

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, February 26, 2018 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 Reports
 - A. Proposed 2018-2019 Operating Capital and Long Term Facilities Maintenance Budget Presentation
 - B. Expansion of Contingency Fund Proposal
 - C. Proposed 2019-2020 Calendar
 - D. Master Facilities Plan Update
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Co-Curricular Additions
 2. Correction to 2018-2019 Calendar
 - B. Items for Consent Grouping
 1. Authorization to Waive the Ban of Fireworks or Ammunition on School District Property to Permit Fireworks Display on July 4.
 2. Personnel Items
- VIII. Items for Information
 - A. School Security Procedure Updates
- IX. Future Meetings
 - A. Monday, March 12, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
 - B. Monday, April 9, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
 - NOTE: Previously scheduled March 26, 2018 Regular Board Meeting has been cancelled due to Spring Break.
- X. Adjournment

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IV. Approval of Minutes

V. Announcements and Recognitions

VI. Items for Discussion and Reports

- A. Proposed 2018-2019 Operating Capital and Long Term Facilities Maintenance Budget Presentation. Val Mertesdorf, Director of Finance will present the 2018-2019 Operating Capital Budget and Long Term Facilities Management Plan. Jim Kulseth, Director of Buildings & Grounds will be available for questions. The Board will be asked to adopt the budget at the March 12, 2018 Board meeting.
- B. Expansion of Contingency Fund Proposal. Superintendent Hillmann will present a proposal to expand the contingency fund from 4.0 FTE to 6.0 FTE to address specific class sizes throughout the District.
- C. Proposed 2019-2020 Calendar. Superintendent Hillmann will present the proposed 2019-2020 school calendar.
- D. Master Facilities Plan Update. Superintendent Hillmann will provide an update on the District's Master Facilities Plan.

VII. Superintendent's Report

A. Items for Individual Action

- 1. Co-Curricular Additions: After settlement of the 2017-19 Master Agreement with the Northfield Education Association, the School Board will approve the additions, reductions, or modifications to positions and the associated stipend amount recommended by the District's Co-Curricular Committee. The salary schedule itself remains in the NEA Master Agreement and the stipend amounts for each "level" will still be part of the negotiations process with the NEA. At the February 12 Board meeting, Superintendent Hillmann shared the most recent list of recommended

co-curricular position additions with the Board. The Board is asked to consider the approval of those positions this evening for the amount of \$12,007.28.

Superintendent's Recommendation: Motion to approve the additional coaching and advising positions recommended by the District's Co-Curricular Committee.

2. Correction to 2018-2019 Calendar: The approved 2018-2019 school calendar incorrectly identifies January 14, 2019 as Martin Luther King Jr. Day. The correct date is January 21, 2019. In addition, the 2018-19 calendar identifies the February 18, 2019 Staff Development Day as a possible student makeup day in case of three full-day closures. This version no longer identifies February 18 as a student makeup day and places an additional makeup day at the end of the school year.

Superintendent's Recommendation: Motion to approve the revision to the 2018-2019 School Calendar.

B. Items for Consent Grouping

Superintendent's Recommendation: Motion to approve the following items listed under 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 District has been contacted by the City of Northfield, the sponsor of the July 4th fireworks display, for permission to use the green space between Northfield Middle School and Bridgewater elementary School for the fireworks display. The School District has granted permission for this activity and waived the ban of fireworks on School District property in the past.
2. Personnel Items
 - a) Appointments
 - (1) Laura Baltazar, Child Nutrition Associate 1 for 3.25 hours/day at the High School, beginning 03/05/2018; CNA I-\$16.83/hr.
 - (2) Len Kallsen, General Education EA for 7 hours/day at the High School, beginning 02/23/2018-06/07/2018; Gen Ed Step 1-\$14.74/hr.
 - b) Increase/Decrease/Change in Assignment
 - (1) Sara Tetreault, Youth Site Leader at the Middle School, add Targeted Services BLAST Summer Site Lead for 5.75 hours/day for 4 days/wk. at the Middle School, effective 06/13/2018-07/27/2018; Step 4-\$17.04/hr.
 - c) Leave of Absence Requests
 - d) Retirements/Resignations/Terminations
 - (1) Burt Bemmels, ALC Math Teacher at Longfellow, resignation effective at the end of 2017-18 school year.
 - (2) Peggy Fink, Special Education Teacher at the High School, retirement effective at the end of the 2017-18 school year.

