

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, February 13, 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. Items for Discussion and /or Reports.
  1. Flexible Learning Day at the High School on February 28.
  2. Follow-up on Board Work Session.
  3. Q-Comp.
  4. Legislative Update.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Resolution Requiring Administration to make Recommendations regarding Programming and Staffing for Next Year.
  - B. Items for Consent Grouping
    1. Financial Reports – September and October 2016.
    2. Personnel Items.
- VIII. Items for Information
  1. Enrollment Report – February 2017.
- IX. Future Meetings

Monday, February 27, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, March 13, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, February 13, 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 February 13, 2017, 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 January 23, 2017, are enclosed for your review and comment.
- V. Announcements and Recognitions.
- VI. Items for Discussion and/or Reports
  1. Flexible Learning Day at the High School on February 28.  
Northfield High School Principal Joel Leer will update the Board regarding a flexible learning day set for Northfield High School students on February 28, 2017. Juniors are taking the ACT exam on site that day and seniors will be engaged in work on their capstone project on site. Freshmen and sophomores will not be at the High School site and will engage in their academic activities online that day, using their iPad as the conduit for the content. Mr. Leer will provide an overview of the plan for the day, how we might use this strategy in other situations, and the plan to review the success and challenges of the flexible learning day. Supporting materials will be available at the meeting on Monday.
  2. Follow-up on February 8 Board Work Session.  
The Board met in a work session on February 8, 2017, to review the Master Facilities Plan and learn about possible next steps. Superintendent Hillmann will briefly review the work session. Board members will have an opportunity to continue discussion about the Master Facilities Plan and potential next steps.
  3. QComp.  
Superintendent Hillmann will provide a brief update on a potential QComp application process for the Board. The final date an application could be submitted this year to the Minnesota Department of Education is March 15<sup>th</sup>.
  4. Legislative Update.  
Superintendent Hillmann will share an update on the legislative session and review key points from the Southeast Minnesota Legislative Forum, held on February 4, 2017, in Rochester and sponsored by the Minnesota Association of School Administrators (MASA).
- VII. Superintendent's Report.
  - A. Items for Individual Action
    1. Resolution Requiring Administration to make Recommendations regarding Programming and Staffing for Next Year.  
A copy of the resolution is enclosed. The Board passes this Resolution at this time each year to allow the process to begin regarding making changes in the budget. This Resolution must be in place in the event that staff positions are discontinued.

**Superintendent's Recommendation:** Motion to authorize the administration to make recommendations for additions and reductions in program and for adding or discontinuing positions.

B. Items for Consent Grouping

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

1. Financial Reports – September and October 2016.

Director of Finance Val Mertesdorf requests that the Board approve the following:

- Paid bills totaling \$2,073,138.66, payroll checks totaling \$2,957,253.75 and the financial reports for September 2016. There were no bond payments made in September 2016.
- Paid bills totaling \$1,681,459.79, payroll checks totaling \$3,137,417.53 and the financial reports for October 2016. No bond payments were made in October 2016.

2. Personnel Items.

a. Appointments.

1. Zaret Calderon, Targeted Services Site Assistant for 1.5 hrs./day for 4 days/wk. at Greenvale Park Elementary beginning 1/30/2017-05/04/2017; Step 1 - \$12.43/hr.
2. \*Emily Maire, 1.0 FTE Long Term Substitute Orchestra Teacher at the Middle School beginning approx.02/26/2017-06/06/2017; BA, Step 0.
3. Zack Rasmussen, KidVentures Student Site Assistant for 17 hrs./wk. at Greenvale Park Elementary beginning 02/06/2017-06/06/2017; \$9.50/hr.
4. Tiffany Ryan, 1.0 FTE Long Term Substitute Grade 4 Teacher at Greenvale Park Elementary beginning 02/02/2017-06/06/2017; BA, Step 6.
5. Regina Young, Education Assistant PCA for 7.0 hrs./day at CVSEC-SUN beginning 02/09/2017; CVSEC Step 1 - \$15.58/hr.

b. Increase/Decrease/Change in Assignment.

1. Correction: Diane Nagy, 0.5 FTE Title/0.5 FTE Compensatory at Bridgewater, change to 0.5 FTE Title/0.5 FTE Instructional Coach at Bridgewater beginning 1/30/2017-06/06/2017.
2. Amy Allin, 1.0 FTE Teacher at the Middle School, add 1.0 + 41 days MS Teacher – Overload at the Middle School beginning 1/30/2017-06/06/2017.
3. Jacqueline Braun, Spec Ed Teacher at the CVSEC-SUN, change to Spec Ed Teacher at the CVSEC-STEP beginning 02/06/2017.
4. Amy Dorey, PreK Teacher at Longfellow, add New Teacher Mentor with a stipend of ½ of \$750 for a total of \$375 for second semester at Longfellow beginning 01/25/2017-06/06/2017.
5. Jeanne Hanzlik, Science Teacher at the High School, add Teaching overload at the High School beginning 01/30/2017-06/06/2017.
6. Corrine Kelly, administrative assistant at CVSEC-Alex, change to 1.0 FTE Confidential Administrative Assistant year round position (260 days) at CVSEC-District Office beginning upon hire of replacement.
7. Beth Kuyper, Educational Assistant for 6.75 hrs./day at the Middle School, change to Educational Assistant for 7.0 hrs./day at the Middle School beginning 08/29/2016-06/06/2017.
8. Hope Langston, District Assessment Coordinator/Instructional Coach with the District and Bridgewater, change to District Assessment Coordinator (full-time) with the District beginning 01/30/2017-06/06/2017.
9. Carolyn Manderfeld, Educational Assistant for 6.75 hrs./day at the Middle School, change to Educational Assistant for 7.0 hrs./day at the Middle School beginning 08/29/2016-06/06/2017.
10. Katrina Meehan, 1.0 FTE Teacher at the Middle School, add 1.0 + 44 days MS Teacher – Overload at the Middle School beginning 1/30/2017-06/06/2017.
11. Katie Remyey, Educational Assistant for 6.75 hrs./day at the Middle School, change to Educational Assistant for 7.0 hrs./day at the Middle School beginning 08/29/2016-06/06/2017.
12. Patrick Riley, Science Teacher at the High School, add Teaching overload at the High School beginning 01/30/2017-06/06/2017.

13. Darrell Sawyer, Social Studies Teacher at the Middle School, add Building Supervisor as needed with Community Services beginning 01/30/2017. \$15.34/hr.
  14. Tammy Schwagherl, Educational Assistant for 6.75 hrs./day at the Middle School, change to Educational Assistant for 7.0 hrs./day at the Middle School beginning 08/29/2016-06/06/2017.
- c. Leave of Absence Requests.
1. Mary Huberg, Admin Assistant at Longfellow Family/Medical Leave of Absence beginning 02/07/2017-02/20/2017.
  2. Jerry Smuda, High School Custodian Family/Medical Leave of Absence beginning 02/06/2017-02/17/2017.
- d. Resignations and Retirements.
1. Annette Armstrong, Special Education Assistant at CVSEC-Alex, resignation effective 01/20/2017.
  2. Ann Dybvik, Speech/Language Pathologist at Sibley Elementary School, retirement effective end of 2016-17 school year.
  3. Clarita Kell, Early Childhood Screener, resignation effective 03/24/2017.
  4. Kathleen Kopseng, Language Arts Teacher at the High School, retirement effective end of 2016-17 school year.
- e. Administration is recommending the approval of the following:
- Softball - additional coaching position needed. \$1,000 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)

