

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, May 22, 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. Proposed 2017-2018 General Fund Budget.
 - 2. District Educational Program Advisory Committee (DEPAC) Update.
 - 3. Positive Attention and Learning Support (PALS) Program Update.
 - 4. Administrative Services Update.
- VIII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Additional Special Education FTE 2017-2018 School Year.
 - 2. Full-time Substitute Teachers Update.
 - B. Items for Consent Grouping
 - 1. Facilities Agreement with Canvass Church.
 - 2. Financial Reports – March 2017.
 - 3. Gift Agreement.
 - 4. Personnel Items.
- IX. Items for Information
 - 1. July 2017 – June 2018 School Board Meeting Schedule.
 - 2. Upcoming Dates:
 - Area Learning Center Graduation: Friday, June 2: 7 PM, High School Auditorium
 - High School Graduation: Sunday, June 4: 2:00 PM, Memorial Field
- X. Future Meetings
 - Monday, June 12, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
 - Monday, July 10, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- XI. Adjournment

Closed Negotiations Strategy Session to follow
District Office Conference Room

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, May 22, 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 May 22, 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 May 8, 2017, are enclosed for your review and comment.
- V. Announcements and Recognitions.
- VI. Committee Reports.
Two Committee Reports are enclosed:
 - A District Youth Council (DYC) Committee Report is provided by Board member Ellen Iverson.
 - A District Curriculum and Staff Development Committee (DCSDC) Report is provided by Board member Amy Goerwitz.
- VII. Items for Discussion and/or Reports
 1. Proposed 2017-2018 General Fund Budget.
Val Mertesdorf, Director of Finance, will present the 2016-17 final revised budget and the 2017-18 proposed general fund budget. Included in the Board materials are the assumption and parameters for revenues and expenditures used to develop the budget. No action is required on the budget until the June 12, 2017, Board meeting.
 2. District Educational Program Advisory Committee (DEPAC) Update.
Superintendent Hillmann will share the plan to redesign the DEPAC process and the evolution of the District Advisory Committee into what will be called *Northfield Forward*. *Northfield Forward* will be positioned as the District's "Critical Friend" and provide feedback on the strategic plan, building goals and results, and PLC goals and results.
 3. Positive Attention and Learning Support (PALS) Program Update.
Superintendent Hillmann will review the PALS report provided at the April 11th Board meeting and propose the Board (at the June 12th meeting) approve these three elementary positions be continued for the 2017-18 school year and beyond.
 4. Administrative Services Update.
Superintendent Hillmann will review the District administrative structure used this year after the elimination of the Director of Administrative Services position. He will share how the District has adapted to the new structure for providing district-level services and will propose continuing that new structure for the 2017-18 fiscal year and beyond.
- VIII. Superintendent's Report.
 - A. Items for Individual Action
 1. Additional Special Education FTE 2017-2018 School Year.
At the May 8, 2017, School Board meeting, Director Hall presented the special education workload analysis and projections for fall 2017 outlining the need for additional FTE for licensed special education teachers. (The May 8th presentation is enclosed.) Based on the analysis, Director Hall is requesting an increase of the following FTEs for the 2017-18 school year: 1.0 FTE Resource Room

Teacher at Sibley, 0.5 FTE Resource Room Teacher at Bridgewater, and 0.5 FTE Resource Room Teacher at Greenvale Park.

Superintendent's Recommendation: Motion to approve an additional 1.0 FTE Resource Room Teacher at Sibley, 0.5 FTE Resource Room Teacher at Bridgewater, and 0.5 FTE Resource Room Teacher at Greenvale Park for the 2017-2018 school year at a maximum cost of \$175,663.

2. Full-time Substitute Teachers Update.

Director of Human Resources Molly Viesselman will present data that shows how the two full-time substitute teachers were used since they began their duties on January 4, 2017 through May 16, 2017. She recommends the School Board approve these two positions again for the 2017-2018 school year.

Superintendent's Recommendation: Motion to approve two full-time substitute teachers for the 2017-2018 school year at a cost of \$25 per hour per substitute teacher.

B. Items for Consent Grouping

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

1. Facilities Agreement with Canvass Church

The School Board is asked to approve the Agreement with Canvas Church. This Agreement is the seventh year for Canvas Church. The Agreement is for the time period July 1, 2017 - June 30, 2018. Changes include: (1) Updates to wages for custodial services related to the Church's use; (2) Updates to contact information for school personnel and Church personnel; (3) Includes the need for early termination by either party to be provided by a written, 30-day notice.

2. Financial Reports -- March 2017.

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$2,003,553.32, payroll checks totaling \$3,223,114.89 and the financial reports for March 2017. There were no bond payments made in March 2017.

3. Gift Agreement.

Bethel Lutheran Church has donated \$2202.28 to Greenvale Park's Angel Fund.

4. Personnel Items.

a. Appointments.

1. Molly Gainey, FAST Assessor during school hours at the Elementary Schools, beginning 05/17/2017-06/02/2017; \$17.00/hr.
2. Lucas Herreid, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Skateboarding \$9.50/hr.
3. Martell Johnson, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Tennis \$12.50/hr. Junior Team Tennis \$15.00/hr.
4. Beth LaCanne, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Tennis \$18.00/hr.
5. **Jedidiah McGuire, 1.0 FTE Long Term Substitute 1st Grade Teacher at Greenvale Park, beginning 08/28/2017-11/17/2017; BA, Step 0.
6. Stefanie Meredith, Child Nutrition Associate I for 3.75hrs/day at Greenvale Park, beginning 05/11/2017; \$16.27/hr.
7. **Pamela Moening, 1.0 FTE Occupational Therapist District Wide, beginning 08/28/2017; MA+45, Step 7.
8. Nichole Porath, Head Boys/Girls Cross Country Coach at the High School beginning 08/14/2017-11/04/2017; Level C, Step One.
9. Timothy Roback, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Junior Team Tennis \$12.00/hr.
10. Christof Zweifel, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Junior Team Tennis \$12.00/hr.

11. Summer Recreation Positions, effective 05/31/2017-08/31/2017
 - Mark Welinski – Tennis Supervisor \$15.00/hr.
 - Molly Smith – Junior Team Tennis \$12.00/hr.
 - Jan Otteson – Lifeguard \$10.50/hr., WSI \$11.50/hr.
- b. Increase/Decrease/Change in Assignment.
 1. Amy Atkinson, Targeted Services Summer PLUS Teacher at Greenvale Park, change to Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4 days/wk at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 2, \$12.77/hr.
 2. Stephanie Balma, EarlyVentures Teacher for 40hrs/wk at Longfellow, change to 36hrs/wk beginning 06/12/2017-08/25/2017.
 3. Trisha Beacom, EarlyVentures Teacher for 40hrs/wk at Longfellow, change to 30hrs/wk beginning 06/12/2017-08/25/2017.
 4. Carley Benjamin, EA in NB Room for 6.75hrs/day for Special Ed and .17hrs/day for Supervisory at Sibley Elementary, change to ongoing position effective 05/11/2017.
 5. Haanah Braun, EarlyVentures Site Assistant for 17.5hrs/wk at Longfellow, change to 14.5hrs/wk beginning 06/12/2017-08/25/2017.
 6. Anita Corwin, EarlyVentures Site Assistant for 40hrs/wk at Longfellow, change to 33.5hrs/wk beginning 06/12/2017-08/25/2017.
 7. Martha Donahoe, Office Generalist/Community Services Secretary at Longfellow, add 4 additional days to work calendar, beginning 07/01/2017.
 8. Julie Erickson, EarlyVentures Teacher for 40hrs/wk at Longfellow, change to 30hrs/wk beginning 06/12/2017-08/25/2017.
 9. Sara Gerdesmeier, EarlyVentures Site Assistant for 40hrs/wk at Longfellow, change to 28.75hrs/wk beginning 06/12/2017-08/25/2017.
 10. Courtney Gilomen, EarlyVentures Teacher for 39hrs/wk at Longfellow, change to 30.25hrs/wk beginning 06/12/2017-08/25/2017.
 11. Leah Grisim, EA in NB Room for 7hrs/day for Special Ed at Sibley Elementary, change to ongoing position effective 05/11/2017.
 12. Leah Grisim, EA at Sibley Elementary, add Targeted Services Summer PLUS Sub Site Assistant for up to 5.75hrs/day at Greenvale Park, effective 06/19/2017-08/03/2017; \$12.43/hr.
 13. Kari Heid, EarlyVentures Teacher for 40hrs/wk at Longfellow, change to 36hrs/wk beginning 06/12/2017-08/25/2017.
 14. Kaci Henry, EarlyVentures Teacher for 40hrs/wk at Longfellow, change to 27.5hrs/wk beginning 06/12/2017-08/25/2017.
 15. Melanie Klein, Long Term Substitute Special Education EA – PCA at Sibley Elementary, change to EA in NB Room for 6.75hrs/day for Special Ed and .40hrs/day for Supervisory at Sibley Elementary effective 05/11/2017.
 16. Morgan McCarty, EA in Resource Room for 6.75hrs/day for Special Ed and .17hrs/day for Supervisory at Sibley Elementary, change to ongoing position effective 05/11/2017.
 17. Carol Nick, EarlyVentures Teacher for 35hrs/wk at Longfellow, change to 20hrs/wk beginning 06/12/2017-08/25/2017.
 18. Taylor Rahman, EarlyVentures Teacher for 40hrs/wk at Longfellow, change to 33hrs/wk beginning 06/12/2017-08/25/2017.
 19. Kathy Roth, EarlyVentures Teacher for 37.75hrs/wk at Longfellow, change to 37.50hrs/wk beginning 06/12/2017-08/25/2017.
 20. Darrell Sawyer, Teacher at the Middle School, add Targeted Services Summer PLUS Teacher for up to 4.75hrs./day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Yr. 1-\$27.11/hr.
 21. Bobbi Schmidtke, EarlyVentures Site Leader for 40hrs/wk at Longfellow, change to 30hrs/wk beginning 06/12/2017-08/25/2017.
 22. Katie Schuman, EarlyVentures Teacher for 40hrs/wk at Longfellow, change to 30hrs/wk beginning 06/12/2017-08/25/2017.
 23. Sarah Woodcock, EarlyVentures Teacher for 40hrs/wk at Longfellow, change to 37.75hrs/wk beginning 06/12/2017-08/25/2017.

c. Resignations.

