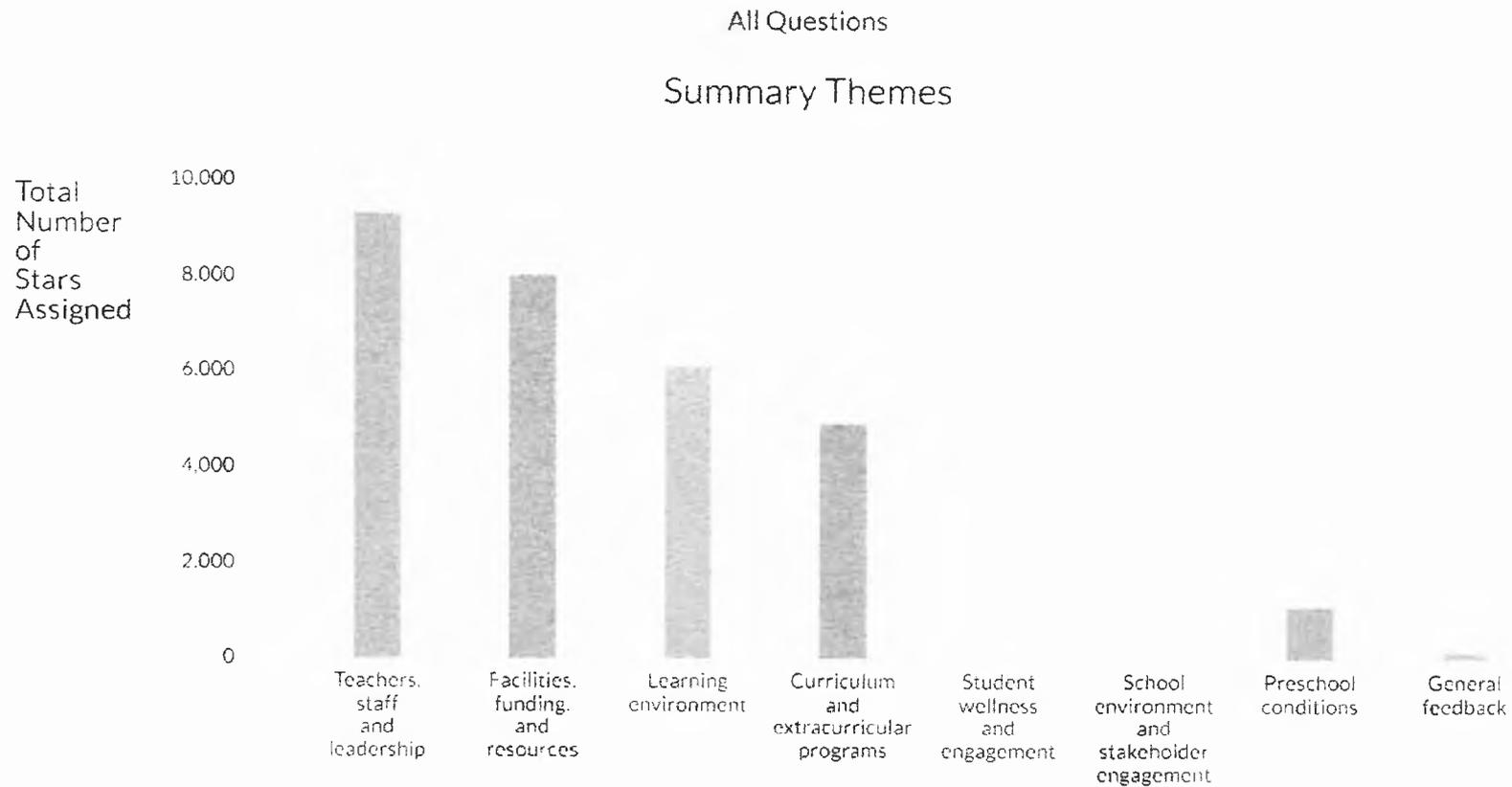
## **BUILDING UNDERSTANDING**

1. Interesting to read thoughts in both the themed and un-themed reports
2. Using filters can sharpen insights
3. Sorting by stars, people and passion can help answer questions