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

VIII. Items for Information

- A. School security procedures update: Superintendent Hillmann will review the steps the District has take over the past several years to secure Northfield School District facilities both physically and emotionally.

IX. Future Meetings

A. Monday, March 12, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

B. Monday, April 9, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

- NOTE: Previously scheduled March 26, 2018 Regular Board Meeting has been cancelled due to Spring Break.

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

February 12, 2018

Northfield High School Media Center

- I. Call to Order
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. Colangelo was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was none.
- IV. Approval of Minutes
On a motion by Iverson, seconded by Goerwitz, minutes of the minutes of the Regular School Board meeting held on January 29, 2018, were unanimously approved. This meeting had been rescheduled from January 22, 2018 because of blizzard conditions.
- V. Announcements and Recognitions
 - Kieran Decker (7th grade viola), Rory Laine (9th grade violin), Rodin Lompart (7th grade viola) and Annika Richardson (9th grade violin) have been invited to participate in the 2018 Minnesota String and Orchestra Teachers Association (MNSOTA) Middle Level Honors Orchestra. Nadia Kuxhausen Ralph (8th grade viola) and Isai Martinez (8th grade bass) were selected first alternate on their instrument. The MNSOTA Middle Level Honors Orchestra will perform on Saturday, February 24 at 11:00 a.m. in the Minneapolis Convention Center in conjunction with the annual Minnesota Music Educators Association Midwinter Clinic.
 - Prairie Creek Community School (PCCS) teacher Michelle Martin has been selected as the 2018 Elementary School Social Studies Teacher of the Year. The MCSS will be providing a press release that I will be sharing with the wider school community, but I wanted to share this exciting news with you all right away! In the words of the awards committee, Michelle has been given this award for her "dedication to her students, excellence in teaching Social Studies content, and her impact on colleagues." Michelle will be honored with three other educators at a MCSS dinner on March 4 at the James J Hill House in St. Paul. Northfield Public Schools is the PCCS authorizer.
 - Superintendent Hillmann congratulated Northfield High School Biology teacher Jody Saxton West for being accepted by College Board as a main conference presenter at the 2018 Advanced Placement (AP) Annual Conference in Houston, July 20 and 21, 2018. Bio-Rad has agreed to pay for all of Jody's conference related expenses. Jody's session, Culminating Laboratory Experiences in AP Biology, details the lab experiences
 - Superintendent Hillmann congratulated Northfield High School students who participated in the One Act Plan Showcase February 9-11, 2018. The plays are student produced, student directed, and two of the five were written by students.
 - Board Member Hardy highlighted the recent success of the NHS Music Listening Team.
- VI. Items for Discussion and Reports
 - A. Middle School Mathematics Curriculum Update: Northfield Middle School Principal Greg Gelineau and teacher Dan Meyers presented planned changes to the Mathematics curriculum pathway at the

school. Mr. Meyers reviewed the 6th, 7th and 8th grade current math practices and structure. The rationale behind the potential change is to ensure students are placed in the appropriate mathematics pathway and to provide an opportunity for more students to participate in accelerated courses. Mr. Meyers gave a brief overview of Imagine Math, an online tool that helps identify and customize appropriate learning pathways for students.

- B. Co-Curricular Additions: Superintendent Hillmann reviewed additional coaching and advising positions recommended by the Co-Curricular Committee. This will be an item for individual action at the February 26, 2018, Board meeting.
- C. Legislative Update: Superintendent Hillmann provided a preview of the 2018 legislative session and the adopted platforms for the Minnesota School Boards Association, Schools for Equity in Education, and the Minnesota Association of School Administrators.
- D. Summary of Superintendent's Mid-Year Evaluation: School Board Chair Julie Pritchard shared her summary of the Superintendent's mid-year performance evaluation. Board members gave Dr. Hillmann a very strong performance rating, 4.9 on a 5-point scale, across all key areas.