1. Mishia Burns Edwards, Instructional Educational Assistant at the Middle School, resignation effective 05/22/2017.
2. Cameron Jackson, KidVentures Site Assistant, resignation effective 06/12/2017.
3. Joan McGorry, Spec Ed EA at Longfellow, resignation effective 05/15/2017.
4. Stefanie Meredith, CNA I at Greenvale Park, resignation effective 05/24/2017.

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

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

IX. Items for Information

1. July 2017 – June 2018 School Board Meeting Schedule.

2. Upcoming Dates:

Area Learning Center Graduation: Friday, June 2, 7:00 PM, High School Auditorium

High School Graduation: Sunday, June 4, 2:00 PM, Memorial Field

X. Future Meetings

Monday, June 12, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, July 10, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

XI. Adjournment

Closed Negotiations Strategy Session to Follow Regular Board Meeting
District Office Conference Room

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

May 8, 2017

Northfield High School Media Center

- I. Call to Order
Vice Chair Ellen Iverson called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Colangelo, Goerwitz, Iverson, Quinnell and Stratmoen. Hardy and Pritchard were 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 Stratmoen, minutes of the Regular School Board meeting held on April 24, 2017, were unanimously approved.
- V. Announcements and Recognitions
 - The Greenvale Park Community School partnered with Allina Clinics to host a Free Bikes for Kidz event on May 6. One hundred fifty-five (155) gently used bikes were distributed to local children and youth, ages 3 through high school. The bikes distributed were collected by Allina Clinics and refurbished by a bike repair program. Thank you to the volunteers from Greenvale Park and the community who helped with this great event.
 - Colangelo thanked the numerous volunteers who were involved in the mock crash on May 5.
 - Goerwitz thanked the many volunteers who worked at the After Prom party on April 29.
- VI. Items for Discussion and / or Reports
 1. Special Education 2017 Preview.
Director of Special Services Cheryl Hall shared a preliminary assessment of Special Education staffing and space needs for the 2017-18 school year.
 2. Proposed 2017-2018 Internal Service Fund.
Director of Finance Val Mertesdorf presented the proposed 2017-18 Proprietary or Internal Service Fund Budget. The purpose of the internal service fund is to record the financial transactions of the District's self-insured health and dental plan. No Board action was required at this meeting.
 3. Proposed 2017-2018 Community Services Budget.
Director of Community Services Erin Bailey presented the 2017-18 Community Services Budget. The proposed budget has been developed with the input from each program coordinator. The Community Services Advisory Council approved the preliminary budget at its meeting on April 25 and recommends the budget to the School Board. The budget reflects revenues of \$2,495,550 and expenditures of \$2,493,419. Director Bailey also provided an update on the Greenvale Park Community School.
- VIII. Superintendent's Report
 - A. Items for Individual Action
 1. Revised School Board Policy 533 – Wellness.
On a motion by Colangelo, seconded by Goerwitz, the Board unanimously approved revised School Board Policy 533 – Wellness.
 2. Items for Consent Grouping
On a motion by Goerwitz, seconded by Quinnell, the Board unanimously approved the following items in the Consent Grouping.

1. Authorization to Waive the Ban of Fireworks or Ammunition on School District Property to Permit Fireworks Display on July 4.

The Board granted permission to the City of Northfield, the sponsor of the July 4th fireworks display, to use the green space between Northfield Middle School and Bridgewater Elementary School for the fireworks display.

2. Personnel Items.

a. Appointments.

1. Elizabeth Acheson, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Track \$9.50/hr.
2. Katherine Adams, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Soccer \$9.50/hr.
3. Katherine Adams, Fall, Winter & Spring Recreation for up to 5hrs./day for up to 4days. /wk. with Community Services, beginning 04/27/2017-05/31/2017; Soccer \$9.50/hr.
4. Jennifer Allison, 1.0 FTE Kindergarten Teacher at Bridgewater Elementary, beginning 08/28/2017; BA+30, Step 5 (2017-18) **Subject to change upon settlement of the 2017-19 Masters Agreement.*
5. *Abigail Borene, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Tennis \$9.50/hr.
6. Tory Borovsky, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Tennis \$11.50/hr.
7. *Hannah Breiland, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Super Kids \$9.50/hr.
8. *Emma Carlson, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Soccer \$9.50/hr.
9. Scott Cooper, 1.0 FTE Special Education Teacher SLD/EBD/ASD at the Middle School, beginning 08/28/2017; MA, Step 5 **Subject to change upon settlement of the 2017-19 Masters Agreement.*
10. Danielle Crase, 1.0 FTE Secondary Resource Room SLD/EBD at the High School, beginning 08/28/2017; BA, Step 2 **Subject to change upon settlement of the 2017-19 Masters Agreement.*
11. *Mary Katherine Deschamp, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Softball \$10.50/hr.
12. *River Dittrich, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Skateboarding \$10.50/hr.
13. *Wyatt Grosse, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Lifeguard \$10.00/hr., Swim Aide \$9.50/hr., Class Lead \$10.50/hr.
14. Anne Hargis, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Super Kids \$9.50/hr. Soccer \$10.50/hr.
15. Aynsley Hohrman, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Softball \$9.50/hr.
16. *Sondra Isom, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Lifeguard \$10.00/hr., Swim Aide \$9.50/hr., Class Lead \$10.50/hr.
17. *Madison Jenrich, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Super Kids \$9.50/hr.
18. Megan Kremin, 1.0 FTE ECSE Special Education Teacher at Longfellow, beginning 08/28/2017; BA, Step 0 **Subject to change upon settlement of the 2017-19 Masters Agreement.*
19. Caitlyn Krueger, 1.0 FTE Recreation Programming Intern with Community Services, beginning 05/15/2017-08/31/2017; Summer Intern \$13.08/hr.
20. Bruce McWilliams, 1.0 FTE Long Term Substitute Elementary Band Instructor at Bridgewater, Greenvale Park, and Sibley Elementary schools, beginning 08/28/2017-12/20/2017; MA, Step 6 **Subject to change upon settlement of the 2017-19 Masters Agreement.*
21. Anna Ochs, Special Education EA for 4hrs./day at Greenvale Park Elementary, beginning 05/04/2017-06/06/2017;
22. Hallie Osmon, Water Safety Instructor for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; WSI \$11.00/hr.

23. *Andrew Pahs, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Baseball \$9.50/hr., Track \$9.50/hr., Ultimate \$10.50/hr.
 24. Brianna Peterson, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Swim Aide \$9.50/hr., Class Lead \$10.50/hr., Baseball \$9.50/hr.
 25. *Brynn Puppe, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Super Kids \$9.50/hr., Soccer \$9.50/hr., Track \$10.50/hr.
 26. Jennifer Rauk, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Baseball \$10.50/hr.
 27. *Whitney Sannes, 1.0 FTE Speech Language Pathologist District Wide, beginning 08/28/2017; BA 60, Step 1 *Subject to change upon settlement of the 2017-19 Masters Agreement.
 28. *Mackenzie Schewe, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Super Kids \$9.50/hr.
 29. *Molly Smith, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Tennis \$9.50/hr.
 30. *Sarah Will, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Tennis \$9.50/hr.
 31. *Dezra Young, Summer Recreation for up to 8hrs./day with Community Services, beginning 05/31/2017-08/31/2017; Tennis \$9.50/hr.
 32. Summer Recreation Positions and Aquatics:
Summer Recreation Positions Effective May 31, 2017 – August 31, 2017
Molly Gehrke – Softball \$9.50/hour
Alison Langston – Lacrosse \$10.50/hour
Summer Recreation Positions: Aquatics Effective May 31, 2017 – August 31, 2017
*Trent Swartwoudt – Supervisor \$10.50/hour
*Chantel Novak – Lifeguard \$10.50/hour, Swim Aide \$10.25/hour, Class Lead \$10.50/hour
Jonathan Pownell – Lifeguard \$10.25, Swim Aide \$9.50/hour, Class Lead \$10.50/hour
Sophia Nevin – Lifeguard \$10/hour, Swim Aide \$9.50/hour, Class Lead \$10.50/hour
Cullen Hauck - Lifeguard \$10/hour, Swim Aide \$9.50/hour, Class Lead \$10.50/hour
Micahela Johnson - Lifeguard \$10/hour, Swim Aide \$9.50/hour, Class Lead \$10.50/hour
 33. Chris Antoine, Event Worker District Wide, beginning 05/10/2017;
 34. Catherine Craft, KidVentures Site Assistant for up to 40hrs./wk at Sibley Elementary, beginning 06/05/2017-09/01/2017; Step 2-\$12.77/hr.
 35. Alexandra Hansen, KidVentures Site Assistant for up to 40hrs./wk at Sibley Elementary, beginning 06/05/2017-09/01/2017; Step 2-\$12.77/hr.
 36. Alison Langston, FAST Assessor during school hours at the Elementary Schools, beginning 05/15/2017-06/02/2017; \$17.00/hr.
 37. Jed McGuire, 1.0 FTE Long Term Substitute 4th Grade Teacher at Bridgewater Elementary, beginning on or about 05/10/2017-06/06/2017; BA, Step 0 -*Subject to change upon settlement of the 2017-19 Masters Agreement.
 38. Benjamin Papke, KidVentures Site Assistant for up to 40hrs./wk at Sibley Elementary, beginning 06/05/2017-09/01/2017; Step 1-\$12.43/hr.
 39. Travis Pasch, 1.0 FTE District Assistant Groundskeeper/Floating Substitute District Wide, beginning 05/22/2017; \$22.67/hr.
 40. Laura Vind, 1.0 FTE Secondary Resource Room SLD at the High School, beginning 08/28/2017; BA, Step 13-*Subject to change upon settlement of the 2017-19 Masters Agreement.
 41. Jon Whitney, 1.0 FTE Long Term Substitute Social Studies Teacher at the High School, beginning 08/28/2017-06/07/2018; MA, Step 7-*Subject to change upon settlement of the 2017-19 Masters Agreement.
- b. Increase/Decrease/Change in Assignment.
1. Joan McGorry, Sped EA Hand in Hand at Longfellow, add Sped EA ECSE PM for an additional 10hrs/wk. at Longfellow beginning 04/24/2017-06/06/2017.
 2. Dan Warner, Head Custodian at Sibley Elementary, change to Head Custodian at Bridgewater, beginning 05/8/2017.