VIII. Items for Information

1. Enrollment Report – February 2017.

IX. Future Meetings

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

X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

### School Board Minutes

January 23, 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 Quinnell, seconded by Hardy, minutes of the Minutes of the Organizational and Regular School Board meetings held on January 9, 2017, were unanimously approved.
- V. Announcements and Recognitions
  - Congratulations to High School Sophomore Logan Ledman. Logan is the 2017 Northfield VFW Post 4393 Voice of Democracy essay 1<sup>st</sup> place winner in District 1, which encompasses Southeastern Minnesota. Logan went on to compete at the State VFW competition where his essay and speech on the subject of "My Responsibility to America" earned him 2<sup>nd</sup> place out of nine State VFW District Champions.
  - Northfield High School had 41 students participate in the DECA District competition held January 13, 2017, in Owatonna. From this group, 22 qualified for DECA State to be held March 19-21. Northfield received many 1st, 2nd, and 3rd places in the students' events. Qualifying students: Paulina Amaro, Jenny Bakken, Ariana Beeby, Evan Clay, Sofia Cornelison, Dylan Coutermash, Alida Dice, Jack Fox, Tommy Gallagher, Mikhail Geissler, Maxwell Gordon Mercer, Delina Haileab, Henry Hofstad, Gage Hofstad, Aaron Lopez, Finn Muir, Griffin Rod, Brian Rodriguez, Dylan Roney, Reed Roney, Tanis Sears, and Jason Woitalla. The DECA chapter has also been busy in January fundraising for Flint, Michigan to help supply bottled water to the town.
  - The Northfield Music Listening teams swept the top three places at the Regional contest on January 20th at Mankato East. Team #2, with seniors Mica Johnson and Malina Falek and junior Elisabeth Peterson had the top score of 86/100, and will represent Northfield at the State Contest at Augsburg College on February 3rd. Northfield Team #1, with seniors Rose Mibus, Chloe Schwietz, and Libby Barth scored 84/100, and Team #3 with senior Amy Imdieke, sophomore Trey Coudret, and freshman Ryan Mibus scored 71/100 and tied with Owatonna for third place. Our Raider music listening teams have a long-standing history of advancing to the State contest.
  - Ploughshares is pleased to announce that "We Live Close Together and We Live Far Apart" by Rob Hardy appears in the Winter 2016-17 issue of *Ploughshares*. Rob Hardy is not only a member of our School Board, but he is also a research associate in classics at Carleton College and the first poet laureate of Northfield, MN.
  - Northfield Middle School hosted the Minnesota Twins Caravan on January 23.
  - The Martin Luther King Jr Community Celebration has been rescheduled for January 26 at Emmaus Church.
- VI. Committee Reports.  
Board Chair Julie Pritchard provided a report about the Schools for Equity in Education meeting on January 20, 2017.

VII. 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, did a joint presentation of the programs being provided in their two charter schools with a focus on innovative arts programming at the two schools. Simon began with a review of Prairie Creek's fourteenth year of operation as a charter school under the sponsorship of the Northfield Public Schools, and an overview of this year's initiatives. Visual Arts Teacher Angie Ekern and Art Committee Lead Teacher Nancy Dennis spoke about the arts at Prairie Creek, specifically "True Colors", a participatory community event to celebrate the children's art to be held on March 9, and the Opera Residency with St. Olaf. Prairie Creek has 9 classrooms serving 180 students in grades K-5.

Barb reviewed Arcadia's mission. Teacher Bob Gregory-Bjorklund highlighted Arcadia's Arts program and the variety of learning experiences available to students. Arcadia, formerly ARTech, is in its thirteenth year of operation and serves 126 students in grades 6-12.

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.

The School District's authorizer contract with Arcadia expires on June 30th. As a condition for contract renewal, Arcadia will complete a self-evaluation, hire an independent team of external evaluators and report the results of the self-evaluation and the external team's evaluation to the Northfield Board of Education prior to any action that would extend the contract.

On a motion by Iverson, seconded by Colangelo, the Board unanimously approved recessing for 5 minutes.

2. Thought Exchange.

ThoughtExchange Stakeholder Engagement Facilitator Kailey Metcalf and Service Lead Iain Hackett presented 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. Based on the top questions raised during this ThoughtExchange "Conversation", the Board decided to hold a work session on Wednesday, February 8 from 5:30 to 7:30 PM to discuss the Master Facilities Plan. Additional information will be shared with staff in the coming weeks on the ThoughtExchange results.

3. Financial Forecast and 2017-2018 General Fund Budget Plan.

Director of Finance Val Mertesdorf presented the financial forecast and preliminary budget plan parameters and timeline for the 2017-18 school year. The financial forecast is based on information the District already knows along with a set of assumptions for the next several years, such as enrollment and the amount of state aid provided by the legislature. The financial projections show revenue to increase by 0.8% and expenditures to increase by 3.9%. The District plans to use a portion of the unassigned fund balance to cover this deficit. The projection is to end the 2017-2018 school year with a 20.8% unassigned fund balance. The unexpected and significant enrollment increases over the past year have allowed the District to increase the fund balance and ultimately change the financial outlook. With another year of increased fund balance and increased enrollment, it appears that the District will be financially stable through 2018-2019.

On a motion by Iverson, seconded by Colangelo, the Board unanimously approved continuing the Board meeting past 10:00 PM.

VIII. Superintendent's Report

A. Items for Individual Action

1. Dundas Dome Lease.

On a motion by Colangelo, seconded by Quinnell, the Board unanimously approved 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.  
On a motion by Hardy, seconded by Stratmoen, the Board unanimously approved the revisions to School Board Policy 501-Weapons, as presented.
3. Awarding the Bid for the Bridgewater Roof Replacement.  
On a motion by Goerwitz, seconded by Stratmoen, the Board unanimously awarded 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

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

1. Financial Reports – August 2016.  
The Board approved 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.
    3. \*Carolyn Hartwell 1.0 FTE Elective Teacher (ART) at CVSEC SUN & ALEX beginning 1/25/2017-06/06/2017; BA, Step 0
    4. \*Sarah Latimer PLUS Site Assistant for 1.5 hrs./day for 4 days/wk. at Greenvale Park Elementary beginning 01/24/2017-5/4/2017; Step 1-\$12.43/hr.
  - 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 Etzell 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.
    4. Nina DeBoer LTS Sped Teacher at CVSEC-SUN, change to Sped Teacher-Short Call at CVSEC-SUN beginning 01/03/2017-01/20/2017.
    5. Nina DeBoer Sped Teacher – short call license \$23.20/hr.at CVSEC-SUN, change to Sped Teacher-non-licensed community expert at CVSEC-SUN beginning 01/23/2017-06/06/2017. BA, Step 0 \$26.47/hr.
    6. Frances Garvey Special Ed EA Step 4 Spec Ed \$16.19/hr. at the High School, change to ESL Educational Assistant General Ed for 6.5 hrs./day at the High School beginning 1/30/2017; Step 4 Gen Ed \$15.63/hr.
    7. Carolyn Manderfeld Spec Ed EA at the Middle School, add Targeted Services PLUS Leader for 1.25 hrs./day up to 4 days per week at Bridgewater beginning 1/23/17-4/5/17; \$20.09/hr.
    8. Diane Nagy .05 FTE Title/0.5 FTE Compensatory at Bridgewater, change to .5 FTE Title/.5 FTE Instructional Coach at Bridgewater beginning 1/30/2017.
    9. Kim Norton Targeted Services Site Assistant at Greenvale Park Elementary, add Targeted Services PLUS Site Assistant for 1.5 hrs./day for 4 days/wk. (Mon-Thurs.) at Bridgewater beginning 1/23/2017-5/04/2017.

- c. Leave of Absence Requests Approved.
  - 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.
  - 6. Crystal Jones Spec Ed EA PCA CVSEC unable to accept position.

IX. Items for Information

- 1. Educational Assistant Recognition Week – January 23-27, 2017.  
This week has been designated as Educational Assistant Recognition Week. Buildings are recognizing the contributions of educational assistants this week.
  
- 2. School Board Committee Appointments.  
School Board Committee appointments for 2017 were made by Board Chair Julie Pritchard.

X. Future Meetings

Wednesday, February 8, 2017, 5:30 to 7:30 PM, School Board Work Session (Master Facilities Plan), Northfield High School Media Center  
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

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 10:20 p.m. to a closed negotiations strategy session in the District Office Conference Room

Noel Stratmoen  
School Board Clerk

## QComp Update | February 13, 2017

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Northfield High School Math teacher Ray Coudret represented the Northfield Education Association (NEA) at the August 22nd School Board meeting and shared initial progress of the NEA's current work on developing a QComp application. The purpose of this document is to share more specifics about QComp and to create a dialogue and set of questions to explore.