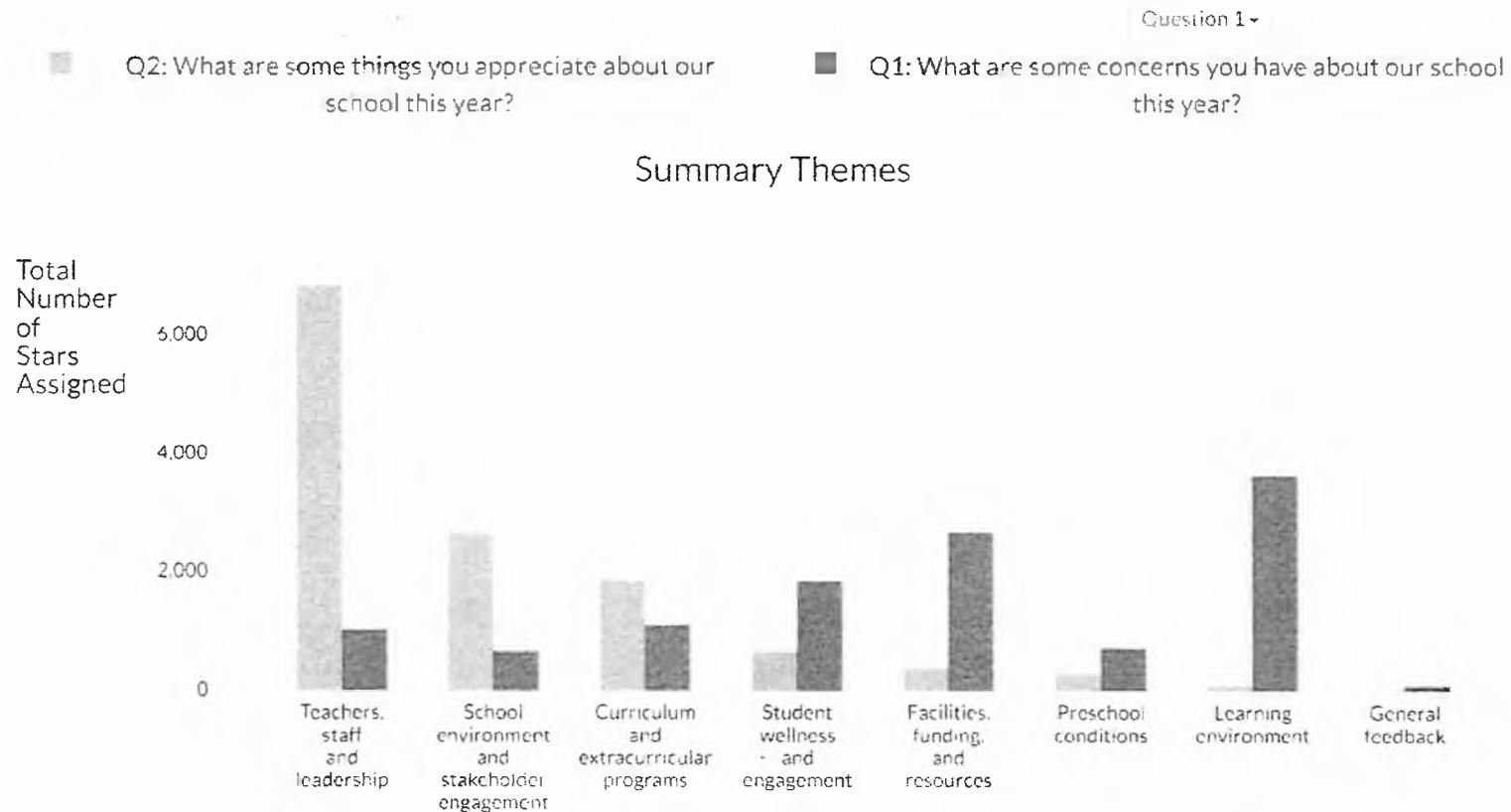
## **ANALYSIS**

1. Thoughts are themed to provide quick access
2. Bar charts show where people have assigned their stars across themes
3. Specific topics and groups can be analyzed more deeply so you can understand issues better

# Summary Themes: Areas of Conversation



# Summary Themes: Areas of Conversation





# Year-on-Year Analysis: Areas of Improvement

Net appreciative themes that were appreciated **more** 2016

- **Teachers and Staff**
- **School Environment**
- **Leadership and Management**
- **Curriculum and Programs**

Net concerns themes that became **less** of a concern in 2016

- **Parking and Traffic**
- **Technology**
- **Facilities and Infrastructure**

# Year-on-Year Analysis: Areas Requiring Attention

Net concerns themes that became **more** of a concern in 2016

- **Lunch and Recess**
- **Student Discipline and Character Development**

Net concerns themes that **emerged** in 2016

Facilities

- **School Capacity**
- **Preschool – Facilities**
- **Repair/Rebuild High School**

Staff

- **Hire/Retain Quality Staff**
- **Teachers' Workload**

# Resources Available

1

## Working with Results Document

1. Identify questions and topics for further exploration
2. Find overarching connections
3. Plan and prioritize action steps



<http://discoverstep.thoughtexchange.com/>



**DISCOVER**  
WHAT MATTERS

## Next Steps – Taking Action

- Review results and further develop your understanding.
- Consider questions you have for further analysis.
- Share and celebrate your results.
- Begin thinking about a plan for your next engagement.
- Look forward to a review with our team.