3. Correction: Dan Warner, Head Custodian has decided to remain Head Custodian at Sibley Elementary, effective 05/08/2017.
 4. Lynda Maus, CVSEC Licensed Teacher Sub, add Home Bound Instructor for up to 5hrs./wk at the Middle School, beginning 04/03/2017-06/06/2017;
 5. Joan McGorry, Sped EA Hand in Hand and Sped EA ECSE at Longfellow, change hours from 5.25hrs. to 3.25hrs. beginning 04/24/2017-06/06/2017.
 6. Jeff St. Martin, Custodian at the High School, change to Head Custodian at Bridgewater Elementary, beginning 05/08/2017; Step 5-\$23.07/hr.
 - c. Leave of Absence Requests Approved.
 1. Bill Blaisdell, Custodian at the High School, Family/Medical Leave of Absence effective 04/24/2017 – for up to 60 work days.
 - d. Resignations / Retirement.
 1. Emileana Graupmann, Assistant Cross Country Coach at the High School, resignation effective 04/27/2017.
 2. Terri Quint, Special Education EA at the Middle School, retirement effective May 25th, 2017.
 3. Sandra Wadle, Child Nutrition Associate at Greenvale Park, resignation effective 05/11/2017.
 4. Pilar Sullivan, Early Childhood Screener, resignation effective 05/04/2017.
 5. Dee Tomczik, Summer PLUS Site Assistant, resignation effective 05/05/2017.
 6. The following employee is being terminated due to the fact that the Cannon Valley Special Education Cooperative will be hosting their own contracts effective July 1, 2017:
Nina DeBoer, Community Expert, effective June 30, 2017
 - e. Advancement of Probationary Licensed Staff
Correction: Sheila Hetzel was approved at the April 24, 2017, School Board meeting to advance to second year probationary status. She should be advanced to third year probationary status.
3. District Youth Council Membership.
The following students are being recommended to serve on the District Youth Council during the 2017-2018 school year:
Rising Seniors: *Alida Dice, *Lexi Dougherty, *Berit Hendel, *Lawson Wheatley, Rayanah Richmond, Noah Miller and Delina Haileab.
Rising Juniors: *Eyeley Baker, *Ethan Schaffer, Elias Lawler, Anders Johnson, Kasey Mohlke, Luke Wiskus.
Rising Sophomores: Christian Narveson, Kaia Schomburg, Alic Zhang.
* Denotes current District Youth Council member.
4. Gift Agreement.
A water bottle refilling station for Rock Fields has been donated by Julie Pritchard. The value of this gift is \$1214.35.

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

** Subject to change upon Board approval of the employee agree

IX. Items for Information

1. Enrollment Report – May 2017.
2. Closed Negotiations Strategy Session to follow the Board meeting on Monday, May 22, 2017.

X. Future Meetings

Monday, May 22, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center, Closed Negotiations Strategy Session to immediately follow in the District Office Conference Room.
Monday, June 12, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

XI. On a motion by Colangelo, seconded by Goerwitz, the Board adjourned at 8:15 p.m.

Noel Stratmoen
School Board Clerk



Committee Report

Board of Education

Name: Ellen Iverson

Committee: District Youth Council

Date Submitted: 5/18/2017 7:28:21

[Updated - 5/18/17]

Following the May 8th Board approval of the new District Youth Council (DYC) members, the DYC met and made decisions about their leadership for next year. The DYC decided to have a single chair for next year and elected Ethan Schaffer as Chair. In addition, they elected the following committee chairs:

Diversity and Representation committee: Lexi Dougherty

Connection to the School Board committee: Berit Handel

Student Rights and Handbook committee: Lawson Wheatley

Publicity committee leadership will be handled within the sub-committees and the Co-Secretaries (Rayanah Richmond and Kasey Mohlke) will be focusing on publicity for the entire group.



Committee Report

Board of Education

Name: Amy Goerwitz
(DSDC)

Committee: District Curriculum and Staff Development Committee

Date Submitted: 5/18/2017 9:24:28

At the final DCSDC meeting of the school year on April 13, 2017, the committee discussed how to improve outcomes for next year. Here is an outline of the major topics discussed:

Membership

- Members serve as two-way information conduits between DCSDC and buildings
- Committee should provide clear direction on what members should communicate to buildings
- A representative from each school should be on the committee; current members were encouraged to submit names of potential new members

Objectives for DCSDC

- Examine the impact of book studies within DCSDC, how do book studies affect teaching and learning in each of our schools?
- Consider how DCSDC can best support the district's strategic plan
- Incorporate educational research into meeting times
- Plan district staff development based on our research and overarching themes/goals
- Consider district-wide strategies/goals for reading
- Use common language/practices throughout content areas
- Move PLCs to shorter cycle goals
- Generate and encourage sharing of best teaching practices, including grants for classroom action research

Moving forward:

- Develop SIP-like plan
- Link DCSDC objectives to Strategic Plan
- Align practices and focus throughout the district by combining DCSDC with the District Tech Steering Committee (DTSC), forming subcommittees as needed
- Plan retreat to pull DCSDC and DTSC together (scheduled for August 22)
- Create SMART Goals in objectives with sub-committees to carry out tasks
- Combine grant process for action research in classrooms
- Encourage reading and application of current research in education

General Fund | 2016-17 Second Revised Budget | May 22, 2017
Val Mertesdorf, Director of Finance

Over the last several months there have been a significant number of changes or additions to the General Fund budget. We are proposing a second revised budget to ensure we are keeping the Board informed about the General Fund and to more closely align our projected year end results. We will bring the second revised budget for approval at the June 12th board meeting with all the other budgets and revisions.

We have added a column labeled "Second Revised Budget" in each of the financial slides to call out the differences between the revised budget presented in December and the current revision.

Revenue:

The state aid category has been increased. This is the result of a new special education revenue calculation this spring. The impact of CVSEC was not as significant as I had projected, as well as our increased expenditures bringing in additional revenue.

The local sources category has also been increased. Our medical assistance revenue has increased significantly this year (75,000), due to the nature of the rate calculation we have typically budgeted conservatively. In the early spring I made a recommendation that we move the Rock-N-Roll Revival fund from the student activity accounts to a revolving general fund account. New rules in the student activity accounting prohibit the payment of services which is a necessary function for the RRR program. This program typically generates around \$60,000 in revenue. This will only impact the budget every other year. In addition our interest earnings are significantly higher than originally budgeted (\$95,000).

The CVSEC program has grown significantly this year as well as the budget. This increase is also an increase on the expenditure side. Northfield has been a flow through for this first year of operation to help get the program up and running successfully.

Expenditures:

With our increased special education referrals and enrollment comes additional staff and non-salary costs. This increase in expenditures is partially offset by the state reimbursement we receive.

We have also seen a slight increase in our buildings budget. This is primarily an increase the salary and benefit budgets. We've seen a significant amount of position turnover, substitute cost and overtime this year as well as increased participation in the benefit plans.

The increase for CVSEC is only a flow through and will be billed to the cooperative.

Summary:

We are projecting an increase to the fund balance of \$136,000 rather than the slight spend down projected in December. The unrestricted fund balance percentage is going down even though the total dollar amount is going up. This is caused by the expenditures being inflated for the CVSEC flow through amounts. Overall, it appears we will end the 2016-17 school year more favorably than anticipated.