To review the basics of QComp:

- QComp's official name is Alternative Teacher Professional Pay System (ATPPS). The program is more than a decade old.
- The intent of the program is to increase effective professional development and growth for teachers while also providing funding to assist in financing the accompanying programming and incentives.
- QComp offers funding in the form of \$169 per pupil in aid and the authority for local districts to levy another \$91 per pupil for a total of \$260 per pupil in funding. As of this Fall, the QComp fund is completely depleted. However, the last several legislative sessions have funded districts with approved plans. It seems the legislature is increasing this funding on a case-by-case basis. However, we would not engage in the QComp activities without securing the funding.
- In order to qualify, a district and their local teacher collective bargaining unit must develop a plan to be approved by the Minnesota Department of Education. The plan must address five key areas:
  - *Career Ladder/ Advancement Options.* This component provides veteran teachers with opportunities to coach and mentor other teachers in the system while maintaining their connection to the classroom.
  - *Job-embedded Professional Development.* The District is significantly ahead of other applicants with our weekly Professional Learning Communities. PLCs are currently in a state that aligns with QComp's requirements for job-embedded professional development and should further strengthen them.
  - *Teacher Evaluation.* This portion, connected to the career ladder, allows for selected teachers to provide peer evaluations for colleagues. Specific training would be part of this approach. While this is a completely separate feedback system from our formal supervisor's evaluation process, it would provide a significant increase in the amount of feedback that teachers receive to help improve their instruction.
  - *Performance Pay.* Performance pay is designed to provide financial recognition for several items within a plan. For example, teachers who are part of a PLC that achieves their SMART goal could receive a performance pay stipend. Teachers could also receive a performance pay stipend if their building achieves its SMART goal.
  - *Alternative Salary Schedule.* An alternative salary schedule can take many forms. In the case of the NEA's concept plan, teachers moving through the salary schedule could only move to the next step if their peer evaluation indicates they are effective. While some QComp plans have embedded some of their dollars within the salary schedule itself, the NEA's current plan does not do so.

There are a series of steps that districts must take to be eligible for QComp:

- Complete a letter of intent. The MDE sample letter of intent is attached to this document.
- Finalize the application process. This must be completed by one of the MDE deadlines. During the 2016-2017 school year, the deadlines are October 15, January 15, and March 15.
- Complete a revised application as part of the MDE review process.

The District would only be committed to QComp after the Commissioner has approved the final application and an affirmative vote by the Board of Education and NEA membership.

A key component of making QComp work is the local levy. We could elect to levy for both Payable 2017 and Payable 2018 when certifying our Payable 2018 levy in September 2017. The District would only consider levying the dollars if the legislature authorized the QComp state aid.

# Legislator/School Leader Breakfast Forum

Saturday, February 4, 2017  
7:30 to 11:30 AM  
Southeast Service Cooperative

CO-HOSTED BY SOUTHEAST SERVICE COOPERATIVE  
AND MASA REGION 1



# Forum Program

7:30 - 8:20 AM Breakfast

8:20 - 8:40 AM Welcome and Introductions of Legislators

Visit <https://goo.gl/XtPFy7> for more information and handouts from the legislative forum.

8:40 - 8:50 Supportive Commentary

8:40 - 8:45 **Long Term Facilities Maintenance**

Superintendent Mike Redmond

8:45 - 8:50 **Streamlining the BOT and MDE**

Superintendent Beth Giese

8:50 - 9:15 **The Basic Formula** (20-minute presentation/5-minute Q&A from Legislators)

- TRA - Not Formula \$
- SPED Cross Subsidies - Not Formula \$
- Health Insurance Increases - Not Formula \$
- No Omnibus Bills

Superintendent Todd Sesker

Superintendent Matt Hillmann

9:15 - 9:40 **Teacher Shortage** (20-minute presentation/5-minute Q&A from Legislators)

- SPED
- Teacher Licensure
- Specialists

Director Cherie Johnson

Superintendent Gary Anger

Superintendent Belinda Selfors

9:40 - 10:00 **Break and Informal Discussion**

10:00 - 10:15 **Tax Relief - Debt Service Equalization** (10-minute presentation 5-minute Q&A from Legislators)

Superintendent Tammy Berg-Beniak

Superintendent Mark Matuska

10:15 - 10:30 **Early Childhood** (10-minute presentation 5-minute Q&A from Legislators)

- Universal Pre-School
- Facilities

Superintendent David Krenz

Superintendent Michael Munoz

10:30 - 10:45 **Concurrent Enrollment** (10-minute presentation 5-minute Q&A from Legislators)

Superintendent Jeff Elstad

10:45 - 11:30 **Open Microphone** for the Legislators/Questions for the Superintendents

11:30 Adjournment

**Introduction: The easiest and most fair way to support education funding is to assign money to the Basic General Education Formula Allowance (“Basic Formula”) rather than funding grants, mandates, and special programs/interests that do not equitably impact all Minnesota children. Local school boards can decide how funding is spent in our schools better than the state or federal government.**

Minnesota’s constitution requires State government to do only two things: highways (Article XIV) and a uniform system of schools (Article XIII). MASA respectfully requests Minnesota government leaders ensure these two constitutionally-mandated areas are appropriately funded before considering other priorities.

**Topic: Public School Funding and the Basic Formula**

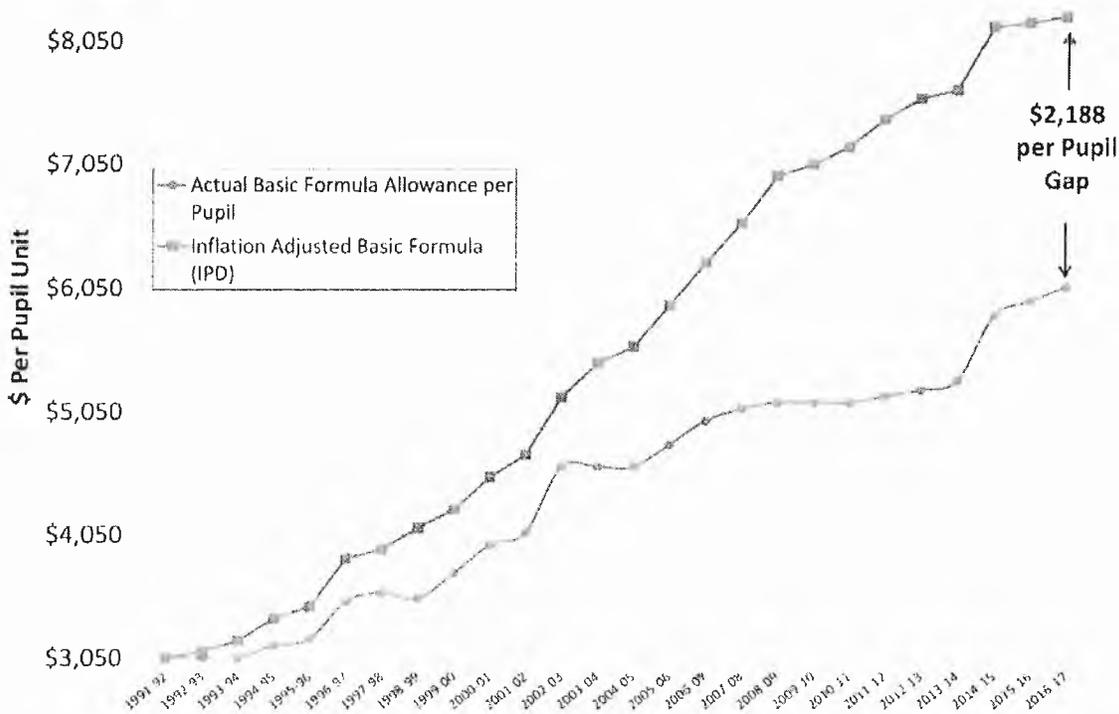
Adding dollars on the Basic Formula eliminates the temptation of giving money to special interest groups. The state’s funding system has numerous components. After many years of tweaking and adjusting, we believe the funding system as it stands now is fair. We do not believe any of the categories should be eliminated. Adding all new funding to the Basic Formula is the most fair method of supporting school district programming.

1. Adding dollars to the Basic Formula allows school district to make local decisions about where to best utilize the money.
2. Adding dollars to the Basic Formula is the most fair and equitable way of providing new dollars to schools.
3. Adding dollars to the Basic Formula is the easiest and most transparent way of investing money into public education.
4. Adding dollars to the Basic Formula helps close the gap in buying power created by years of not recognizing the need to increase the Basic Formula to keep pace with inflation.



### The Basic Formula Has Not Kept Up With Inflation

The basic formula provides the majority of the funding that districts receive from the state



**Topic: Special Education Expenditures and the effect on the General Fund**

Special Education services are essential to meet the needs of all learners. These mandated services cost significantly more than the revenue that is assigned to Special Education through the state and federal governments. The difference between the expenditures and state/federal revenue streams is absorbed by each district's General Fund and creates what is commonly referred to as the Special Education cross subsidy. Total cross subsidy amounts for the Faribault and Northfield school districts are illustrated below.