# Questions?

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**Kailey Metcalfe**

*Stakeholder Engagement Facilitator*

800-361-9027 x261

[kailey.metcalfe@thoughtexchange.com](mailto:kailey.metcalfe@thoughtexchange.com)

**Iain Hackett**

*Service Lead*

800-361-9027 x221

[iain.hackett@thoughtexchange.com](mailto:iain.hackett@thoughtexchange.com)

## Financial Forecast and Budget Plan | 2017-18 • Narrative

Val Mertesdorf, Director of Finance

The financial forecast is a projection using information that we know along with a set of assumptions for the next several years. We ended fiscal year 2016 in a positive manner. We were able to increase the total fund balance by roughly \$1.35 million. In December the Board approved a balanced budget with \$50.0 million in revenue and expenditures. The significant increase in enrollment has created a positive outlook for the district.

### Financial Cycle

One of our strongest attributes is stewardship. Our financial cycle ensures that we are regularly reviewing information and sharing it with the Board and our community. For the financial projection, we utilize the recently approved revised budget as our base information and then use assumptions to project forward. The assumptions that we set in January are the building blocks for the budget process in the spring. After the fiscal year is complete, we go through our audit process and finalize the prior fiscal year data. Using our final audited data, our October 1 enrollment, and staffing information we are able to compile a revised budget.

### Enrollment Projection

Enrollment drives over 70% of our total revenue. Our enrollment has been steadily increasing the last few years. For 2016-17 we are projecting increased enrollment. The current projection puts our enrollment roughly 200 students higher than our 2014-15 enrollment. The adjusted pupil units (APU) is the weighted calculated that MDE uses to calculate our revenue. The first two years on the slide were prior to the simplified weighting structure.

### Financial Assumptions

What we don't know is our future enrollment, the amount of state aid provided by the legislature and the amount of contract settlements. We utilize the information we have at the current time, our professional judgment and historical trends to make assumptions.

#### Revenue Assumptions:

- Enrollment will increase over the next several years
- 0.5% increase in basic per pupil revenue formula
- Referendum inflationary increases
- 3% increase in special education funding – rate factor written in statute
- Long-Term Facilities Maintenance Revenue phased increases

#### Expenditure Assumptions:

- Salaries and Benefits will average 3.4% increase across all employee groups
- 3% increase in health insurance due to increased participation
- 2% for purchased services and non salary budgets

For the 2017-18 budget we project the aggregate revenue increase to be 0.8% and the aggregate expenditure increase to be 3.9%. We anticipate revenues of \$47.9 million and expenditures of \$49.4 million. The District will use a portion of the unassigned fund balance to cover this deficit. We project to end the 17-18 school year with a 20.8% unassigned fund balance.

### Summary

The state has consistently underfunded schools by legislating increases that were less than inflation or by providing new revenue tied to specific programs. The legislature provided districts' with a 2% increase in each year of the biennium after significant pressure from the education community and advocates. We are not sure what to expect in this current session for the next biennium.

The unexpected and significant enrollment increases over the past year have allowed us to increase the fund balance and ultimately change our financial outlook. Last January, we were talking about the possibility of needing budget reductions for the 2017-18 school year. Now with another year of increased fund balance and increased enrollment it appears that we will be financial stable through 2018-19. With enrollment driving over 70% of our total revenue sources, I need to stress the importance of this factor. If our enrollment numbers begin to decline, our financial forecast will look very different. It is a critical component and one of the reasons we track and report it monthly. Regardless of our future outlook and assumptions, Northfield Public Schools is in a strong financial position and we will continue to strive for excellent financial stewardship.



*Delivering educational excellence that empowers all learners to engage in our dynamic world.*