VII. Superintendent's Report

A. Items for Individual Action

- 1. Resolution Requiring Administration to make Recommendations regarding Programming and Staffing for Next Year.
On a motion by Stratmoen, seconded by Iverson, the Board authorized the administration to make recommendations for additions and reductions in programs and for adding or discontinuing positions. Voting "yes" was Goerwitz, Hardy, Stratmoen, Quinnell, Iverson, and Pritchard. No one voted "no." Colangelo was absent.
- 2. Ratification of Employment Action.
On a motion by Quinnell, seconded by Goerwitz, the Board unanimously approved the ratification of employment action.

B. Items for Consent Grouping

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

- 1. Financial Reports - September 2017, October 2017, November 2017, December 2017
- 2. Personnel Items
 - 3. Appointments
 - a. Tristan Belzer, Winter/Spring Recreation with Community Services, beginning 02/26/2018-05/31/2018; Swim Aide \$9.65/hr., Lifeguard \$10.00/hr., Class Lead \$10.50/hr.
 - b. *Lindsey Bertsch, Event worker for Speech at the High School, beginning 02/3/2018-03/17/2018; \$77/tournament
 - c. Marcel Diggs, Winter/Spring Recreation with Community Services, beginning 02/3/2018-05/31/2018; \$9.65/hr.
 - d. Kenneth Engen, 1.0 FTE Custodian at the High School, beginning 2/8/2018; Step 3 - \$17.07/hr.

- e. Chelsea Mukina, Special Ed EA-PCA for 6.80 hours/day at Sibley, beginning 02/05/2018; Spec Ed Step 1-\$15.31/hr.
 - f. Tony Rasmussen, KidVentures Site Assistant for up to 15 hours/week at Sibley, beginning 02/07/2018-06/08/2018; Step 3-\$13.22/hr.
 - g. Landon Shroyer, Assistant 9th Grade Boys Basketball Coach-Hourly at the High School, beginning 2/5/2018-3/24/2018; \$14.00/hr.
 - h. Jeremy Soehlin, Winter/Spring Recreation with Community Services, beginning 02/26/2018-05/31/2018; Swim Aide \$9.65/hr., Class Lead \$10.50/hr., Lifeguard \$10.00/hr.
 - i. Khayleb Willis, Winter/Spring Recreation with Community Services, beginning 02/3/2018-05/31/2018; \$9.65/hr.
 - j. Mason Zick, Winter/Spring Recreation with Community Services, beginning 02/3/2018-05/31/2018; \$9.65/hr.
 - k. Randy Zick, Winter/Spring Recreation with Community Services, beginning 02/3/2018-05/31/2018; \$10.50/hr.
 - l. *Marcella Manivel, Winter/Spring Recreation with Community Services, beginning 02/26/2018-05/31/2018; Lifeguard \$10.00/hr. Swim Aide \$9.65/hr. Class Lead \$10.50/hr.
 - m. Kaitlin Slama, Community School Site Assistant for up to 4 hours/day for 2 days/week at Greenvale Park, beginning 02/12/18; Step 1-\$12.56/hr.
4. Increase/Decrease/Change in Assignment
- a. Chelsea Mukina, Special Ed EA-PCA for 6.80 hours/day at Sibley, add .25 supervisory for a total of 7.05 hours/day at Sibley, effective 02/05/2018.
 - b. Andrea Peterson, Substitute, change to Long Term Substitute at Greenvale Park, effective 01/31/2018-TBD. Sub Pay Lane/Step.
 - c. Paul Stanaway, Fitness Center Coach-Winter at the Middle School, add Fitness Center Coach-Spring at the Middle School, effective 04/03/2018; Level K, Step 5.
 - d. Arlene Tuma, EA at Greenvale Park and NCRC, add KidVentures Site Assistant for 6 hours/week at Sibley and Greenvale Park, effective 02/02/2018; Step 4-\$13.78/hr.
 - e. Theresa Wilson, .80 FTE Business Teacher at the High School, change to .70 FTE Business Teacher at the High School, effective 1/31/2018-06/07/2018.
4. Leave of Absence Requests
- f. Brigitte Tisdale, Medical Leave of Absence beginning 2/1/18 for 6 weeks.
 - g. Nancy Fox, Family/Medical Leave of Absence, effective 02/12/2018-02/23/2018.
5. Retirements/Resignations/Terminations
- a. Benjamin Caduff, with Community Services, declined position effective 1/31/2018.
 - b. Taylor Ernste, with Community Services, declined position effective 1/31/2018.
 - c. Nancy Gunderson, Child Nutrition, retirement effective 06/08/2018.
 - d. Joni Karl, Math Teacher at the High School, resignation effective at the end of 2017-2018 school year.
 - e. Rachel Kelly, with Community Services, declined position effective 1/31/2018.
 - f. Nora Lehmkuhl, with Community Services, declined position effective 1/31/2018.
 - g. Brittney Laue, Softball Coach at the High School, resignation effective 02/06/2018.
 - h. Ellen Mucha, Middle School Track Coach, resignation effective 02/07/2018.