**Special Education Cross Subsidy Report**

|            | <u>2011</u>    | <u>2012</u>    | <u>2013</u>    | <u>2014</u>    | <u>2015</u>    |
|------------|----------------|----------------|----------------|----------------|----------------|
| Faribault  | \$2,791,421.00 | \$2,939,372.00 | \$2,747,751.00 | \$2,791,416.00 | \$3,299,923.00 |
| Northfield | \$2,887,017.00 | \$2,939,372.00 | \$2,747,751.00 | \$2,791,416.00 | \$3,299,923.00 |

**Special Education Cross Subsidies for Faribault (blue) and Northfield (maroon)**



Adding dollars to the Special Education Formula, in essence, acts like adding dollars to the Basic Formula since it frees General Fund dollars now being used to support the cross subsidy. Special Education services are essential in meeting the unique needs of children with disabilities. Assigning additional funding to the Special Education formula publicly recognizes that higher costs are associated with meeting the needs of children with disabilities.

**Conclusion: Support Local Control by Increasing the Basic Formula and/or the Special Education Formula.**

Minnesota's School Boards are held accountable in the most fundamental manner in representative democracies: regular and direct contact with their constituents. Local School Boards understand best how to utilize their budgets to support student achievement. Increasing the Basic Formula and/or the Special Education Formula give districts the most flexibility in addressing their local, unique needs.

**Resources**

- Basic Formula history compared to the Implicit Price Deflator  
<http://schoolsforequity.org/files/101139432.pdf>
- Special Education Cross Subsidies -- Statewide  
<http://schoolsforequity.org/files/96259730.pdf>
- States Ranked According to K-12 Education Revenue and Spending  
<http://schoolsforequity.org/files/70860375.pdf>

# The Basic Formula

Fundamental Fairness

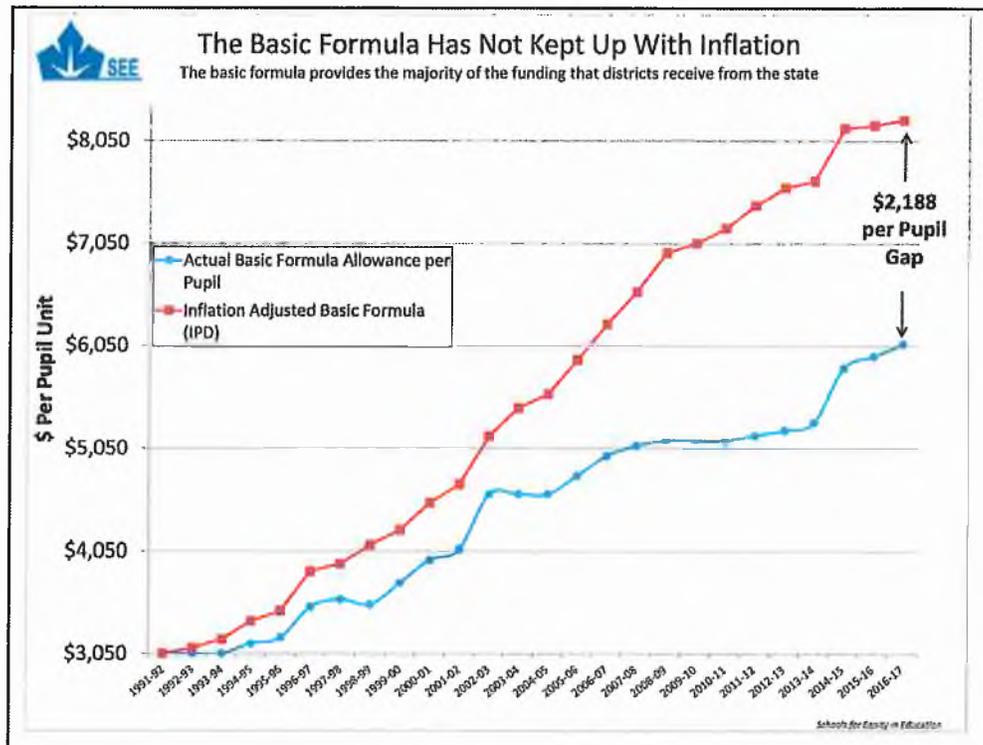


## Our State Constitution

- Article XIII: Schools
- Article XIV: Highways
- Let's take care of these first!

## The Basic Formula is Fair

- Provides local control
- Fairness
- Transparency
- Must recognize inflation as real



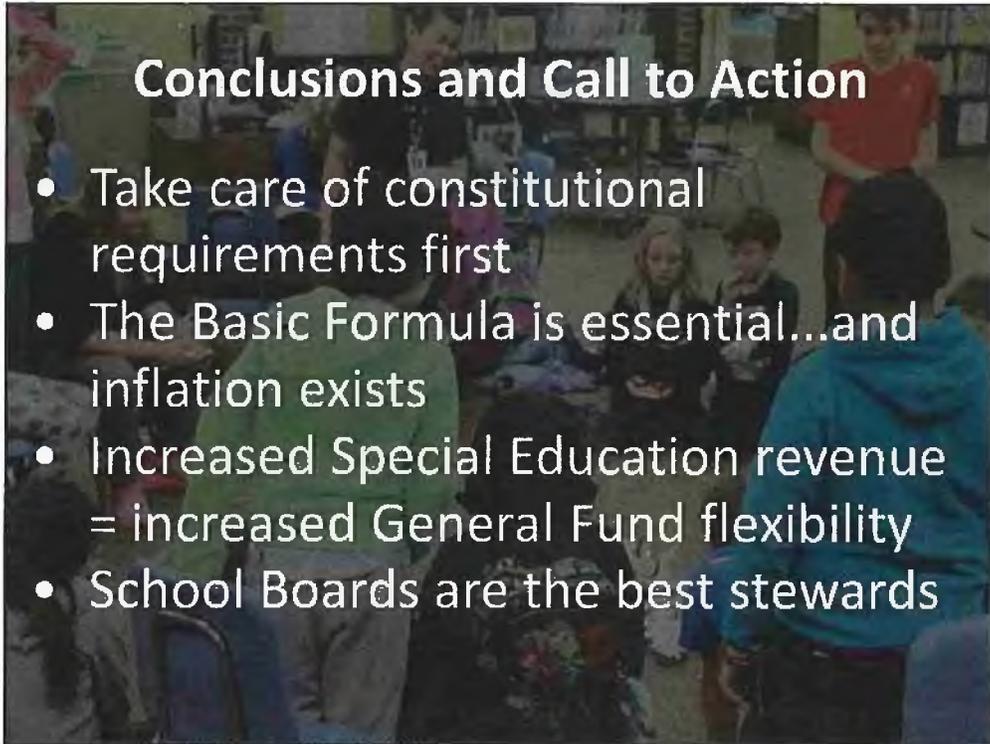
## Special Education Formula

- Special Education is essential in meeting disabled students' needs
- State and Federal revenue are not enough to meet requirements
- "Cross Subsidy" requires significant General Fund resources

3.026 Million

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Faribault and Northfield Public Schools  
Average Special Education Cross Subsidy 2011-2015



## Conclusions and Call to Action

- Take care of constitutional requirements first
- The Basic Formula is essential...and inflation exists
- Increased Special Education revenue = increased General Fund flexibility
- School Boards are the best stewards



***The Minnesota Association of School Administrators (MASA) recommends the Minnesota Legislature consider passage of the following proposals:***

## ***Education*** **Funding**

A well-funded quality educational system is vital to Minnesota's prosperity. To support academic achievement for all students, create a world-class work force, and reinforce local decision-making the state must:

- Increase the basic general education formula by at least 3% per pupil unit each year of the biennium.
- Provide state funding to cover any employer increase in the TRA system and ensure that this funding is not viewed as part of the E-12 package.
- Create a plan to fully fund the special education cross-subsidy by 2025 by reducing the cross-subsidy by 25% each biennium.
- Expand investments in school-based early learning programs only after the basic general education formula has been increased by at least 3% per pupil unit each year of the biennium.
- Continue facilities funding reform by including improvement to equalization factors and indexing where allowable for inflation as well as increasing funding for broadband accessibility and technology infrastructure.

## ***Education*** **Policy**

Educational policy issues also impact each school district's ability to provide a high quality education system and develop the world's best work force. As a result, state education policy changes must:

- Create a task force of E-12 and higher education members to develop a comprehensive plan that addresses the teacher shortage crisis in our state.
- Enhance and expand the innovation zone concept in order to provide school districts with flexibility to best serve the educational needs of students.
- Allow school districts to retain the most effective teachers, regardless of seniority, to assure the highest quality learning experiences for all students.
- Repeal the 2015 statutory limitations on the maximum number of hours for testing, reform our assessment system to assess 21st century skills, and balance assessments between those used for accountability and those that inform instruction and track growth.
- Implement solutions for credentialing secondary teachers to teach concurrent enrollment courses to high school students.