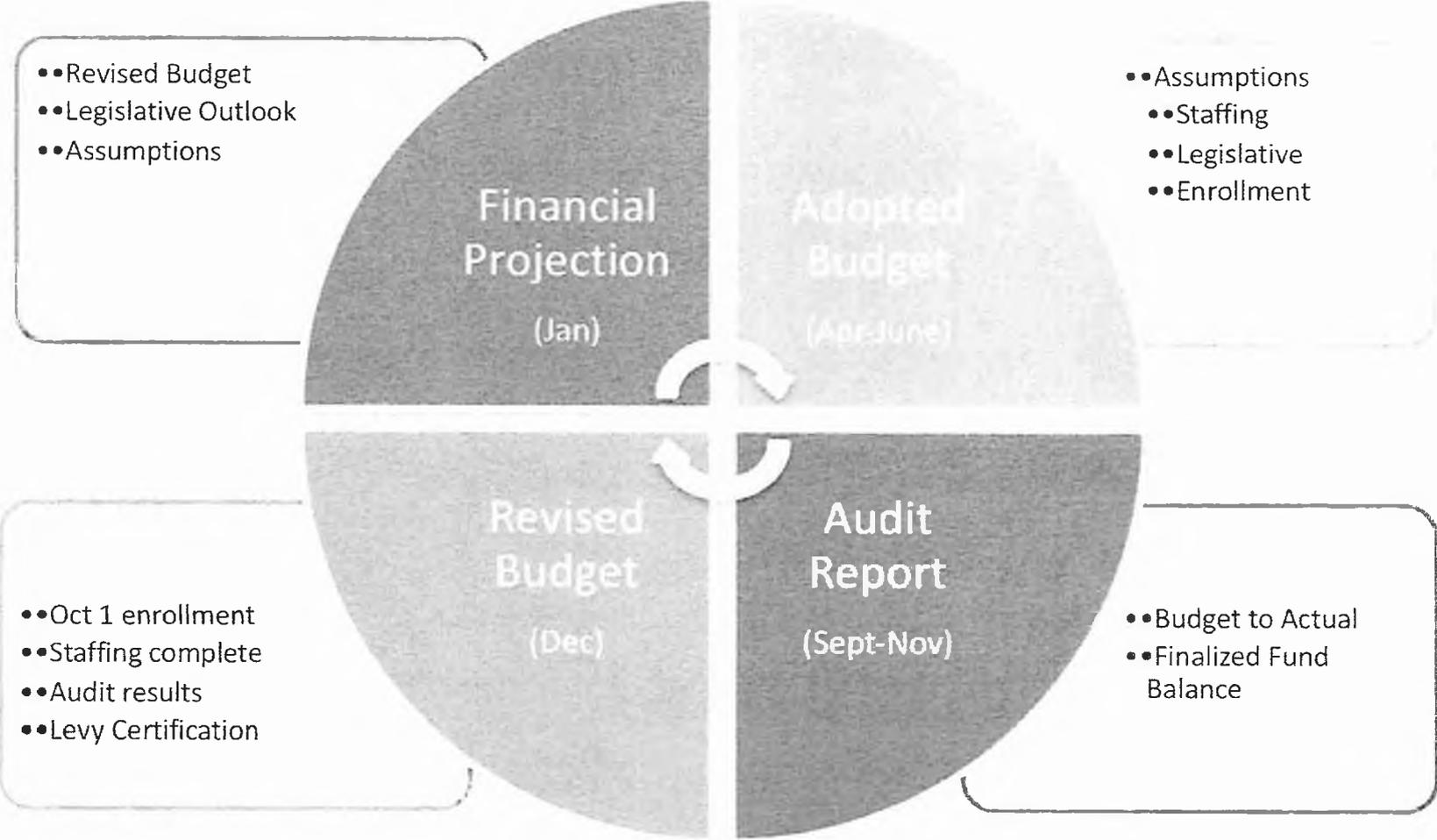


# Financial Forecast and Budget Plan 2017-18

# Discussion Items

- Financial Cycle
- What we know
- Enrollment Projections
- Financial Assumptions
- Summary of 17-18 Budget Parameters
- Budget Presentation Timeline

# Financial Cycle



# What we know...

- Increased the general unassigned fund balance
- Enrollment drives over 70% of our total revenue
- We have steadily increasing enrollment
- Nearly 80% of our budget is salary and benefits
- The 2016-2017 revised budget has revenues and expenditures of roughly \$50 million.

# Enrollment Projections

## Adjusted Pupil Units (APU)

	Pre-K	KG	1-3	4-6	7-12	Total	APU
2012-13	40.1	267.6	796.2	875.1	1,838.5	3,817.5	4,424.9*
2013-14	30.1	223.6	826.9	853.0	1,885.2	3,818.9	4,459.0*
2014-15	24.5	266.4	816.0	862.9	1,899.5	3,869.3	4,249.2
2015-16	32.3	250.2	841.7	865.5	1,932.6	3,922.3	4,308.8
2016-17#	31.5	246.2	826.4	907.8	1,967.9	3,979.8	4,373.3
2017-18#	32.1	250.9	823.1	930.5	1,979.8	4,016.4	4,412.4
2018-19#	32.1	251.2	811.8	938.1	2,031.4	4,064.6	4,470.8
2019-20#	32.1	251.4	817.7	905.3	2,051.4	4,057.9	4,468.2

\*WADM calculation prior to weighting simplification

#Estimated enrollment

# Financial Assumptions

- Fund balance goal
  - LTFM Fund Balance growth
  - Revenue Assumptions
    - Per pupil basic funding
    - Referendum inflationary increase
    - 3% increase in special education funding each year
    - Long-Term Facilities Maintenance Revenue
    - Aggregate increase of 0.8%
-