General Fund | 2017-18 Proposed Budget | May 22, 2017
Val Mertesdorf, Director of Finance

Enrollment: Enrollment drives roughly 65% of our total revenue. We have seen increased enrollment over the last two years. The state uses our adjusted pupil counts and weights each student based on their grade level. This weighted calculation is called Adjusted Pupil Units or APU. Beginning with the 2014-15 school year the weightings were simplified, Kindergarten through grade 6 earn 1.0 and grades 7-12 earn 1.2. We are planning for 4,424 adjusted pupil units for the 2017-18 school year.

Revenue Assumptions: The basic formula generates approximately 55% of our total revenue. Currently, we do not know where the legislature will land. We have conservatively estimated a 1.5% increase in each year of the biennium. The increase from the legislature will be partially offset by the proposed increase in the employer TRA contribution. TRA is recommending a 0.5% increase to the employer contribution each of the next four years. This is a 6.6% increase on top of the salary increases.

The state made significant changes to the special education funding formula beginning with the 2015-16 school year. While MDE suggested this was supposed to simplify special education it certainly has not. We do believe the new formula will provide more revenue. We also have increasing expenditures, which results in additional reimbursement of roughly 55%.

Our overall levy certification was down slightly from the prior year. Our federal revenue is slightly lower due to the Project Aware grant ending this June after receiving an extension. We are also conservatively planning for less Title funding based on the uncertainty at the federal level. Local sources are higher due to increase interest earnings and more medical assistance revenue. This increase is partially offset by a proposed change in our fee structure. We are recommending the discontinuation of fees for classes with consumable budgets such as FACS, Art or Technology and Engineering classes. We feel this would eliminate one barrier some of our students face in accessing a free and appropriate public education. This reduction in revenue is estimated at roughly \$80,000.

The Cannon Valley Special Education Cooperative will run all of its own operations for the 2017-18 school year.

Expenditure Assumptions: Salaries had an aggregate increase of 4.0%, this is a combination of settled agreements as well as assumptions for the agreement currently being negotiated. Benefits increased an aggregate of 2.5%, primarily due to the increase in taxes associated with enhanced salaries as well as the proposed increase for TRA. TRA has proposed a 0.5% increase to employer contributions effective July 1, 2017. We have also seen a consistent increase in our health insurance participation. Non-salary and other operational costs saw minimal increases.

Budget Plan: When all the assumptions come together we are proposing a general fund budget with revenues of \$48.8 million and expenditures of \$49.5 million. We are planning to spend down roughly \$679 thousand dollars of our fund balance. This is more favorable than the forecast presented in January. We had originally projected spending down \$1.5 million dollars. The primary difference is the 1.5% basic formula increase and the increased local revenues.

Financial Projection: We are projecting to end FY18 with a 21.6% unassigned fund balance which is above the Board's recommended fund balance goal of 16%, the 8th year in a row we will finish a fiscal year better than this target. The January forecast anticipated ending with 20.8% unassigned fund balance. Our fund balance goal of 16% is set to be an early detection point to signal potential budget reductions in order to maintain the District's fiscal health. This enables us to adjust our budget without the urgency some districts face.

Summary: As always, the budget is an estimate with the best information at the current time. We are very proud of the fact that we have maintained programming well past what we originally thought was possible when we passed the operating referendum in 2011. We have been good stewards of the resources entrusted to us. We built the fund balance up as we told the community. The legislature's chronic underfunding of Minnesota schools continues to be the most significant challenge we face as a school system.

2017-18 Proposed Budget

GENERAL FUND

Enrollment Projections

	Adjusted Pupil Units						
	Pre-K	KG	1-3	4-6	7-12	Total ADM	APU
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#	37.4	246.2	825.4	906.8	1,971.3	3,987.2	4,381.5
2017-18#	38.2	237.9	823.8	938.2	1,988.3	4,026.4	4,423.9
2018-19#	35.2	231.8	800.0	952.4	2,054.2	4,073.6	4,484.4
2019-20#	34.8	201.9	784.4	928.9	2,084.5	4,034.5	4,451.3

- Estimated Enrollment

Revenue Assumptions

General Education Aid

- 1.5% increase in basic revenue
- Enrollment – steadily increasing

Special Education

- Increasing cost due to increasing enrollment and needs
- Cannon Valley Special Education Cooperative

Federal

- Project Aware grant ending
- Conservative decrease for Title funding, uncertainty at federal level

Local Sources

- Reduction of resale and class fees
- Increase in interest earnings

Revenue

	2014-15	2015-16	2016-17	2016-17	2017-18
	AUDIT	AUDIT	REVISED	SECOND	PROPOSED
	RESULTS	RESULTS	BUDGET	REVISION	BUDGET
PROPERTY TAXES	9,763,250	9,743,437	10,374,684	10,374,684	10,314,685
STATE SOURCES	33,762,653	35,469,498	34,768,758	35,175,247	35,929,625
FEDERAL SOURCES	1,120,740	1,290,511	1,260,364	1,260,364	1,165,987
LOCAL SOURCES	1,326,140	1,630,448	1,151,699	1,410,097	1,423,817
CVSEC	-	-	2,500,000	5,000,000	-
TOTAL	45,972,783	48,133,894	50,055,505	53,220,392	48,834,114

Expenditure Assumptions

Salaries

4% aggregate increase

Negotiating with the Northfield Education Association

Benefits

0.5% increase in TRA

Increase in health and dental participation

Cannon Valley Special Education Cooperative

Non-Salary & Other Operational

Fund Balance Goal = 16% of total expenditures

Expenditures

	2014-15 AUDIT RESULTS	2015-16 AUDIT RESULTS	2016-17 REVISED BUDGET	2016-17 SECOND REVISION	2017-18 PROPOSED BUDGET
ADMINISTRATION	1,630,917	1,756,789	1,717,944	1,717,944	1,776,355
DISTRICT SUPPORT SERVICES	1,197,606	1,232,169	1,159,561	1,159,561	1,189,561
REGULAR INSTRUCTION	23,367,355	23,555,884	24,019,445	24,019,445	24,910,797
VOCATIONAL INSTRUCTION	275,187	290,157	288,990	288,990	298,191
SPECIAL EDUCATION	8,815,903	9,611,362	8,857,527	9,257,527	9,627,828
INSTRUCTIONAL SUPPORT	1,382,598	1,436,419	3,273,270	3,273,270	3,256,692
PUPIL SUPPORT	3,448,280	3,496,239	3,582,460	3,582,460	3,696,933
SITE & BUILDINGS	4,796,315	4,914,921	4,540,022	4,640,022	4,611,503
FISCAL & OTHER FIXED COSTS	141,031	139,490	145,000	145,000	145,000
CVSEC	-	-	2,500,000	5,000,000	-
TOTAL	45,055,192	46,433,432	50,084,219	53,084,219	49,512,860

General Fund Summary

	2014-15 AUDIT RESULTS	2015-16 AUDIT RESULTS	2016-17 REVISED BUDGET	2016-17 SECOND REVISION	2017-18 PROPOSED BUDGET
REVENUE	45,972,783	48,133,894	50,055,505	53,220,392	48,834,114
EXPENDITURES	45,055,192	46,433,449	50,084,219	53,084,219	49,512,860
DIFFERENCE	917,591	1,700,445	(28,714)	136,173	(678,746)
BEGINNING FUND BALANCE	14,951,575	15,869,166	17,569,611	17,569,611	17,705,784
ENDING FUND BALANCE	15,869,166	17,569,611	17,540,897	17,705,784	17,027,038
RESTRICTED FUND BALANCE	5,422,617	5,622,620	5,665,822	5,665,822	6,351,984
UNRESTRICTED FUND BALANCE	10,446,549	11,946,991	11,875,075	12,039,962	10,675,054
UNASSIGNED FUND BALANCE %	23.2%	25.7%	23.7%	22.6%	21.6%

Questions?

Thanks for your time!

Team Membership

- Teachers (three-year terms)
- Community members representing a variety of age levels and demographic groups (three-year terms)
- Administrators
- Board members
- Students (one-year or two-year terms)

Grouping

- Most meetings would include large group and small group sessions
- Flexible groups intentionally crafted in advance to maximize discussion

Meetings and Agendas

- Meetings would be held four times per year.
- Agendas and supporting materials mailed one week in advance.
- Meeting reports are provided to the Board at the second regular meeting each month.

October

How did we do last year?

Report on strategic plan, SIP, PLC EoPs

Signature Results Presentation

Feedback

Strategic Plan Progress/Priority Relevance Assessment

Small group

Large group report

Online follow up

November

How did we meet state requirements? What's next?

World's Best Workforce Preview Presentation

Feedback

What's Next?

Ideate "Next Practice" areas for generating breakthroughs in strategic plan priorities

February

How are we doing this year?

Semester EoP Reviews

Signature Results Presentation

Feedback Semester on EoPs

"Next Practices" continued discussion

March/April

How do we influence building practices?

Recommendations for SIP plans by building (recommendations to Principal)

Goal recommendations

Benchmark recommendations

District Goal Setting Structure



Continuous Improvement Model

DEPAC becomes the District's "Critical Friend" who is walking the journey with us, but provides honest and transparent feedback. DEPAC is instrumental in the overall District feedback loop by reviewing the District's achievements, celebrating successes, providing authentic and transparent constructive suggestions for improvement, and recommending practices the District should investigate to accelerate the success of the strategic plan. It can also assist in recommending goal areas and potential benchmarks to be considered as part of school improvement plans.

An agenda with similar topics each year provides automaticity to the process and offers predictability in terms of the model.

A reimagining of the overall DEPAC team will be done in order to increase stakeholder participation and support the district's strategic plan and continuous improvement efforts.