Minnesota Association

Our Common Agenda:



—Children—  
of School Administrators

# Minnesota Association of School Administrators (MASA) 2017 Legislative Platform

## About MASA

As advocates of a world class education for Minnesota's children, MASA's members serve as the leading voice for public education, shape and influence the State and Federal education agenda, and empower leaders through high quality professional learning, services and support.

MASA members include over 900 public education and non-public superintendents, directors of special education, curriculum and technology leaders, other central office administrators, service providers, business partners and retirees.

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## Key Contacts

### **MASA President**

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### **MASA Legislative Committee Chair**

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### **MASA Executive Director**

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### **MASA Lobbyist**

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## SEE MISSION STATEMENT

All public school children must have equal access to a high quality education regardless of where they live in Minnesota.

### TAX RELIEF AND REFORM

**Current property tax policy reduces educational opportunity for many students throughout Minnesota.** Without significant commercial and industrial development to expand the tax base and lower the overall taxpayer cost, the cost for school levies falls heavily on the local home and small business owners in low-property wealth districts. This reduces the amount of revenue that districts can access from local taxpayers to support their students' needs. Through increased equalization—state assistance in local school levies—this inequitable property tax burden must be reduced. The following measures should be enacted to help remedy the current situation:

- ⇒ Increase state assistance to low-property wealth school districts for local school operating and building bonds levies by increasing the equalizing factors for the referendum equalization and debt service equalization programs and indexing equalization to inflation.
- ⇒ Approve the remaining recommendations of the School Facilities Finance Working Group issued in February, 2014. Correcting the current imbalance in the property tax burden on the capital projects levy and lease levies by equalizing these levies is a top priority.
- ⇒ Ease the impact on school levies from agricultural and seasonal/recreational property. The burden on these classes of property has reached a level that makes it difficult for local taxpayers to support school levy questions in districts with high concentration of these types of properties.

Funding for property tax relief related to school levies should be part of state tax policy with resources coming the tax committee budget target and not the education

### ADEQUATE FUNDING

**Equitable state investments in public education will provide a high-quality education for all students and help lessen—but not eliminate—the reliance on voter-approved levies.** Education funding has not kept pace with either inflation or the rising expectations for student achievement. Low-property wealth districts are unable to pass levies to make up for inadequate state funding, which has created wide disparities in educational opportunity. To close this opportunity gap, SEE recommends the following actions:

- ⇒ Increase the basic formula by at least 3% in each of the next two years. Recent increases in the basic formula have done little to make up for the significant loss of buying power due to inflation over the past two decades.
- ⇒ Increase the state's share of special education funding. The amount of revenue school districts must divert from their general funds to pay for mandated but unreimbursed services exceeds \$600 million per year. It is crucial that this shortfall in state funding for special education be funded.
- ⇒ The legislature passed a new teacher development and evaluation (TDE) law, which began in the 2014-15 school year. Provide funding for all districts to participate in the state's alternative compensation—QComp—program to pay for the ongoing cost of the teacher development and evaluation mandate. Additionally, flexibility must be given to districts currently participating in QComp to allow funding to be directed towards TDE.
- ⇒ Create a program for districts that receive categorical and referendum revenue below the state average that will narrow the gap between high- and low-revenue districts.
- ⇒ Continue state efforts to expand access to high-quality broadband services.

## EDUCATION POLICY

Pure education policy does not have a cost to the state but many times costs school districts substantial resources. The following policy issues are equity issues to SEE districts that have emerged as critical concerns. Policy must be implemented so SEE's metro and outstate districts are able to provide the same high quality opportunities to their students no matter the zip code.

### EARLY LEARNING

SEE understands that quality early learning opportunities prepare children for kindergarten, particularly for at-risk children. Research is mixed on whether universal preschool provides long-lasting benefits in student achievement. However emerging research indicates that in the states where children experience lasting benefits, a very well-resourced, quality-driven program is the top priority. **If universal preschool is to be further expanded, the state must address the many challenges including:**

- ⇒ Funding – provide an adequate and sustainable funding source where preschoolers are weighted the same as children in kindergarten at 1.0 for full-day programs and 0.6 for half-day programs. Additional funds should provide students with access to necessary classroom equipment and facilities through capital funds. In addition, the mechanics of transporting 4-year-old children may require different types of buses, more buses and additional routes, which will necessitate additional resources.
- ⇒ Space – lack of space will prevent equitable preschool opportunities and can be addressed through a board-approved, fully-equalized facilities levy that gives districts flexibility in leasing versus building decisions.
- ⇒ Classroom teachers – create a plan to ensure the availability of qualified classroom teachers.
- ⇒ Quality assurance of partnerships – provide financial incentives for school districts to work with and strengthen local child-care providers through shared curriculum and staff development to assure that all children will be kindergarten ready. However, for many districts, building capacity through local partnerships is not an option as quality private early learning alternatives do not exist.

### TEACHER SHORTAGE

The teacher shortage was once limited to a few specific curricular areas and not widely experienced throughout the state. Over the past decade, that situation has changed dramatically and teacher shortages loom both across the curriculum and around the state. Lower funded districts and districts in outstate Minnesota struggle to recruit and retain quality teachers.

- ⇒ Streamline teacher licensure requirements to get more high quality teachers into the classroom.
- ⇒ Provide financial incentives to attract more individuals to the teaching profession.

### CONCURRENT ENROLLMENT

The decision made by the Higher Learning Commission (HLC) to require high school teachers to have a master degree in the content area if they are to teach concurrent enrollment classes will decimate the successful and popular program in Minnesota. SEE strongly supports legislative efforts to ease this requirement.

- ⇒ Expand opportunities for those seeking to teach concurrent enrollment courses to find affordable, assessable and time-sensitive options to earn the credentials necessary to continue these programs in the event the HLC does not soften its position on this matter.
- ⇒ Work with the HLC to allow teachers currently teaching concurrent enrollment courses to continue to do so.

## Schools for Equity in Education

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SEE Districts — Albert Lea ♦ Annandale ♦ Anoka-Hennepin ♦ Austin ♦ Belle Plaine ♦ Big Lake  
Braham ♦ Buffalo-Hanover-Montrose ♦ Byron ♦ Cambridge-Isanti ♦ Cannon Falls  
Centennial ♦ Chisago Lakes ♦ Dassel-Cokato ♦ Delano ♦ East Central ♦ Elk River ♦ Faribault  
Forest Lake ♦ Fridley ♦ Hastings ♦ Hinckley-Finlayson ♦ Howard Lake-Waverly-Winsted  
Hutchinson ♦ Jordan ♦ Kasson-Mantorville ♦ Kimball ♦ La Crescent-Hokah ♦ Lake City  
Litchfield ♦ Maple Lake ♦ Medford ♦ Melrose ♦ Milaca ♦ Monticello ♦ Mora  
New London-Spicer ♦ New Prague ♦ North Branch ♦ Northfield ♦ Owatonna ♦ Paynesville  
Pine River-Backus ♦ Princeton ♦ Prior Lake-Savage ♦ Rockford ♦ Rocori ♦ Roseau  
Rosemount-Apple Valley-Eagan ♦ Royalton ♦ Rush City ♦ Sartell-St. Stephen ♦ South St. Paul  
St. Francis ♦ St. Michael-Albertville ♦ Stewartville ♦ Tri-City United ♦ Waconia



**MINNESOTA  
SCHOOL BOARDS  
ASSOCIATION**

*Where School Boards Learn to Lead*

# 2017 Legislative Platform



## **Investing in All of our Students**

### **Secure Adequate and Equitable General Education Funding**

High-quality education for each and every student plays a critical role in economic vitality and future for our communities. MSBA's top priority is to annually fund the general education formula for public schools by at least the rate of inflation.

### **World's Best Workforce**

The Legislature established five goals for the purpose of statewide accountability system in 2013. These goals are:

- All students are prepared for kindergarten.
- All students achieve reading proficiency by the end of third grade.
- All achievement gaps are closed among racial and ethnic groups of students, students living in poverty, and students receiving special education services.
- All students graduate from high school.
- All students are ready for career and/or postsecondary education.

Failure to make adequate progress on World's Best Workforce goals may result in the Commissioner of Education repurposing up to 2 percent of a school district's revenue.

### **Special Education Cross-Subsidy**

It is time for the Minnesota Legislature and U.S. Congress to pay for a greater share of special education costs. The largest underfunded mandate for Minnesota schools is special education. The state's responsibility for funding the special education cross-subsidy will be \$543 million for fiscal year 2018-2019. This persistent underfunding requires local school districts to use general fund revenue to meet requirements.