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

3. Gift Agreements

The Board approved five gift agreements:

A \$1,000 donation for fee waiver from Kevin & Nan Rodgers

A \$1,952.66 donation for TORCH from Bethel Lutheran Church

A \$1,100 donation for the Backpack Program from Central Farm Service

A \$1,100 donation for the Backpack Program from Land O'Lakes

A \$1,217 donation for the Greenvale Park Elementary Snack Drive from St. John's Lutheran Church

VIII. Items for Information

A. School Board Committee Assignments: The School Board committee assignments were distributed.

B. Enrollment Report: February 2018

C. Cancellation of March 26, 2018 Board Meeting: The March 26, 2018 School Board meeting will be cancelled since it falls during the District's Spring Break.

IX. Future Meetings

A. Monday, February 26, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

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

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 8:07 p.m.

Noel Stratmoen
School Board Clerk

Capital and Long Term Facilities Maintenance | Proposed Budget | 2.26.18

Val Mertesdorf | Director of Finance

What is Capital?

Our capital budget is a segment of our general fund budget that we present separately as required by the Minnesota Department of Education. Our capital budget has four revenue components.

- 1) Operating Capital – must be used for equipment and facility needs. The calculation is \$79 per adjust pupil unit plus \$109 multiplied by our average building age. We receive approximately \$222 per pupil unit. This formula is a mix of levy and state aid.
- 2) Lease Levy – this is a levy source of revenue to pay for rent of leased facilities. The calculation is \$212 per pupil unit. Northfield has a cap of approximately \$929,000; we have historically levied about \$330,000. It is slightly higher due to our membership in the Cannon Valley Special Education Cooperative.
- 3) Capital Levy – this is our voter approved levy of \$750,000. This is used to support technology and facilities.
- 4) Long Term Facilities Maintenance – this was a new revenue source beginning 7/1/2016. The legislature combined the deferred maintenance and health and safety revenue formulas into a new formula. The formula is a combination of aid and levy. This funding is for capital expenditures and maintenance projects necessary to prevent further erosion of facilities. The calculation is roughly \$193 per pupil unit for FY2017, \$292 for FY2018 and \$380 for fiscal year 2018-19 and later.

The Capital and Long Term Facilities Maintenance programs have restricted expenditure categories. These funding streams are intended to support technology, facilities and infrastructure needs. Each category also has a restricted fund balance category. This means if we don't spend all of our revenue in a given year the remainder is set aside for only these types of expenditures in the future. Each year in December, we project our capital revenue and if there is a projected surplus, the Capital Committee prioritizes needs and comes to consensus on how to allocate the remaining funds.

Projected Revenue

For 2018-19, the LTFM revenue will be our largest source at 44%. This funding source is about \$1,000,000 more than the district was receiving from Deferred Maintenance and Health and Safety combined. Operating Capital and our Capital Levy are the next largest with 24% and 22%, respectively. Our total capital revenue is projected to be \$3,469,076 which is an increase of \$313,386 over the prior year.