# Financial Assumptions cont.

- Expenditure Assumptions
  - Salaries and Benefits: average for all employee groups is 3.4%
  - 3% increase in health insurance due to increased participation each year
  - 2% increase for purchased services
  - Aggregate increase for 17-18: 3.9%

<b>REVENUE WORKSHEET</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Estimated APU	4,308.87	4,373.34	4,412.36	4,470.84	4,468.17
Total Revenue	\$48,133,878	\$47,555,505	\$47,933,648	\$49,815,087	\$50,195,088
<b>EXPENDITURE WORKSHEET</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Salaries and Wages	\$26,888,715	\$28,305,250	\$29,295,934	\$30,321,291	\$31,382,537
Employee Benefits	\$10,312,867	\$10,158,613	\$10,463,371	\$10,777,273	\$11,100,591
Non-Salary and Non-Benefits	\$9,231,852	\$9,120,356	\$9,678,921	\$10,235,527	\$10,440,238
Total Expenditures	\$46,433,432	\$47,584,219	\$49,438,226	\$51,334,091	\$52,923,365
<b>RESERVE WORKSHEET</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Total Beginning Fund Balance	\$15,869,165	\$17,569,611	\$17,540,897	\$16,036,319	\$14,517,314
Variance (Rev-Exp)	\$1,700,446	-\$28,714	-\$1,504,579	-\$1,519,005	-\$2,728,277
Total EOY Fund Balance	\$17,569,611	\$17,540,897	\$16,036,319	\$14,517,314	\$11,789,037
Restricted Fund Balance	\$5,622,620	\$5,665,822	\$5,755,822	\$5,586,949	\$5,676,949
Unassigned Fund Balance	\$11,946,991	\$11,875,075	\$10,280,497	\$8,930,365	\$6,112,088
S.O.D. Reserve %	25.73%	24.96%	20.79%	17.40%	11.55%
Goal Reserve Amount	\$7,429,349	\$7,613,475	\$7,910,116	\$8,213,455	\$8,467,738
Goal Achieved	YES	YES	YES	YES	NO

# 2017-18 BUDGET DEVELOPMENT CALENDAR

Feb 13

- School Board adopts resolution requiring the administration to make recommendations for additions and reductions in programs and adding or discontinuing positions

Mar 13

- Operating Capital & LTFM Budget

April 10

- School Board adopts, if needed, resolutions relating to program and staffing changes for 2016-17

April 24

- Debt Service, Trust Fund and Child Nutrition Budgets

May 8

- School Board adopts individual resolutions of termination and non-renewal of probationary licensed staff
- Internal Service Fund and Community Services Budgets

May 22

- General Fund Budget

June 12

- School Board adopts the 2017-18 Proposed Budget – All Funds

**Dundas Dome Lease Agreement**  
January 1, 2017 -- December 31, 2017

Date: This Lease Agreement was entered upon on \_\_\_\_\_

**Lessor:**

Dundas Dome  
901 Cannon Road  
Dundas, MN 55019

**Lessee:**

Northfield Public Schools  
1400 Division Street South  
Northfield, MN 55057

1. **Lease Property:** Owner agrees to lease to Tenant space at the Dundas Dome, 901 Cannon Road, Dundas, MN 55019.
2. **Lease Term:** Term of this Lease begins January 1, 2017 and ends December 31, 2017.
3. **Rent:** Rent for the use of the facility (for the full facility) is \$450 per hour, not to exceed 90 hours within the Lease Term. Opportunities may exist to rent a portion of the facility, upon need.
4. **Payment Terms:** The Owner will invoice bi-monthly.
5. **Use of Property:** Tenant may use the property for Tenant co-curricular activities, including practices and competitions and for no other purpose without the consent of the Owner. The Tenant will have access to all facility amenities.
6. **Scheduling:** Owner and Tenant shall mutually determine facility use schedules. Staffing of officials and event workers shall be the responsibility of Tenant. All admission and/or entry fees stay with the Tenant.
7. **Insurance:** Tenant agrees to provide evidence prior to the start date of the lease agreement of general liability insurance with a limit of at least \$1,000,000.00 and to provide workers compensation insurance for Owner's employees. Owner agrees to provide evidence of property insurance.
8. **Renewal:** This lease will be automatically renewed with the same rental agreement for an additional year after the lease term ends, unless either party provides a six month's advance written notice of termination or at least one month's advance written notice of modification to the current agreement.
9. **Termination:** Termination of this Lease after December 31, 2017 may be made by either party only after at least six month's advance written notice.

**Lessee:**

Northfield Public Schools

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**Lessor:**

Dundas Dome

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

## Potential Dundas Dome Rental

Matt Hillmann and Tom Graupmann | August 22, 2016 | Reviewed September 12, 2016

---

The purpose of this memorandum is to outline the key opportunities presented by and costs of a short-term rental of the new, privately owned Dundas Dome facility. No approval is being requested at this time.