### **Fully Fund the Prekindergarten Program**

The prekindergarten program should be fully funded to ensure fair, equitable, and voluntary access for every four-year old student. Currently, school districts receive partial state aid (0.6) payments for a full-time (1.0) prekindergarten student.

# Ensure Every Student Has a Qualified and Committed Teacher

## Attracting and Retaining Quality Teachers

Support policies that will help attract and retain teachers in shortage areas.

- Hiring staff that reflects the diverse student populations;
- Reducing barriers to the teacher licensure process;
- Streamlining and simplifying the teacher licensure process;
- Providing alternative licensure pathways to career and technical experts;
- Retaining existing teachers through mentorship and training;
- Supporting locally developed, research-based programs to recruit, train, and develop potential staff in areas difficult to fill; and
- Increasing education funding to provide competitive compensation packages.

## Pensions

The Legislature should address any increase in the employer's share of teacher retirement costs with matching state funding.

## Provide Teachers with Funding for Concurrent Enrollment Credentialing

Minnesota State Colleges and Universities and the Legislature need to assist K-12 concurrent enrollment teachers to obtain accessible and affordable pathways to earn up to 18 graduate credits in the area they teach high school dual-credit classes as required by the Higher Learning Commission.



# Support the Work of Locally Elected School Boards

## Reduce Unfunded Mandates

Significant educational changes and new requirements have placed stress on local schools and staff. These new demands have not been adequately funded, as our school systems attempt to fulfill these requirements.

We urge the Legislature to address the following mandates:

- Delay implementation of the new state reporting requirements regarding additional disaggregation of student data.
- Allow school boards to set the starting and ending dates of the school year that best fit the needs of their students and community.
- Remove the section of law on health insurance that forces the insurance aggregate value to never be reduced.
- Remove the provision that limits school district contracts for group health insurance to no longer than two years unless the largest union agrees to the change.

## MSBA Board of Directors



**Standing (from left to right):** Linden Olson (Worthington), Mike Domin (Crosby-Ironton), Kirby Ekstrom (North Branch Area), Carla Bates (Minneapolis), Betsy Anderson (Hopkins), Heidi Jones (Red Wing), John Berklich (Hibbing), Ann Long Voelkner (Bemidji Area), Linda Leiding (Lake Crystal Wellcome Memorial), Suzy Guthmueller (Centennial), George Kimball (White Bear Lake Area) and Melissa Sauser (Farmington Area).

**Sitting (from left to right):** MSBA President Kathy Green (Austin), MSBA Past President Kevin Donovan (Mahtomedi) and MSBA Treasurer Deborah Pauly (Jordan).

# Equity And Student Achievement

## Research and Development

School districts exist in a rapidly changing world and should research new educational models.

Schools should be allowed additional flexibility from current laws and rules necessary to innovate solutions. These innovation zones should demonstrate the value of redesigned educational models.

## High-Quality Assessments

In order to be effective, tests must be meaningful and timely to meet the needs of students.



## 21st Century Facilities

### Technology

Technology is essential in the design of effective learning and teaching environments. Digital literacy is crucial in the academic success of students and their preparation for college and careers and citizenship. All students should have equitable and affordable access to broadband and devices to support learning at school and home.

As a step in achieving digital literacy, we urge the Legislature to permanently and fully fund the Telecommunications/Internet Access Aid Program.

### Fair Tax Policies

Minnesota public school districts rely heavily on local property taxes for school building needs, safety and security improvements, and technology. School facilities are in need of repair. Every child needs a safe and creative learning environment, no matter the ZIP code.

- Increase equalization for debt service, operating, and the long-term facility maintenance program.
- Index the debt service equalization formula.
- Provide agricultural property tax credit for agricultural land equal to 40 percent of the property attributable to school district-bonded debt levies.



**RESOLUTION REQUIRING THE ADMINISTRATION TO MAKE  
RECOMMENDATIONS REGARDING  
PROGRAMMING AND STAFFING FOR NEXT YEAR**

WHEREAS, the financial condition of the school district dictates that the school district may require reallocation of resources between programs for the 2017-2018 school year, and

WHEREAS, there may be reductions in student enrollments within specific programs and/or grade levels, and,

WHEREAS, this reduction in expenditures may require discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and the administration to consider the reduction and/or discontinuance of programs or positions to accomplish economies in the school district as a result of reductions in enrollment and/or funding and to make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

Dated: February 13, 2017

TO: Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance *VM*  
DATE: February 13th, 2017  
RE: Board Approval of Financial Reports – September 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 September 2016.

Bills totaling \$2,073,138.66 were paid in September 2016.

Payroll checks totaling \$2,957,253.75 were issued in September 2016.

No bond payments were paid in September 2016.

At the end of September 2016 Total Cash and Investments amounted to \$28,827,512.72.

Wire transfers initiated by the district during September 2016:

|        |              |  |
|--------|--------------|--|
| 9/6/16 | \$750,000.00 | From MSDLAF Liquid to MSDLAF AP Liquid |
|--------|--------------|--|

The following financial reports for September 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

September 2016 Treasurer's Report

| FUNDS                  | BALANCE<br>BEGINNING<br>OF MONTH | RECEIPTS            | DISBURSEMENTS       | JOURNAL<br>ENTRIES    | BALANCE<br>END OF<br>MONTH |
|------------------------|----------------------------------|---------------------|---------------------|-----------------------|----------------------------|
| GENERAL FUND           | 9,638,966.68                     | 3,942,110.96        | 3,994,417.18        | (7,534,106.03)        | 2,052,554.43 *             |
| FOOD SERVICE           | 717,483.99                       | 192,947.56          | 187,169.63          | 1,245.26              | 724,507.18                 |
| COMMUNITY ED           | 599,411.99                       | 192,285.55          | 248,390.63          | (1,763.66)            | 541,543.25                 |
| DEBT SERVICE           | 3,615,112.45                     | 4,705.68            | -                   | -                     | 3,619,818.13               |
| TRUST                  | 142,728.11                       | 6,100.00            | 17,600.00           | -                     | 131,228.11                 |
| SELF INSURANCE         | 4,799,662.45                     | 538.68              | 582,814.97          | 541,875.46            | 4,759,261.62               |
| <b>TOTALS</b>          | <b>19,513,365.67</b>             | <b>4,338,688.43</b> | <b>5,030,392.41</b> | <b>(6,992,748.97)</b> | <b>11,828,912.72</b>       |
| CERTIFICATE OF DEPOSIT | 9,998,600.00                     | -                   | -                   | 7,000,000.00          | 16,998,600.00              |
| <b>GRAND TOTALS</b>    | <b>29,511,965.67</b>             | <b>4,338,688.43</b> | <b>5,030,392.41</b> | <b>7,251.03</b>       | <b>28,827,512.72</b>       |

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

September 2016

Disbursements:

Bills Paid:

|                         |                   |              |
|-------------------------|-------------------|--------------|
| General Fund            | \$ 1,296,100.52   |              |
| Food Service Fund       | 110,084.31        |              |
| Community Services Fund | 66,538.86         |              |
| Trust & Agency Fund     | 17,600.00         |              |
| Self Insurance Fund     | <u>582,814.97</u> |              |
| Total Bills Paid        |                   | 2,073,138.66 |

Payroll:

|                         |              |              |
|-------------------------|--------------|--------------|
| General Fund            | 2,698,316.66 |              |
| Food Service Fund       | 77,085.32    |              |
| Community Services Fund | 181,851.77   |              |
| Trust Fund              | -            |              |
| Self Insurance Fund     | <u>-</u>     |              |
| Total Payroll           |              | 2,957,253.75 |

Bond Payments:

|                      |          |                              |
|----------------------|----------|------------------------------|
| Debt Redemption Fund | <u>-</u> |                              |
| Total Bond Payments  |          | <u>-</u>                     |
| Total Disbursements  |          | <u><u>\$5,030,392.41</u></u> |

TO: Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance   
DATE: February 13th, 2017  
RE: Board Approval of Financial Reports – October 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 October 2016.

Bills totaling \$1,681,459.79 were paid in October 2016.

Payroll checks totaling \$3,137,417.53 were issued in October 2016.

No bond payments were paid in October 2016.

At the end of October 2016 Total Cash and Investments amounted to \$30,173,276.97.