DEPAC Redesign 2017

DEPAC is becoming Northfield Forward



Why?

- Strategic Plan provides more direction for schools to align their annuals goals
- The District's need for the committee has evolved over its 12 year history
- Repositioning the committee as the District's "Critical Friend" to provide feedback and suggestions with a continuous improvement mindset
- Emphasize direct alignment with building level goals and the strategic plan
- Rebooting the committee name for exposure - now *Northfield Forward*

Redesign Details

- Expanded membership - including a variety of stakeholders
- Four meetings per year
- Detailed standard agenda
 - Signature Results Presentations
 - Evidence of Practice Review and Comment
 - World's Best Workforce
 - Strategic Plan Progress Review and Comment
 - School Improvement Plan changes

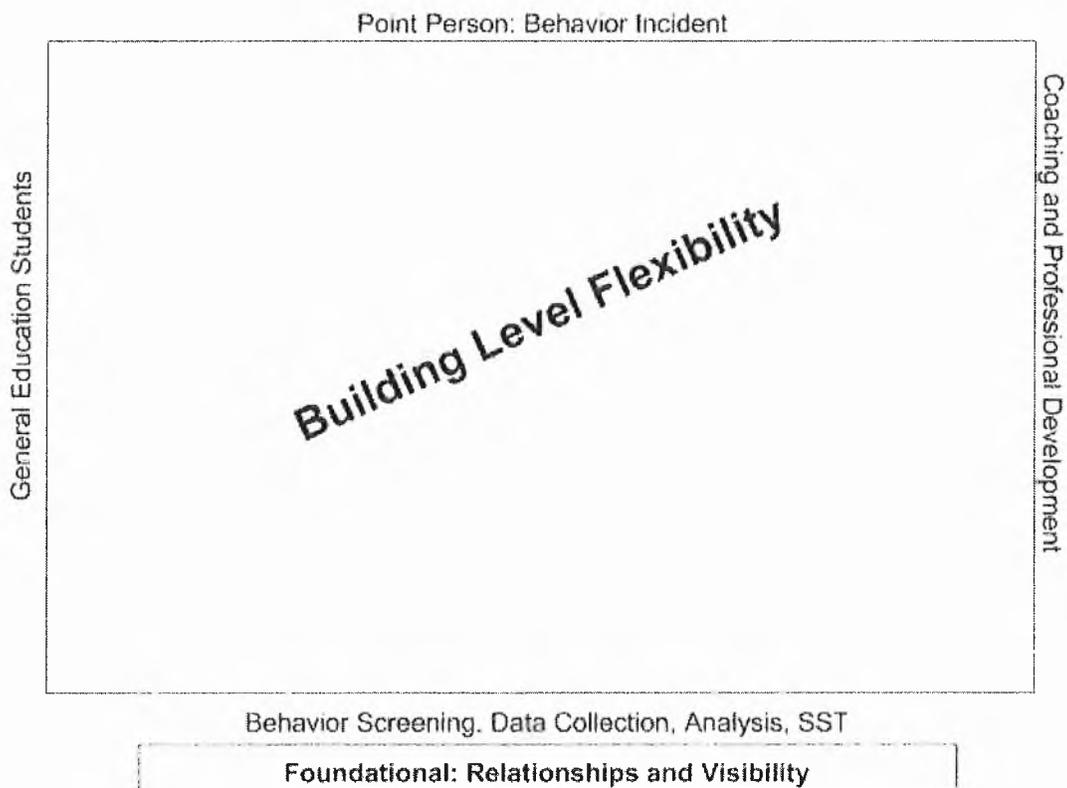


Note: The large majority of this document was presented to the Board on April 10, 2017.

The Positive Attention Learning Specialists (PALS) positions were approved at the May 23, 2016 School Board meeting. The positions were intended to provide intervention services for general education students who displayed disruptive behavior and to provide coaching for teachers working with students who exhibit disruptive behaviors in the classroom.

While the positions have not been in place for a full year yet, it is important for us to provide the Board with an update as part of the Social/Emotional Learning curriculum proposal.

The PALS positions initially had the following parameters based on discussion with elementary principals, Director of Special Services Cheryl Hall, and Director of Teaching and Learning Mary Grace Hanson.



The parameters on the outside of the square demonstrate the things buildings agreed upon in terms of consistency. The middle of the square was determined to allow for the flexibility each school needs to adapt the position to their unique needs.

The PALS specialists have also met in a Professional Learning Community throughout the year. The SMART goal for 2016-17 was:

“We will increase the amount of praise statements of classroom teachers and specialists so that 50% of staff will demonstrate the use of a 4:1 ratio of praise as measured by PALS classroom observations by June 2017.”

In the January Evidence of Practice document, PALS specialists reported:

“We have not been able to observe all the teaching staff, but the data from those observed show that there has been an increase of approximately 25% of staff either meeting the 4:1 ratio or meeting a 3:1 ratio.”

During this baseline year, schools have been serving students in a number of ways. These include:

- Collaborating with teachers on behavioral management strategies
- Being a key point of contact for disruptive classroom behavior
- Proactively connecting with students who may have exhibited disruptive behavior on a regular basis
- Conducting small groups to provide proactive instruction for self-regulating behaviors
- Individual buildings have also used the position in different ways to support students - such as being a key point of contact for Section 504 plans.

During the baseline year, they are also gathering data in a number of ways. This data includes:

- Fix-It Plans: Fix-It Plans are used to document a ‘below the line’ behavior, to help students process the behavior, and to chart a better course of action in the future. The hypothesis is the proactive nature of the PALS specialist will help reduce the number of Fix-It Plans. Data collected from Bridgewater Elementary shows a decrease of approximately 100 Fix-It Plans in 2016-17 when compared to 2015-16.
- Capturing data using the SWIS system -- often used in PBIS schools. This allows a detailed analysis of behavior issues and the ability to directly address specific issues that seem more prevalent than others.
- Continuing to review what the best ‘bellwether’ data points are for measuring effective Social/Emotional Learning and behavior in general.

As we move forward to implementing the new Social/Emotional Learning Curriculum in 2017-18, the PALS Specialist will be instrumental in helping support teachers in delivering the curriculum, intervening when the core curriculum doesn’t address the needs of some learners, and continuing to reinforce the schoolwide implementation of the Social/Emotional Learning Curriculum.

One PALS position for each elementary school was originally approved for the 2016-17 school year. I will be asking you at the June 12th Board of Education meeting to approve one PALS position at each elementary school on an ongoing basis.

In 2016, the District made three staffing decisions based on separate circumstances:

1. Projected budget reductions: The District eliminated the Director of Administrative Services position in advance of projected budget adjustments. Those budget reductions were avoided because of increased enrollment.
2. Cannon Valley Special Education Cooperative (CVSEC): With the implementation of CVSEC and the District's role as its fiscal host, the length of the Student Information Specialist's contract was increased to year-round to support the Cooperative's implementation. In addition, a position shared between the Human Resources and Finance Departments was added. This position, focused on benefits, allowed the Directors of Human Resources and Finance to engage in the greater responsibility required of their positions by the elimination of the Director of Administrative Services. CVSEC is scheduled to take on its own administrative responsibilities on July 1, 2017. The Student Information Systems contract extension was long overdue and the Benefits Specialist has a key role in serving our own staff - more of whom are accessing District insurance benefits. This position is key in continuing our success of self-funded health and dental insurance strategies.
3. District Assessment Coordinator: The District sought and received funding in January 2017 from Healthy Community Initiative to make the District Assessment Coordinator position full-time. The first several months of having a full-time Data Assessment Coordinator have confirmed our perceptions about the value of this position.

As Superintendent, my responsibility is to ensure that District services are efficiently delivered in the most cost-effective manner possible. The structure developed over the past year has created an efficient team that can deliver services to staff and families in a proactive and timely manner. Therefore, my recommendation is to formally move funding previously associated with the Director of Administrative Services position to fund the ongoing continuance of the following positions while still saving the District \$32,274 compared to the previous structure. This savings is outlined below:

Position	Total Compensation (Increase or Addition)
Director of Administrative Services <i>Remaining savings after Directors of Finance and Human Resources adjustments approved on 07.11.2016</i>	\$133,053
0.5 FTE Instructional Coach (formerly paired with District Assessment Coordinator)	\$40,130
Student Information System Specialist - increase to year-round	\$12,703
Benefits Specialist	\$47,946
Total Savings	\$32,274

The Director of Administrative Services position served the District well at an important point in time. The experience of this structure during the past year, and the potential it brings with the sunset of CVSEC responsibilities, is the best administrative structure for the District at this time. I will be asking the Board to formally approve these changes and realize the ongoing savings for the 2017-18 fiscal year at the June 12, 2017, regular meeting.

MEMORANDUM

TO: School Board Members
Dr. Hillmann, Superintendent

FROM: Cheryl Hall
Director of Special Services

DATE: May 8, 2017

RE: Special Education Services 2017-18

The Special Services department has reviewed the student projections and workload analysis required for the provision of special education services when determining staff allocations. I have included a presentation outlining an overview of our special education child count, increased special needs and proposed allocation changes. It also includes possible options to consider as we finalize plans for the 2017-18 school year to meet these needs.