Projected Expenditures

We are projecting expenditures of approximately \$2,941,113. This is a \$91,294 increase over the current year budget. The capital committee approved expenditures such as a UV light sanitizer at the Middle School pool, a new delivery van, 16 round cafeteria tables at the HS, 5 Mamava lactation stations (one for each building), upgrading the wiring in all Middle School classrooms and a new firewall to name a few.

The LTFM funding has a ten year plan that the Board approves each year. Based on the funding and projects listed, Director of Buildings and Grounds, Jim Kulseth prioritizes projects and sets the expenditures for the year.

The district administration and the capital committee were very cognizant of the master facilities plan. Most of the projects or purchases are items that would not become obsolete in the event we tore down or remodeled a building. We tried to prioritize items that could be repurposed or moved to a new location. The collaborative effort to be good stewards of our resources is always a pleasure to partake in.

Financial Summary

At the end of 2018-19 we are projecting that the operating capital fund balance will be \$406,097. The long term facilities maintenance fund balance is projected to be \$1,338,357. We are intentionally planning to grow the LTFM balance, this will allow us to pay up front for projects that we would have had to bond for in the past. This will save the District money in the long run.

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

2018-19 PROPOSED BUDGET

Capital & Long Term Facilities Maintenance



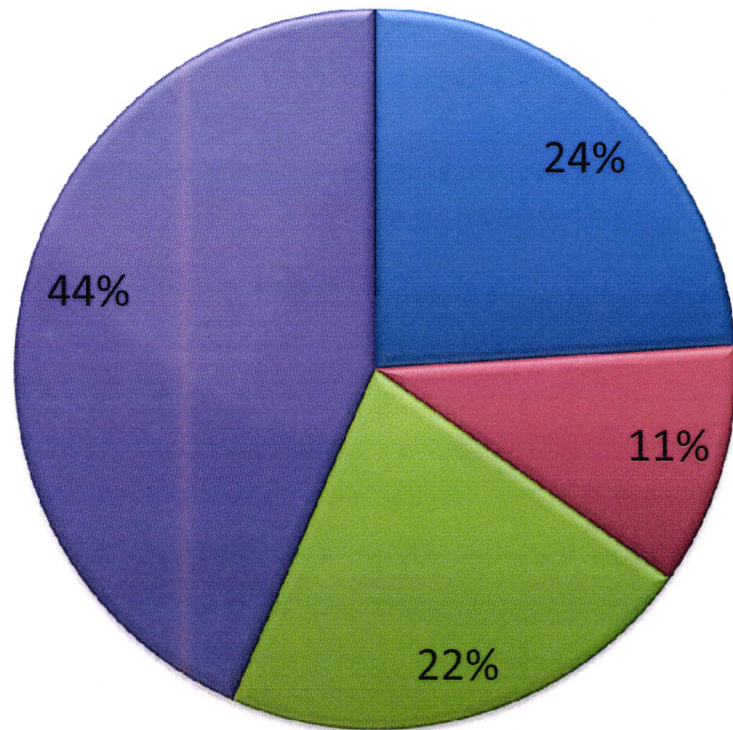
MS Tennis Court Resurfacing FY17

What is Capital?

- The capital budget consists of 4 revenue streams
 - Operating Capital – levy/aid formula
 - Lease Levy – levy for certain lease commitments
 - Capital Levy – voter approved levy
 - Long Term Facility Maintenance – new funding began in FY17 that replaces Health & Safety and Deferred Maintenance
- The capital budget is included in the general fund
- Restricted expenditures
- Fund Balance restriction
- There is a portion of the operating capital money each year that is prioritized by the Capital Committee – this committee meets to discuss building and district priorities and comes to consensus on the proposed spending