Wire transfers initiated by the district during October 2016:

10/28/16    \$1,000,000.00            From MSDLAF Liquid to MSDLAF AP Liquid

The following financial reports for October 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

October 2016 Treasurer's Report

| FUNDS                  | BALANCE<br>BEGINNING<br>OF MONTH | RECEIPTS            | DISBURSEMENTS       | JOURNAL<br>ENTRIES | BALANCE<br>END OF<br>MONTH |
|------------------------|----------------------------------|---------------------|---------------------|--------------------|----------------------------|
| GENERAL FUND           | 2,052,554.43                     | 4,512,836.57        | 3,980,237.68        | (662,686.75)       | 1,922,466.57 *             |
| FOOD SERVICE           | 724,507.18                       | 207,561.90          | 202,210.12          | 2,439.39           | 732,298.35                 |
| COMMUNITY ED           | 541,543.25                       | 235,011.10          | 194,431.00          | (5,701.60)         | 576,421.75                 |
| DEBT SERVICE           | 3,619,818.13                     | 1,193,326.38        | -                   | -                  | 4,813,144.51               |
| TRUST                  | 131,228.11                       | 1,202.00            | 3,850.00            | -                  | 128,580.11                 |
| SELF INSURANCE         | 4,759,261.62                     | 581.97              | 438,148.52          | 680,070.61         | 5,001,765.68               |
| <b>TOTALS</b>          | <b>11,828,912.72</b>             | <b>6,150,519.92</b> | <b>4,818,877.32</b> | <b>14,121.65</b>   | <b>13,174,676.97</b>       |
| CERTIFICATE OF DEPOSIT | 16,998,600.00                    | -                   | -                   | -                  | 16,998,600.00              |
| <b>GRAND TOTALS</b>    | <b>28,827,512.72</b>             | <b>6,150,519.92</b> | <b>4,818,877.32</b> | <b>14,121.65</b>   | <b>30,173,276.97</b>       |

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

October 2016

Disbursements:

Bills Paid:

|                         |                     |              |
|-------------------------|---------------------|--------------|
| General Fund            | \$ 1,123,873.92     |              |
| Food Service Fund       | 98,423.79           |              |
| Community Services Fund | 17,163.56           |              |
| Trust & Agency Fund     | 3,850.00            |              |
| Self Insurance Fund     | 438,148.52          |              |
| Total Bills Paid        | <u>1,681,459.79</u> | 1,681,459.79 |

Payroll:

|                         |                     |              |
|-------------------------|---------------------|--------------|
| General Fund            | 2,856,363.76        |              |
| Food Service Fund       | 103,786.33          |              |
| Community Services Fund | 177,267.44          |              |
| Trust Fund              | -                   |              |
| Self Insurance Fund     | -                   |              |
| Total Payroll           | <u>3,137,417.53</u> | 3,137,417.53 |

Bond Payments:

|                      |          |                              |
|----------------------|----------|------------------------------|
| Debt Redemption Fund | <u>-</u> |                              |
| Total Bond Payments  |          | <u>-</u>                     |
| Total Disbursements  |          | <u><u>\$4,818,877.32</u></u> |

To: Dr. Matt Hillmann, Superintendent  
From: Tom Graupmann, Director of Student Activities  
RE: Student Activity Account/ Softball Team  
Date: January 24, 2017

The students participating in Softball this year have determined that another additional coaching position would be valuable to their team.

The MAFA Manual that oversees operations of a student activity fund states that student activity accounts are used to account for funds raised by the students to be used for the students. The Minnesota Department of Education has authorized students to fund raise for additional coaches.

The Softball Team will be allocating up to \$1,000 (inclusive of salary and benefits) for the 2016-17 school year to hire this additional coach at an hourly rate. I have verified that there are sufficient funds available in the activity account.

The staff will complete a payroll claim form. The Activities Office will review and approve the payroll claim form and submit to payroll. The Finance Department will process payroll and invoice the student activity account quarterly for the total cost of salary and benefits.

If you have any questions, please contact me.

Thanks!

|                        |               |               |                |                |               |               | 2016-2017     |               |               |           |           |          |                      |
|------------------------|---------------|---------------|----------------|----------------|---------------|---------------|---------------|---------------|---------------|-----------|-----------|----------|----------------------|
| School and Grade Level | September 6th | September 9th | September 16th | September 23rd | October 3rd   | November 1st  | December 1st  | January 3rd   | February 1st  | March 1st | April 3rd | May 1st  | End of Year 6/6/2017 |
| <b>Longfellow</b>      |               |               |                |                |               |               |               |               |               |           |           |          |                      |
| Early Childhood        | 59            | 63            | 68             | 68             | 74            | 80            | 87            | 91            | 94            |           |           |          |                      |
| <b>Total</b>           | <b>59</b>     | <b>63</b>     | <b>68</b>      | <b>68</b>      | <b>74</b>     | <b>80</b>     | <b>87</b>     | <b>91</b>     | <b>94</b>     | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>0</b>             |
| <b>Greenvale Park</b>  |               |               |                |                |               |               |               |               |               |           |           |          |                      |
| Grade K-2029           | 75            | 73            | 73             | 73             | 74            | 74            | 74            | 74            | 73            |           |           |          |                      |
| Grade 1-2028           | 81            | 82            | 82             | 82             | 82            | 80            | 80            | 80            | 80            |           |           |          |                      |
| Grade 2-2027           | 89            | 87            | 87             | 87             | 87            | 87            | 87            | 86            | 85            |           |           |          |                      |
| Grade 3-2026           | 86            | 85            | 86             | 86             | 86            | 85            | 84            | 84            | 85            |           |           |          |                      |
| Grade 4-2025           | 92            | 91            | 91             | 91             | 91            | 92            | 93            | 93            | 92            |           |           |          |                      |
| Grade 5-2024           | 92            | 92            | 92             | 92             | 92            | 91            | 93            | 92            | 92            |           |           |          |                      |
| <b>Total</b>           | <b>515</b>    | <b>510</b>    | <b>511</b>     | <b>511</b>     | <b>512</b>    | <b>509</b>    | <b>511</b>    | <b>509</b>    | <b>507</b>    | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>0</b>             |
| <b>Sibley</b>          |               |               |                |                |               |               |               |               |               |           |           |          |                      |
| Grade K-2029           | 81            | 81            | 81             | 81             | 81            | 81            | 81            | 82            | 83            |           |           |          |                      |
| Grade 1-2028           | 95            | 95            | 95             | 95             | 96            | 95            | 94            | 94            | 94            |           |           |          |                      |
| Grade 2-2027           | 87            | 87            | 88             | 88             | 88            | 86            | 85            | 87            | 87            |           |           |          |                      |
| Grade 3-2026           | 102           | 102           | 102            | 102            | 102           | 102           | 105           | 106           | 106           |           |           |          |                      |
| Grade 4-2025           | 106           | 104           | 104            | 104            | 104           | 104           | 105           | 104           | 104           |           |           |          |                      |
| Grade 5-2024           | 116           | 115           | 115            | 115            | 113           | 113           | 114           | 114           | 114           |           |           |          |                      |
| <b>Total</b>           | <b>587</b>    | <b>584</b>    | <b>585</b>     | <b>585</b>     | <b>584</b>    | <b>581</b>    | <b>584</b>    | <b>587</b>    | <b>588</b>    | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>0</b>             |
| <b>Bridgewater</b>     |               |               |                |                |               |               |               |               |               |           |           |          |                      |
| Grade K-2029           | 91            | 91            | 91             | 91             | 92            | 92            | 91            | 91            | 89            |           |           |          |                      |
| Grade 1-2028           | 83            | 83            | 84             | 84             | 84            | 85            | 85            | 87            | 88            |           |           |          |                      |
| Grade 2-2027           | 108           | 109           | 109            | 109            | 109           | 108           | 108           | 109           | 110           |           |           |          |                      |
| Grade 3-2026           | 88            | 88            | 87             | 87             | 87            | 87            | 87            | 88            | 90            |           |           |          |                      |
| Grade 4-2025           | 110           | 110           | 109            | 109            | 109           | 108           | 107           | 111           | 110           |           |           |          |                      |
| Grade 5-2024           | 92            | 92            | 92             | 92             | 94            | 94            | 92            | 96            | 97            |           |           |          |                      |
| <b>Total</b>           | <b>572</b>    | <b>573</b>    | <b>572</b>     | <b>572</b>     | <b>575</b>    | <b>574</b>    | <b>570</b>    | <b>582</b>    | <b>584</b>    | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>0</b>             |
| <b>Middle School</b>   |               |               |                |                |               |               |               |               |               |           |           |          |                      |
| Grade 6-2023           | 298           | 297           | 298            | 298            | 298           | 299           | 298           | 297           | 296           |           |           |          |                      |
| Grade 7-2022           | 327           | 327           | 326            | 325            | 324           | 325           | 327           | 326           | 326           |           |           |          |                      |
| Grade 8-2021           | 335           | 334           | 334            | 334            | 334           | 332           | 333           | 333           | 339           |           |           |          |                      |
| St. Dominics           | 10            | 10            | 10             | 10             | 10.5          | 10.5          | 10.5          | 10.5          | 10.5          |           |           |          |                      |
| <b>Total</b>           | <b>970</b>    | <b>968</b>    | <b>968</b>     | <b>967</b>     | <b>966.5</b>  | <b>966.5</b>  | <b>968.5</b>  | <b>966.5</b>  | <b>971.5</b>  | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>0</b>             |
| <b>High School</b>     |               |               |                |                |               |               |               |               |               |           |           |          |                      |
| Grade 9-2020           | 320           | 317           | 319            | 318            | 318           | 321           | 316           | 317           | 318           |           |           |          |                      |
| Grade 10-2019          | 362           | 361           | 359            | 359            | 359           | 369           | 359           | 359           | 354           |           |           |          |                      |
| Grade 11-2018          | 294           | 293           | 293            | 293            | 293           | 294           | 286           | 286           | 286           |           |           |          |                      |
| Grade 12-2017          | 324           | 324           | 320            | 319            | 319           | 317           | 314           | 312           | 308           |           |           |          |                      |
| <b>Total</b>           | <b>1300</b>   | <b>1295</b>   | <b>1291</b>    | <b>1289</b>    | <b>1289</b>   | <b>1301</b>   | <b>1275</b>   | <b>1274</b>   | <b>1266</b>   | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>0</b>             |
| <b>ALC</b>             |               |               |                |                |               |               |               |               |               |           |           |          |                      |
| Grade 9-2020           | 1             | 1             | 1              | 1              | 1             | 1             | 2             | 2             | 3             |           |           |          |                      |
| Grade 10-2019          | 2             | 3             | 6              | 6              | 6             | 9             | 9             | 8             | 14            |           |           |          |                      |
| Grade 11-2018          | 10            | 12            | 13             | 13             | 13            | 17            | 19            | 20            | 17            |           |           |          |                      |
| Grade 12-2017          | 23            | 26            | 27             | 30             | 29            | 39            | 38            | 35            | 34            |           |           |          |                      |
| <b>Total</b>           | <b>36</b>     | <b>42</b>     | <b>47</b>      | <b>50</b>      | <b>49</b>     | <b>66</b>     | <b>68</b>     | <b>65</b>     | <b>68</b>     | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>0</b>             |
| <b>Grand Total</b>     | <b>4039</b>   | <b>4035</b>   | <b>4042</b>    | <b>4042</b>    | <b>4049.5</b> | <b>4077.5</b> | <b>4063.5</b> | <b>4074.5</b> | <b>4078.5</b> | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>0</b>             |