Northfield Public Schools Special Education Update

Projections and Needs

FY 2018

Cheryl Hall

Director of Special Services

Current Reality

- Dec. 1 Special Ed Child Count = 575
 - (8% Increase over 2 years)
- Workload Analysis Calculation
 - Number of students + complexity of needs + IEP service time = Need for increased staffing
- Due Process Clerical Pilot 2016-17
 - Provided teachers additional time to focus on their teaching to meet required IEP services
 - Mixed results

2017-18 Projections

- Longfellow
 - ECSE Integrated Preschool (Hand-in-Hand) will begin the year at maximum capacity
 - This year we've added 15 birth-2 and 22 age 3-5 students so far this school year
 - Project the need to add:
 - 1.0 ECSE Instructor
 - 0.5 Speech/Language Clinician
 - 0.25 School Psychologist
 - No additional Integrated Preschool classroom space available at Longfellow

2017-18 Projections

- Elementary
 - Existing resource rooms will start the year with an average of 12 students
 - Workload Analysis Calculation indicates maximum capacity is 14 students
 - Both Level II/III NB Classrooms at Sibley will begin the year at capacity, given the available space.
 - Influx of ASD students from ECSE NB
 - LI program at Sibley will begin the year with 5 students (capacity 6)

2017-18 Projections

- Elementary
 - Level II/III EBD program at Bridgewater will begin the year over capacity.
 - Level II/III DCD program at Greenvale park will begin the year with 11 students
 - Need to create additional capacity to serve Level I and II ASD and EBD students at Bridgewater, Greenvale Park and Sibley
 - Many current spaces used for special education were not intended as instructional space
 - Caseloads are limited by instructional space

2017-18 Projections

- Elementary
 - Three special education staff currently share one classroom at Greenvale Park and at Sibley
 - Need to add:
 - 1.0 FTE resource at Sibley
 - 0.5 FTE resource at Bridgewater
 - 0.5 FTE resource at Greenvale Park
 - Address special education instructional space issues at all three elementary buildings
 - Separate EBD classroom space at Sibley
 - Create motor room at Bridgewater

2017-18 Projections

- Middle School
 - Middle School NB Program will begin year at maximum capacity
 - Large number special education students moving to HS next fall, offset by a large number of 6th grader entering next fall
 - More students with complex and/or high needs
 - Reallocate existing staff to address needs

2017-18 Projections

- High School
 - The number of students in the LI program at the HS is decreasing for the foreseeable future
 - Currently three special ed teachers share one classroom
 - Large number of students entering 9th grade next fall
 - 27 special ed students graduating, 42 incoming 9th graders
 - Reallocate 1 FTE from LI program to expand capacity of resource rooms.

Options

- ECSE - Longfellow
 - Move Special Services offices and itinerant staff off site to leased space
 - Purchase Early Childhood slots in community preschools
 - Create special ed only classrooms to meet needs of students with higher needs

Options

- Elementary
 - Identify any unused space that can be used for special education
 - Move special education classrooms to larger spaces so that they can serve more students
 - Cited by MDE for providing inadequate special education instructional space
 - Ask special education staff to accept 'overload pay' to teach additional hours

Options

- High School
 - Identify any unused space that can be used for special education
 - Move special education classrooms to larger spaces so that they can serve more students
 - Create additional handicapped accessible bathroom spaces for students with physical impairments

TO: Northfield Public Schools Board of Education

FROM: Molly Viesselman, Director of Human Resources

DATE: May 18, 2017

RE: Full-time Substitute Data

Please find attached data that outlines how the District used the two full-time substitutes that were employed by the District in January 2017. They began their duties on January 4, 2017 and the data reflected goes through May 16, 2017. There are 87 student contact days on the school calendar from January 4, 2017 through May 16, 2017.

During this time period, the two full-time substitutes subbed as follows:

- Last minute teacher absences 59 - 64% of the days.
- Last minute EA absences (when no teacher absences were available) 28% of the days.
- No teacher or EA absences, they assisted in larger classrooms, or higher needs areas such as EL for 3 - 9% of the days.
- Sick time, snow days, etc. made up 4 - 5% of the days.

During the first semester, we had 133 unfilled teacher absences and 251 unfilled EA absences. During the second semester, we had 136 (so far) unfilled teacher absences and 375 unfilled EA absences (so far).

The total number of teacher absences (filled and unfilled) first semester is 2,175. The total number of teacher absences (filled and unfilled - as of 5/18/17) second semester is 3,245. When you look at the significantly higher number of total absences second semester with very little change in unfilled absences, I believe it shows how the full-time substitutes have been very useful. We have a very high need for substitutes in the last couple of weeks of school each year, and this data does not reflect this time period.

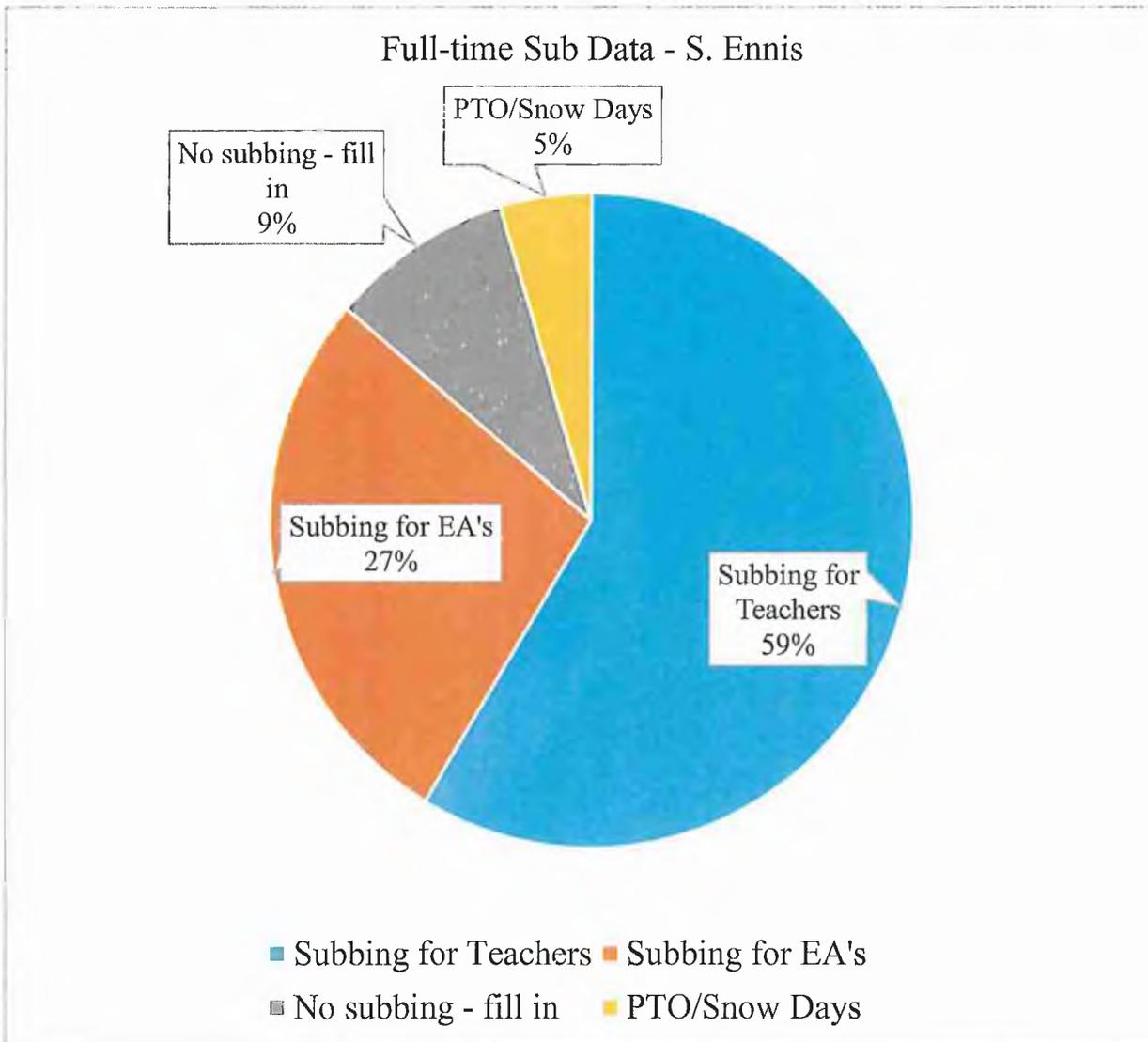
In speaking with all of our building administrators, they feel these positions have greatly helped to alleviate some very difficult days in the buildings due to the lack of a substitute. They also stated that the two individual teachers that were hired for these positions were very solid substitutes that handled the instruction and classroom management very well.

I would recommend that the board approve these two positions again for the 2017-2018 school year. We will continue to collect the data on how the substitutes are used so that ongoing need for these positions can be assessed.