The Dundas Dome (901 Cannon Road; Dundas, MN 55019) is a privately owned and operated 90,000 square foot athletic facility currently being constructed within the boundaries of the Northfield Public Schools. The District is interested in renting space at the Dundas Dome for practices during the early part of our Spring athletics season. This would allow a more predictable and reasonable schedule for these practices. When the weather is poor, it is not uncommon for some Spring athletics team to have practices that extend as late as 10 pm due to the limited number of activities our indoor facilities can accommodate. Students would travel to the Dundas Dome for practice as they do any other facility not located on Northfield High School (NHS) or Northfield Middle School (NMS) property. The Activities Bus that is available for students to travel from NHS to other locations would make a stop at the Dundas Dome, just like it stops at the Northfield Ice Arena or the Northfield Gymnastics Club during those seasons. There would be no increased transportation cost.

By working with a private provider, the District has the benefit of using an indoor turf athletic facility without owning it, maintaining it, or other responsibilities associated with ownership. The District would intend to use our lease/levy authority to pay for the rental in the same manner we use it to pay for our season-long leases at the Northfield Ice Arena for our hockey teams and the Northfield Gymnastics Club for our gymnastics team.

Below is our anticipated rental request. The Dundas Dome charges \$450 per hour to rent the entire facility.

Week	Hours	Cost
March 13, 2017	18	\$8,100
March 20, 2017	24	\$10,800
March 27, 2017	24	\$10,800
April 3, 2017	24	\$10,800
<b>Totals</b>	<b>90</b>	<b>\$40,500</b>

By using the District's lease/levy authority, we are able to rent the facility without using general fund dollars. Attached is an anticipated annual tax impact table prepared by Ehlers and Associates, the District's financial advisors. As you can see, the annual estimated cost to a taxpayer with a \$300,000 home is \$5.00. The estimated tax impact for a commercial/industrial property valued at \$1,500,000 is \$47.00.

The Board's approval of this would come by approving the lease/rental agreement and then the finally by approving District's annual levy.

## Next Steps

- September 12th Board Meeting: Discussion and questions about the potential Dundas Dome rental.
- September 26th Board Meeting: Consider authorizing administration to negotiate a Dundas Dome rental, include the Dundas Dome as part of the preliminary Payable 2017 levy certification process in the lease/levy category.
- October/November 2016: Consider approval of Dundas Dome rental/lease agreement.
- December 12th Board Meeting: Payable 2017 levy certification. Include Dundas Dome rental/lease in the lease/levy category if lease agreement has been approved. Remove it from the Payable 2017 levy certification if it has not been approved.

## Dundas Dome Rental - Frequently Asked Questions

**Q. How does the Dundas Dome rate of \$450 per hour compare to the rates the district pays for the ice arena and gymnastics club?**

- Ice Arena: 2015-16 total of \$50,305 for 295 hours. The "norm" hourly charge is \$170. We have three different hourly rates at the arena -- \$145 for non-prime time (AM). \$170 for prime time (practices). \$185 for the game rate.
- Gymnastics Club: 2015-16 of \$6,930 for 240 hours. The hourly rate is \$30 per hour. This rate is for shared use - the Club can also hold other practices/sessions at the same time of our practices and meets.

**Q. What Spring sports do you anticipate using this facility?**

- Boys and Girls Golf, Boys and Girls Lacrosse, Baseball, Softball, Boys and Girls Track.

**Q. Will the size of the dome allow for more than one team to practice at the same time?**

- Yes, that will be the plan for sure at times.

**Q. In terms of the calculation of usage shown on the recap, is the district committed to those hours or will the hours be calculated at the end of the season based on actual usage? In other words, will Spring sports teams be scheduled to practice at the dome or only in the case of inclement weather?**

- Our understanding is that we will not be committed to a set number of hours, but we will try to make this facility part of our scheduling options and sites as we lay out our March to early April practice schedule.

**Q. Will the district have their choice of practice times? Do you know if the Northfield Sports Associations (ie; NYBA or the the soccer association) or other entities have committed to renting the dome and if so would the district be competing with them to secure best practice times?**

- The District will work with the Dome management to secure the best practice times. Committing to a block of rental time up front should be an asset in obtaining optimal practice times.

**Q. Is there any discussion around the ability to have any of the Spring sports host scrimmages in the dome or is it cost prohibitive?**

- Yes, this is definitely possible and we would like to do this.

**Q. Are you anticipating that any of the fall and winter sports will want to conduct coaches practices ( per MSHSL guidelines) or captains practices at the dome? If so, how would the district handle these requests?**

- Other sports may want to use the facility and that will be addressed on an a case-by-case basis. The Dundas Dome is likely to be identified as a location to host a captain's practice. However, the school and/or coaching staff cannot schedule those or pay rental for facilities to host them.