Longfellow

| <u>Early Childhood</u> |               |           |
|------------------------|---------------|-----------|
| Banks                  | 13            |           |
| Dorey                  | 8             |           |
| Goldade                | 15            |           |
| James                  | 7             |           |
| O'Connor               | 6             |           |
| Patterson              | 1             |           |
| Roth                   | 10            |           |
| Schnorr                | 8             |           |
| Sorenson               | 13            |           |
| Winter                 | 13            |           |
| **                     | <b>*TOTAL</b> | <b>94</b> |

Greenvale Park

|   |                    |            |   |
|---|--------------------|------------|---|
| K | Flicek             | 19         |   |
| K | Hagberg            | 19         |   |
| K | Malecha            | 20         |   |
| K | Ziemann            | 15         | C |
| 1 | Landry             | 27         | C |
| 1 | Nivala             | 16         |   |
| 1 | Youngblut          | 17         |   |
| 1 | Zach               | 20         |   |
| 2 | Amundson           | 23         | C |
| 2 | Dueffert           | 21         |   |
| 2 | Johnson-McLaughlin | 21         |   |
| 2 | Larson             | 20         |   |
| 3 | Allison            | 21         |   |
| 3 | Alvarez            | 25         | C |
| 3 | Conway             | 17         |   |
| 3 | Timerson           | 22         |   |
| 4 | Clarey             | 23         |   |
| 4 | Dimick             | 22         |   |
| 4 | Garcia             | 26         | C |
| 4 | Hetzel             | 21         |   |
| 5 | Harding            | 20         | C |
| 5 | Sickler            | 23         |   |
| 5 | Spitzack           | 24         |   |
| 5 | Tacheny            | 25         |   |
|   | <b>TOTAL</b>       | <b>507</b> |   |

|                             |               |                     |
|-----------------------------|---------------|---------------------|
| Early Childhood**           | 94            |                     |
| Kindergarten-2029           | 245           |                     |
| Grade 1-2028                | 262           |                     |
| Grade 2-2027                | 282           |                     |
| Grade 3-2026                | 281           |                     |
| Grade 4-2025                | 306           |                     |
| Grade 5-2024                | 303           |                     |
| <b>Total K-5</b>            | <b>1773</b>   | <b>1773</b>         |
| <b>Total Middle School</b>  | <b>971.5</b>  |                     |
| <b>Total High School</b>    | <b>1266</b>   |                     |
| <b>GRAND TOTAL</b>          | <b>4010.5</b> |                     |
| ALC 9-12**                  | 68            | F/T=51 P/T=0 I/S=17 |
| <b>GRAND TOTAL with ALC</b> | <b>4078.5</b> |                     |

Sibley

| Grade | Teacher         |            |   |
|-------|-----------------|------------|---|
| K     | Born            | 19         |   |
| K     | Downs           | 21         |   |
| K     | Heil            | 21         |   |
| K     | Wacholz         | 22         |   |
| 1     | Craft           | 22         |   |
| 1     | Sasse           | 28         | C |
| 1     | Sieger          | 22         |   |
| 1     | Swenson         | 22         |   |
|       | Christopherson- |            |   |
| 2     | Bleckwehl       | 20         | C |
| 2     | Seeberg         | 22         |   |
| 2     | Soderlund       | 22         |   |
| 2     | Spitzack        | 23         |   |
| 3     | Guggisberg      | 29         |   |
| 3     | Jandro          | 27         |   |
| 3     | Johnson         | 21         | C |
| 3     | Rud             | 29         |   |
| 4     | Day             | 27         |   |
| 4     | Fox             | 28         |   |
| 4     | Haar            | 25         |   |
| 4     | McManus         | 24         | C |
| 5     | Baragary        | 25         |   |
| 5     | Foley           | 23         |   |
| 5     | Ostermann       | 20         | C |
| 5     | Stulken         | 23         |   |
| 5     | Sweeney         | 23         |   |
|       | <b>TOTAL</b>    | <b>588</b> |   |

Bridgewater

|   |              |            |   |
|---|--------------|------------|---|
| K | Cade         | 22         |   |
| K | Danielson    | 24         |   |
| K | Tran         | 21         |   |
| K | Wisdorf      | 22         |   |
| 1 | Charlton     | 21         |   |
| 1 | Ellerbush    | 21         |   |
| 1 | Hall         | 21         |   |
| 1 | Lanza        | 25         | C |
| 2 | Lane         | 22         |   |
| 2 | Lofquist     | 22         |   |
| 2 | Rubin        | 24         | C |
| 2 | Schwaab      | 23         |   |
| 2 | Seidl        | 19         |   |
| 3 | Larson       | 23         | C |
| 3 | Sickler      | 23         |   |
| 3 | Temple       | 22         |   |
| 3 | Truman       | 22         |   |
| 4 | Holden       | 28         |   |
| 4 | Schuster     | 30         | C |
| 4 | Shepherd     | 28         |   |
| 4 | Swenson      | 24         |   |
| 5 | DeVries      | 19         | C |
| 5 | Duchene      | 26         |   |
| 5 | Kohl         | 26         | C |
| 5 | Rauk         | 26         |   |
|   | <b>TOTAL</b> | <b>584</b> |   |

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

Middle School

|                                    |              |
|------------------------------------|--------------|
| Grade 6 -2023                      | 296          |
| Grade 7 (*inc. 3.5 - 1/2 day)-2022 | 329.5        |
| Grade 8 (*inc. 7 - 1/2 day)-2021   | 346          |
| <b>TOTAL</b>                       | <b>971.5</b> |

\*21 (10.5) St. Dominic's students attend 1/2 day

High School

|               |             |
|---------------|-------------|
| Grade 9-2020  | 318         |
| Grade 10-2019 | 354         |
| Grade 11-2018 | 286         |
| Grade 12-2017 | 308         |
| <b>TOTAL</b>  | <b>1266</b> |