Stephanie Ennis - as of 5/16/17

Full-time Sub Data - S. Ennis

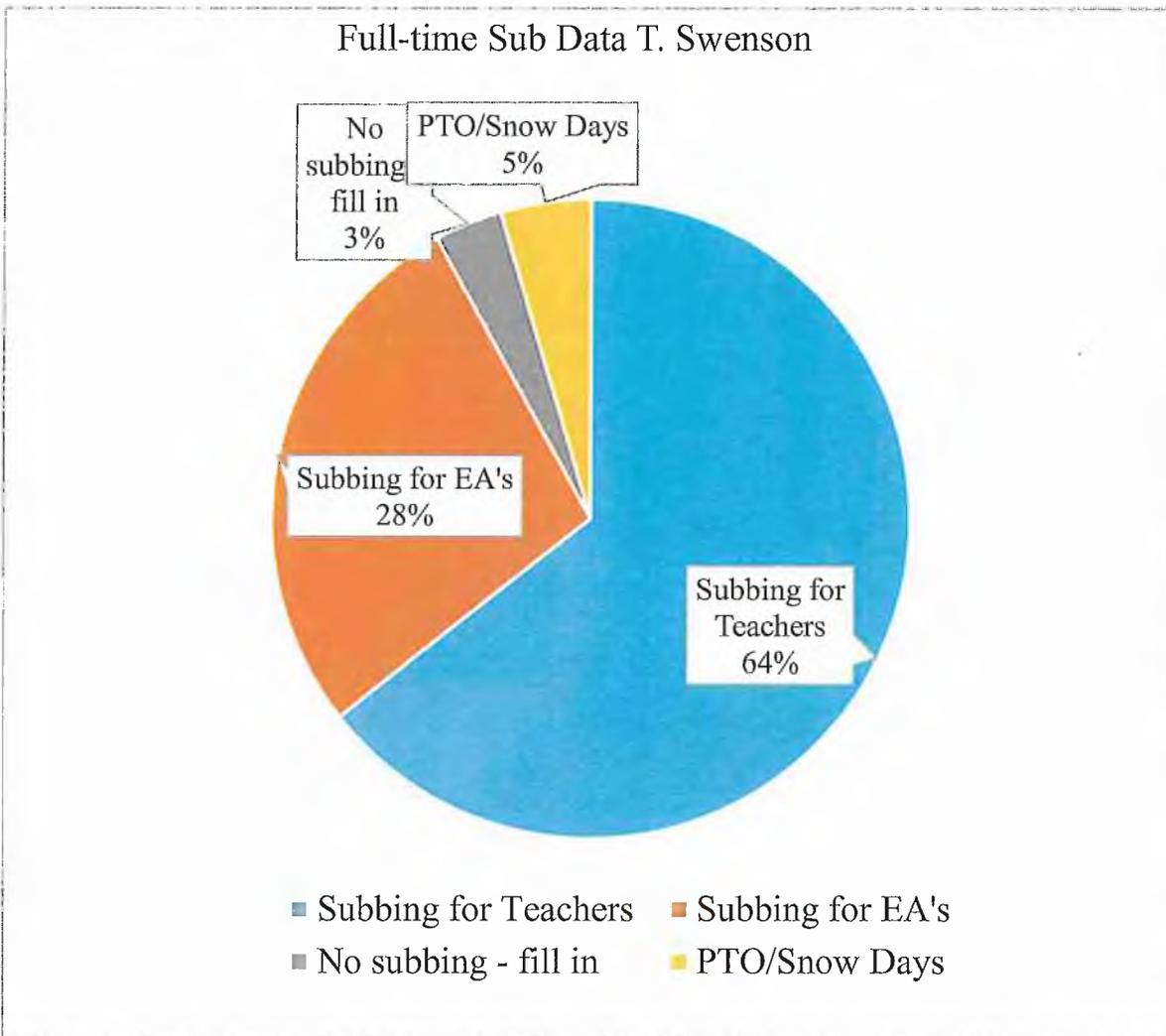
Student Days	87	
Subbing for Teachers	51	59%
Subbing for EA's	24	28%
No subbing - fill in	8	9%
PTO/Snow Days	4	4%



Teresa Swenson - as of 5/16/17

Full-time Sub Data - T. Swenson

Student Days	87	
Subbing for Teachers	56	64%
Subbing for EA's	24	28%
No subbing - fill in	3	3%
PTO/Snow Days	4	5%



AGREEMENT

This Agreement is entered into this twenty-second day of May 2017, by and between the Northfield Public Schools (hereinafter the School) and Canvas Church, PO Box 14, Northfield, MN 55057 (hereinafter the Church). It is understood between the parties hereto that the Church wishes to utilize certain facilities belonging to the School for worship purposes. It is further understood that the School wishes to accommodate the Church pursuant to the School's Policy Regarding Community Use of School Facilities.

This Agreement is a legal contract and each party understands that it may be enforced in the District Court of the County of Rice, State of Minnesota against the School or the Church if either one of them does not comply with the terms of this Agreement.

I. Description of Premises – The premises covered by this Agreement are located at Northfield High School, 1400 Division Street South, Northfield, MN, and include the Auditorium, the Auditorium Dressing Rooms Left and Right (when available), the Lower Cafeteria, the restrooms adjacent to the Auditorium and the Lower Cafeteria, the Upper Cafeteria, the Hallway between the Upper Cafeteria and the Lower Cafeteria, and the North Balcony Gymnasium-(in accordance with the attached *Guidelines for the Use of Gymnasiums*).

II. Use of Premises – Under this Agreement, the Church is allowed to use the premises for worship services and for fellowship time during which it is understood refreshments may be served outside of the Auditorium. No other use of the premises is authorized under this Agreement. If there are any issues with accessing the building during the reserved times, contact Head Custodian, Keith Nohava, 507-581-3457.

- a. It is expressly agreed and understood between the parties that the Church shall use the premises only on Sundays, for two worship services, from 7:00 a.m. to 1:30 p.m. except as otherwise agreed upon. The School's custodian on duty shall open the entry doors by 6:45 a.m. on Sundays.
- b. Any variation from this schedule, including Holidays and special events, must be arranged with the Facilities Scheduler and approved by the Community Services Director, as the calendar allows, without School Board action.
- c. Any proposal for altering or adding equipment or wiring must be in consultation with and receive the approval of the Director of Buildings and Grounds and must be performed under the supervision of the Northfield Public Schools Master Electrician.

III. Term of Agreement – This agreement shall commence on July 1, 2017 and shall continue until June 30, 2018, unless terminated prior to that date as provided herein. Early termination of this agreement by either party requires a thirty-day, written notice. This Agreement may be extended for an additional term, should the parties choose to do so; however, nothing contained herein shall be construed to require the School to extend the Agreement.

IV. Expenses – The Church hereby agrees to pay to the School the following expenses related to its use of the Premises for worship services:

- Facilities – Effective July 1, 2017, the Church will pay a facility use fee of \$14.40 per hour for use of the Auditorium, \$14.40 per hour for use of the Lower Cafeteria, \$14.40 per hour for use of the Upper Cafeteria, \$12.60 per hour for use of the North Balcony Gymnasium and \$9.90 per hour of use for each Dressing Room, with a two hour maximum charge per space per date of use.

These fees represent a negotiated 10% reduction from established community use fees. In addition, the Church will pay an energy fee of \$5.00 per hour for every hour of use of the Auditorium after two hours, an energy fee of \$5.00 per hour for every hour of use of the Lower Cafeteria after two hours, an energy fee of \$5.00 per hour for every hour of use of the Upper Cafeteria after two hours, an energy fee of \$2.00 per hour for every hour of use of the North Balcony Gymnasium after two hours and an energy fee of \$1.00 per hour for every hour of use of each Dressing Room after two hours.

- Fee Reduction: The fee reduction is applied to facility rental costs for worship services only, and not for special events.
- Custodial – The Church will pay \$60.00 per hour to the School for custodial services related to the Church’s use of the premises on Sundays and Holidays and \$47.00 per hour outside of building hours on Mondays through Saturdays. The Church understands and agrees that custodial services shall include any cleanup necessary from any other event located on or about the premises which might occur during the day or evening prior to the Church’s worship services and any cleanup after the Church’s use to get the school ready for the next school day in accordance with health and safety standards. The Church understands and agrees that custodial service is required to be in the building prior to and after the Church’s use of the premises and will be billed for a minimum of four and a half (4.5) hours for Sunday worship services or for actual time if more than four and a half (4.5) hours are required. Events other than Sunday worship services will be billed for actual time. Reference Addendum II, *Expectations of Custodial Services for Public Use Events*, as to staff responsibilities.
- Set up and take down – It is agreed that set up of reserved spaces for use and take down, including returning the spaces to their intended use, is primarily the responsibility of the Church. If School personnel perform these functions, the Church will be charged for additional custodial time as required.
- Snow Removal – The Church will pay for snow removal as is reasonably necessary to provide adequate access to the premises for use by the Church. When snow removal is required, the Church will pay \$112.00 if removal takes up to two hours, \$225.00 if removal takes up to four hours and \$350.00 if removal takes up to six hours. The Church understands that the decision to remove any snow in preparation of the Church’s use of the premises shall be at the sole discretion of the School.

V. Payment of Expenses – The School will bill the Church monthly for any of the aforementioned expenses. The Church will make payment within 30 days of receipt of any such invoice. Invoices will be sent electronically to: jeff@canvaschurch.cc, emilybe@canvaschurch.cc, and joey.m@canvaschurch.cc.

VI. Limitations on Church Use of Premises – The Church understands that other school and non-school related activities may take precedence over the Church’s use of the premises. In the event the Church’s use of the premises is to be precluded by any such activity, the School will attempt to provide a two-week notice to the Church that it will not be allowed to use the premises and will make every effort to provide an alternative site, if requested to do so by the Church. In addition, the Church understands that there may be school or non-school activities which may require that certain pieces of equipment, such as set constructions in the Auditorium, be left out.

The Church agrees that in these situations it will take every precaution necessary not to disturb such equipment. Activities scheduled in school facilities can be viewed at <http://fs-northfield.rschoolday.com/calendar/index/publicview/>.