Capital Sources

\$3,469,076



■ Operating Capital
\$830,649

■ Lease Levy
\$377,805

■ Capital Levy
\$750,000

■ Long Term Facilities
Maintenance
\$1,510,622

Projected Expenditures

Required Commitments

Leased Facility Space/Assessments	\$415,586
Lease Purchase (Sibley)	142,758

Prioritized Allocations

Schools and Programs	129,178
Textbooks/Digital Curriculum	150,000
Other Leases	519,145
Capital Committee Recommendations	546,650

Long Term Facilities Maintenance	<u>1,037,796</u>
Total Expenditures	\$2,941,113

Financial Summary

Operating Capital	2016-17 Actual	2017-18 Budget	2018-19 Proposed
Beginning Balance	\$569,700	\$467,688	\$350,960
Revenue	\$1,903,721	\$1,860,821	\$1,958,454
Expenditures	<u>\$2,005,733</u>	<u>\$1,977,549</u>	<u>\$1,903,316</u>
Ending Balance	\$467,688	\$350,960	\$406,097
LTFM	2016-17 Actual	2017-18 Budget	2018-19 Proposed
Beginning Balance	\$346,798	\$442,931	\$865,531
Revenue	\$797,885	\$1,294,869	\$1,510,622
Expenditures	<u>\$701,752</u>	<u>\$872,269</u>	<u>\$1,037,796</u>
Ending Balance	\$442,931	\$865,531	\$1,338,357

Upcoming Projects

Capital Recommendations

- UV Light Sanitizer – MS Pool
- Replace delivery van
- 16 round cafeteria tables
- 5 Mamava Lactation Stations
- Wiring upgrade at MS
- New firewall

LTFM

- MS front driveway re-do
- Pool resurfacing
- Resurface HS tennis courts
- Driveway crack repair
- Replace cabinets - Sibley
- Replace flooring/carpet
- Replace vertical lift - HS
- MS water pressure pump