## 501 SCHOOL WEAPONS POLICY

### I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### II. GENERAL STATEMENT OF POLICY

No one, including any student, teacher, administrator, school employee, volunteer or a member of the public, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against anyone who violates this policy. This policy *does* apply to persons authorized by a permit to carry a firearm, **except as stated below.**

### III. DEFINITIONS

A. A "firearm" is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive **charge or element, such as gunpowder.** ~~a gas, or compressed air.~~ A firearm as herein defined may cause serious injury or death.

B. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns, pellet guns, and: BB guns, **whether loaded or unloaded;** all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

1. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

2. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

C. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

D. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location, including a vehicle parked on school grounds.

### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and **immediately notifies a school administrator or** takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location. **If a student finds a weapon on the way to school or discovers that he or she accidentally has a weapon in his or her possession, and the student fails to notify a school administrator immediately or to take the weapon immediately to the principal's office, the student will be deemed to have committed a separate violation of the policy prohibiting weapons in school.**
- B. It shall not be a violation of this policy if a non-student, non-employee, student where specified, or situation falls within one of the following categories:
1. active licensed peace officers or military personnel participating in military training, when they are on duty performing official duties;
  2. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
  4. firearm safety or marksmanship courses or activities for students or non-students conducted on school property;
  5. ceremonial color guard in possession of dangerous weapons, BB guns, or replica firearms;
  6. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control

and supervision of the school location.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

V. **CONSEQUENCES FOR STUDENT ~~WEAPON~~ POSSESSION, USE, OR DISTRIBUTION OF A WEAPON**

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. possible recommendation to the superintendent of expulsion for a period of time not to exceed twelve months.

B. The superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

C. Pursuant to Minnesota law, a student who brings a firearm to school, will be expelled for at least twelve months. The school board may modify this requirement on a case-by-case basis.

VI. **CONSEQUENCES FOR WEAPON POSSESSION, USE, OR DISTRIBUTION BY NON-STUDENTS**

A. Employees

1. An employee, including one authorized by permit to carry a firearm, who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory

authority, collective bargaining agreements, and school district policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Non-students

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location. **In addition, criminal charges may be filed.**

Policy 501 - School Weapons

Adopted: 2/12/07

Updated: 12/2014, 6/13/16

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

**Legal References:** Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
*In re C.R.M.* 611 N.W.2d 802 (Minn. 2000)

**Cross References:** Policy 403 - Dismissal of Employees  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)

**Policy Reference:** ~~Definition of a Firearm:  
Minnesota State Colleges and Universities Policy 5.21, Possession or Carry of Firearms, and  
University of Minnesota Board of Regents Policy Possession and Carrying of Weapons."~~



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Tuesday, January 17th, 2017

**Northfield Public School  
Attn: Jim Kulseth  
Dir. Of Buildings/Grounds  
1400 Division St. South  
Northfield, MN 55057**

Dear Mr. Kulseth:

As you are aware, on Friday, January 13th, 2017 at 2:00 P.M sealed bids were opened to tally the bid results of the 2017 Roof Improvements Project at Bridgewater Elementary School. Please find an enclosed copy of the "Bid Results Form" identifying "Peterson Brothers Roofing" as the lowest responsible bidder for both "Base Bid Line Items".

Peterson Brothers has successfully supplied all required paperwork along with their required bid and bonding forms. Peterson Brothers has several years experience installing the specified roofing assembly with great success.

After reviewing the project timeline with Peterson Brothers they have indicated their intention to begin construction in April per the specifications time frame. Given this early start date our recommendation to your school board is that a motion be approved to award **Base Bid Line Item #2** for the "Cold Process" application.

If you have any questions or are in need of any further information please don't hesitate to contact me.

Thank you again and we look forward to seeing this project through to its completion.

Sincerely,

Brian Thompson  
The Garland Company

**BID RESULTS**  
**2017 ROOF IMPROVEMENTS PROJECT**  
**NORTHFIELD PUBLIC SCHOOLS - Bridgewater Elementary School**  
**Friday, January 13th, 2017**

<b>BIDDING CONTRACTOR</b>	<b>Manuf. Check List</b>	<b><u>Bid Bond</u></b>	<b><u>BASE BID LINE ITEM #1</u> BRIDGEWATER ELEM. HOT ASPHALT</b>	<b><u>BASE BID LINE ITEM #2</u> BRIDGEWATER ELEM. COLD PROCESS</b>	<b><u>WET INSULATION</u> 5,000 BD. FT.</b>
Peterson Brothers Roofing	Yes	Yes	\$1,189,000	\$1,338,750	\$6,000
Palmer West Construction	Yes	Yes	\$1,196,800	\$1,379,000	\$7,500
Schwickerts Roofing	Yes	Yes	\$1,249,647	\$1,376,397	\$5,950
McPhillips Brothers Roofing	Yes	Yes	\$1,348,570	\$1,406,230	\$6,000
John A. Dalsin Roofing	Yes	Yes	\$1,352,000	\$1,629,000	\$10,000
Berwald Roofing	Yes	Yes	\$1,480,000	\$1,465,000	\$8,750
Interstate Roofing	Yes	Yes	\$1,565,700	\$1,925,810	\$7,500