VII. Snow Emergency or Calamitous Event – In the event of a snow emergency or other event which may substantially impair the safety or viability of the premises, the Church understands and agrees that the School will exercise its discretion in deciding whether to cancel any scheduled use of the premises by the Church. The School agrees to make every effort to provide the Church with as much advance notice of any such cancellation as possible. If the event is of a calamitous and on-going nature, the School will make every effort to provide an alternative site for the Church.

VIII. Equipment Use

- a. Auditorium – The School will allow the Church to install and keep Church-owned lighting and sound equipment in the Auditorium and to keep the cords in the catwalk area when not in use. The Church will have access to the balcony, catwalk and sound booth and will have use of the School's projector and projection screen. Assistance provided by the Auditorium Technician will be billed at \$40.00 per hour.
- b. Upper Balcony Gymnasium – Reference Addendum I, *Guidelines for the Use of Gymnasiums* as to any restrictions and requirements of equipment use. The Church may provide their own equipment and will be responsible for removing such equipment each day. All such equipment must be appropriate for gymnasium use. Any equipment in the space belonging to the school is not to be used by Canvas.

IX. Keys – The Church understands and agrees that nothing contained in this Agreement shall entitle the Church to possess keys to any of the locks located on or about the premises.

X. Storage – The Church understands and agrees that it shall not be allowed to store any items of any nature on or about the premises, unless specifically agreed to by the School.

XI. Signage – The Church will be allowed to post temporary signs on School property indicating the location and time of services and events. The Church understands and agrees that any such signs may be posted two hours before a permitted service or event and must be removed within one hour after the close of any permitted service or event.

XII. Northfield Public School Access Policy – The Church understands and agrees that the Northfield Public Schools Policy regarding Community Use of School Facilities (the Policy), and any amendments thereto, are hereby incorporated into this Agreement. In the event any provision of this Agreement contradicts any provision of the Policy, this Agreement shall control.

XII. Assignment and Delegation – The Church hereby agrees that none of its rights contained in this Agreement may be assigned, nor may any of its duties be delegated, without the express written permission of the School. The Church further agrees that any such permission will be at the sole discretion of the School.

XIV. Default – The Church understands that in the event the Church violates any provision of this agreement, or any provision of the Policy, the School may, at its sole discretion, declare this Agreement void and immediately discontinue the Church's use of the premises.

XV. No Oral Representations – The parties hereto understand that this Agreement constitutes the complete understanding of the parties, and that neither party is relying on any oral representations made by the other party.

XVI. Insurance – During the term of this agreement, the Church shall obtain and maintain at its expense, the following types and amounts of insurance:

Insurance against bodily injury and property damage which is to be in the amount of at least One Million Dollars (\$1,000,000) per occurrence and naming the School as an additional insured with copies thereof to be provided by the Church.

Furthermore, insurance covering all property owned by the Church and stored on the premises shall be the sole responsibility of the Church.

XVII. Waiver of Subrogation – The Church hereby waives all claims for recovery from the School for any loss or damage to any of its property regardless of the nature of how said loss or damage occurred.

Canvas Church

Northfield Public Schools

Jeff Wendt, Pastor

Date

Noel Stratmoen, Clerk

Date

ADDENDUM I

Guidelines for Use of Gymnasiums

- Groups must ensure that a permit has been approved in advance through the Community Services Division. No use is allowed without a facility use permit. Any changes to the approved permit must be approved by the Community Services Division prior to the schedule change.
- Removal of street shoes is required prior to entering the gymnasium. Non-marking, clean gym shoes are required of all facility users accessing gymnasiums. If such footwear is not available, participants should enter in stocking feet.
- Participants and/or spectators are not allowed access to any equipment, including mats, batting cages, bleachers or other equipment, which is not approved for use by the group.
- Only program participants are allowed in gymnasiums during the scheduled use, including practices or games. Non-participants are not allowed to be on or in the play area.
- Participants in programs should remain in the designated area for their activity. Participants are not allowed access to other areas of the building unless specifically stated in the facilities permit.
- Groups using school district facilities are required **at all times** to provide responsible adult supervision of all activities.
- No food or beverages are permitted in the gymnasium.
- No animals are permitted in the buildings with the exception of documented assist or therapy animals.
- No drugs, alcohol or tobacco products are permitted in any school district facility or on school district grounds.

Revised 01/20/2014

ADDENDUM II

Expectations of Custodial Services for Public Use Events

The following expectations will be provided by custodial staff for your upcoming event. If you have questions or additional needs, contact Judy Becker at jbecker@northfieldschools.org or 507-664-3649.

- Provide two-way radio to event supervisor for events over 100 people or as determined by district staff.
- Discuss communication needs with event supervisor when arriving for event.
- Remain available by radio for assistance regarding use of permitted areas.
- Provide proper access to facility/permitted areas according to permitted times.
- Prepare permitted areas for event as specified in permit.
- Ensure permitted areas are properly lighted and free of garbage and litter, to include emptying trash receptacles throughout event.
- Keep restrooms, public areas and event areas clean and fully stocked with appropriate supplies for public use.
- Keep restrooms, public areas and event area free from spills and other safety hazards.
- Manage any custodial emergencies that would affect use of facility.
- Provide access to permitted spaces only.
- Resources (rooms/spaces, equipment, extension cords, technology, personnel, etc.) not listed on permit are not available to group during rental period.
- No food service area is available for public use without food service personnel on-site.
- Custodial ladders will not be available unless noted on permit.
- The temperature of the space will be set prior to the event start time.
- Snow removal: Shoveling, plowing and salt application will take place if there is 1 inch or more of snow, unless there is continuous snow fall which will result in the parking lot not being plowed and salt not being applied.

Custodial staff will have the above responsibilities and will take over all duties specific to the event and defined in the permit. Custodial staff will remain in the proximity of the event, and maintain radio contact (if provided), while providing the services listed above.

We wish you an enjoyable event and thank you for reserving facilities through Northfield Public Schools.

Revised 12.3.2015

TO: Matt Hillmann, Superintendent
FROM: Val Mertesdorf, Director of Finance *VM*
DATE: May 22, 2017
RE: Board Approval of Financial Reports – March 2017

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of March 2017.

Bills totaling \$2,003,553.32 were paid in March 2017.

Payroll checks totaling \$3,223,114.89 were issued in March 2017.

No bond payments were paid in March 2017.

At the end of March 2017 Total Cash and Investments amounted to \$22,826,518.49.

Wire transfers initiated by the district during March 2017:

3/6/17 \$750,000.00 From MSDLAF Liquid to MSDAF AP Liquid

The following financial reports for March 2017 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

March 2017 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	14,049,263.56	4,756,368.67	4,336,107.13	(16,705,265.56)	(2,235,740.46) *
FOOD SERVICE	676,809.05	193,699.25	186,119.30	4,051.68	688,440.68
COMMUNITY ED	669,534.46	278,674.29	226,462.72	(1,205.51)	720,540.52
DEBT SERVICE	1,541,653.62	143,768.93	-	-	1,685,422.55
TRUST	129,630.11	13,889.71	-	-	143,519.82
SELF INSURANCE	5,591,180.67	910.65	477,979.06	710,223.12	5,824,335.38
TOTALS	22,658,071.47	5,387,311.50	5,226,668.21	(15,992,196.27)	6,826,518.49
CERTIFICATE OF DEPOSIT	-	-	-	16,000,000.00	16,000,000.00
GRAND TOTALS	22,658,071.47	5,387,311.50	5,226,668.21	7,803.73	22,826,518.49

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

March 2017

Disbursements:

Bills Paid:

General Fund	\$ 1,403,593.91	
Food Service Fund	86,443.77	
Community Services Fund	35,536.58	
Trust & Agency Fund	-	
Self Insurance Fund	<u>477,979.06</u>	
Total Bills Paid		2,003,553.32

Payroll:

General Fund	2,932,513.22	
Food Service Fund	99,675.53	
Community Services Fund	190,926.14	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,223,114.89

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$5,226,668.21</u></u>

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 30 day of April, 2017, by and between Bethel Lutheran Church, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

Please apply to the Greenvale School's Angel Fund.
\$2202.28

Bethel Lutheran Church
Donor

By: Nichole J. Forath
Nichole L. Forath
Director of Finance, Bethel Lutheran Church

Approved by resolution of the School Board on the 22 day of May, 2017.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____
Clerk

Date: April 24, 2017

TO: Human Resources

FROM: Melissa Bernhard

RE: CS Recreations Positions

I recommend for hire all individuals listed below for Community Services recreations positions:

Summer Recreation Positions #2376, Effective May 31, 2017 – August 31, 2017

Mark Welinski – Tennis Supervisor \$15.00/hr.

Molly Smith – Junior Team Tennis \$12.00/hr.

Summer Recreation Positions: Aquatics #2377, Effective May 31, 2017 – August 31, 2017

Jan Otteson – Lifeguard \$10/50/hour, WSI \$11.50

Schedule for School Board Meetings

July 2017 – June 2018

School Board meetings begin at 7:00 PM
Location: Northfield High School, Media Center

Monday, July 10
Monday, August 14
Monday, August 28
Monday, September 11
Monday, September 25
Monday, October 9
Monday, October 23
Monday, November 13
Monday, November 27
Monday, December 11
Monday, January 8
Monday, January 22
Monday, February 12
Monday, February 26
Monday, March 12
Monday, March 26
(Beginning of Spring Break)
Monday, April 9
Monday, April 23
Monday, May 14
Tuesday, May 29
Monday, June 11