**TO: Matt Hillmann, Superintendent**

**FROM: Val Mertesdorf, Director of Finance** 

**DATE: January 23rd, 2017**

**RE: Board Approval of Financial Reports - August 2016**

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

Bills totaling \$1,582,608.97 were paid in August 2016.

Payroll checks totaling \$831,926.34 were issued in August 2016.

No bond payments were paid in August 2016.

At the end of August 2016 Total Cash and Investments amounted to \$29,511,965.67.

No wire transfers were initiated by the district during August 2016.

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

1. Treasurer's Report
2. Disbursement Report

August 2016 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	15,856,675.71	5,899,288.75	1,643,534.17	(10,473,463.61)	9,638,966.68 *
FOOD SERVICE	670,096.36	70,254.29	25,582.60	2,715.94	717,483.99
COMMUNITY ED	659,326.92	166,546.29	223,424.49	(3,036.73)	599,411.99
DEBT SERVICE	3,600,154.06	14,958.39	-	-	3,615,112.45
TRUST	160,774.86	1,278.25	17,750.00	(1,575.00)	142,728.11
SELF INSURANCE	4,823,304.31	708.75	504,244.05	479,893.44	4,799,662.45
TOTALS	25,770,332.22	6,153,034.72	2,414,535.31	(9,995,465.96)	19,513,365.67
CERTIFICATE OF DEPOSIT	-	-	-	9,998,600.00	9,998,600.00
GRAND TOTALS	25,770,332.22	6,153,034.72	2,414,535.31	3,134.04	29,511,965.67

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

August 2016

Disbursements:

Bills Paid:

General Fund	\$ 1,003,327.92	
Food Service Fund	7,876.24	
Community Services Fund	49,410.76	
Trust & Agency Fund	17,750.00	
Self Insurance Fund	504,244.05	
Total Bills Paid	<u>1,582,608.97</u>	1,582,608.97

Payroll:

General Fund	640,206.25	
Food Service Fund	17,706.36	
Community Services Fund	174,013.73	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll	<u>831,926.34</u>	831,926.34

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$2,414,535.31</u></u>

**NORTHFIELD HIGH SCHOOL**

1400 Division Street South

Northfield, MN 55057

PH 507.663.0630 • FAX 507.645.3455

[www.nfld.k12.mn.us](http://www.nfld.k12.mn.us)

To: Human Resources  
From: Tom Graupmann  
Date: January 18, 2017  
RE: Event Workers (Job ID #1526)

I recommend for hire all individuals listed below:

Olivier	Heather
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## **Northfield Public Schools School Board and District Committees**

Individual School Board members serve on several Board and District standing committees. In addition, board members represent the school district in interaction with various organizations and governing bodies. The School Board will also be represented from time to time by individual members who will serve on Task Forces and Ad Hoc Committees.

### **Membership on Board and District Standing Committees**

#### **Board Committees**

Board Meet and Confer	Ellen Iverson and Julie Pritchard
Board Negotiations	Committee of the Whole
Board Policy Review Committee	Ellen Iverson, Julie Pritchard and Noel Stratmoen

#### **District Committees**

Community Services Advisory Council
District Educational Program Advisory Committee
Finance Advisory
Professional Growth
Review of Instructional Resources
District Curriculum and Staff Development Committee
Wellness Committee
District Youth Council

#### **Current Board Representative**

Amy Goerwitz
Margaret Colanagelo, Ellen Iverson, & Julie Pritchard
Rob Hardy, Julie Pritchard, Noel Stratmoen
Jeff Quinnell
Noel Stratmoen
Amy Goerwitz
Jeff Quinnell
Ellen Iverson

### **Representatives to Organizations and Governing Bodies**

Human Rights Commission	Rob Hardy
Legislative Liaison (MSBA)	Julie Pritchard
Minnesota High School League/Activities Advisory Committee	Jeff Quinnell
Schools for Equity in Education	Julie Pritchard
TORCH Advisory Group Liaison	Rob Hardy
Council of Champions – Northfield Promise	Julie Pritchard
Fine Arts Booster Club	Margaret Colangelo
Cannon Valley Special Education Cooperative	Superintendent Hillmann and Margaret Colangelo
Northfield Area Chamber of Commerce	Superintendent Hillmann