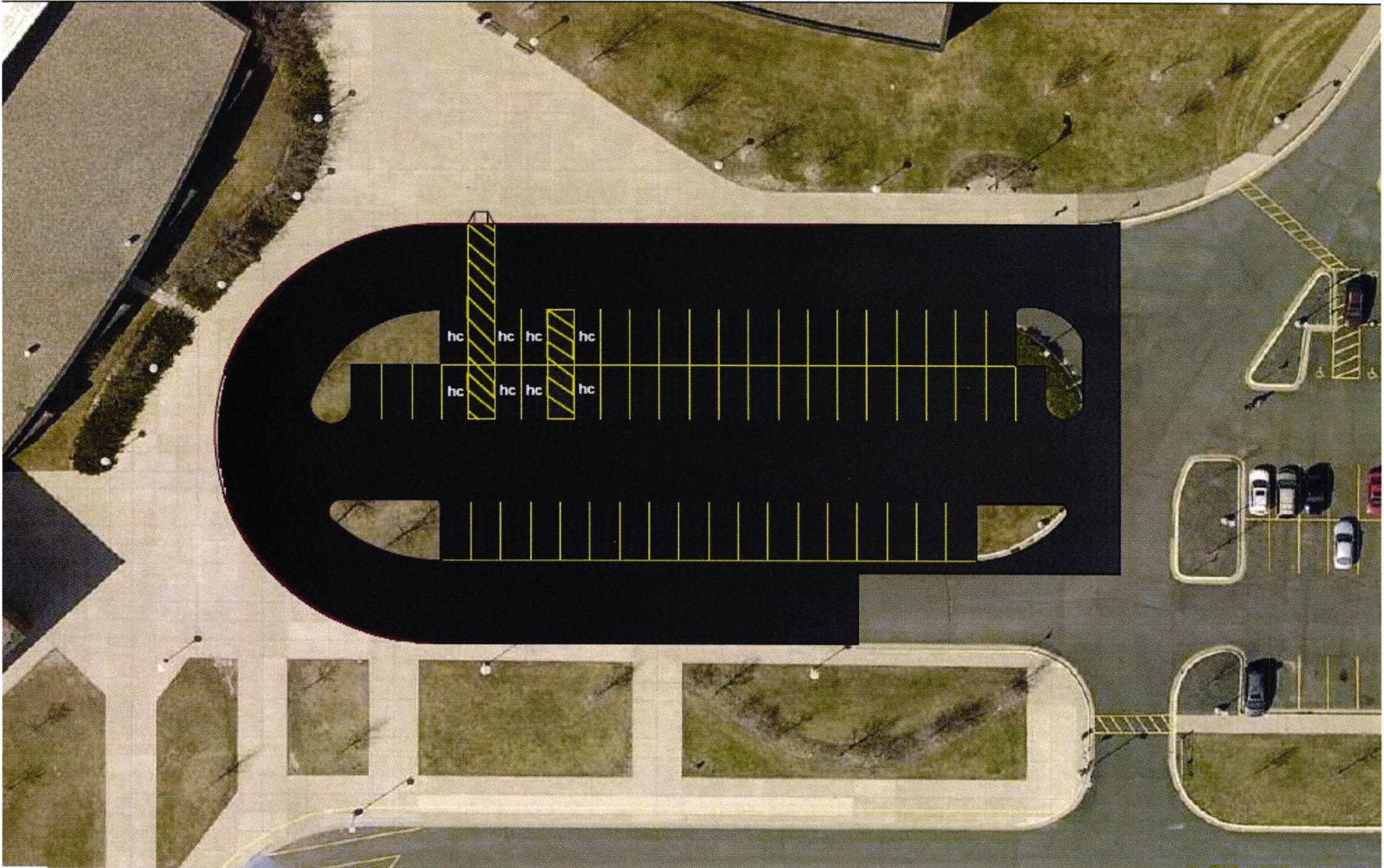
HS Cafeteria Tables – FY18



Mamava Lactation Station - LF

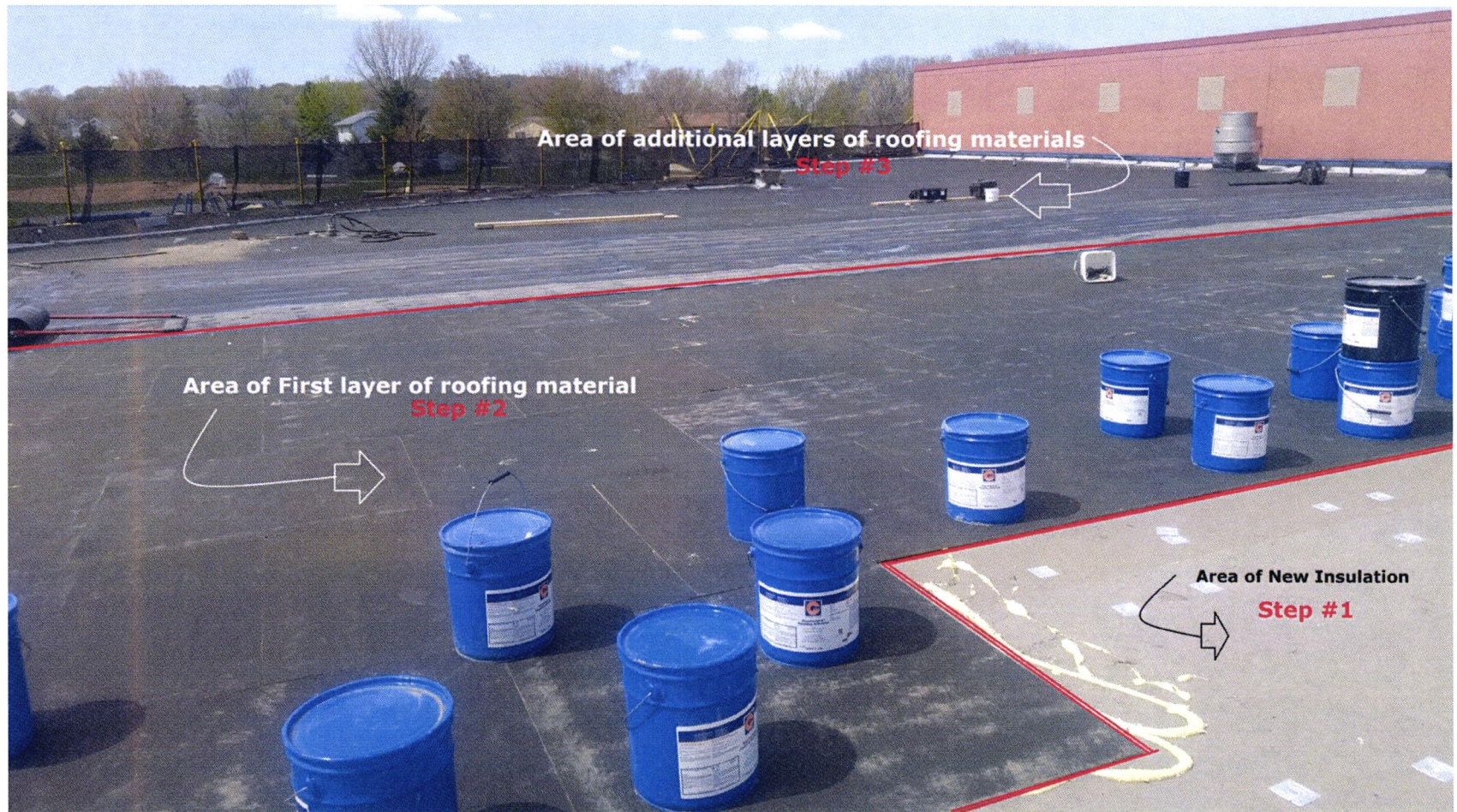


Proposed MS Plaza/Loop Re-do



Questions?

- Thanks for your time!



2018-19 Additional Contingency Fund FTE Proposal | 02.26.2018

Matt Hillmann, Ed.D., Superintendent of Schools

Class size continues to be a topic of concern across Northfield Public Schools. One of the District's near-term priorities is to *develop a long-term solution that allows for reasonable class sizes while maintaining financial stability*. The District is proposing expanding its contingency fund for 2018-19 from 4.0 FTE to 6.0 FTE. The District's contingency fund pre-approves FTE that allows administrators to strategically address specific class size concerns.

How does it work? Principals request contingency FTE to address specific class size concerns at their building. This ranges from using a full 1.0 FTE to add an elementary section to a 0.2 FTE (one class period) at a secondary school for a particular subject area. Almost all contingency positions at the secondary schools manifest as an overload assignment -- assigning a class period to a teacher's schedule in lieu of a supervision. The Master Agreement with the Northfield Education Association governs the compensation. Positions funded by contingency FTE are not guaranteed beyond one school year and all the FTE returns to the District for redistribution the next year.

What will it cost? The District currently has 4.0 FTE in the contingency fund that it distributes each year. The proposed increase would be \$116,978. This increase is based on the cost of an overload assignment for a teacher making the District's average salary of \$65,506. Our contingency budget estimate would look like this:

- 2.0 FTE calculated at the average teacher total compensation package of \$86,706. (\$173, 412)
- 4.0 FTE calculated at the average overload assignment (\$233,956)
- Total Contingency Fund Cost: \$407,368 (increase of \$116,978 for 2018-19)

What are the benefits? The District is able to address specific instances of large class size most efficiently. Since the FTE returns to the District for redistribution each year, there is continuous discussions about where the contingency FTE can be best utilized to support students. In addition, reducing this expenditure in times of budget adjustment would have less impact on people within the District because positions are not guaranteed from year-to-year. This proposal would allow the District to add 10 individual class sections based on use at a secondary school.

A strategy, not a fix. "Fixing" class size concerns in Northfield Public Schools is a complex issue. Variation in class size is a result of many unique factors. These factors include several intentional decision that make our District special. These include the Compañeros program at each elementary school, space for additional sections at each elementary school, supporting a variety of Advanced Placement courses at Northfield High School, maintaining a wide variety of electives in traditional core subjects, career/technical education courses, and a robust arts program. Class sizes could be better controlled by reducing course selection at the cost of student choice. There are no simple answers.

Working the strategic plan. The District continues to work on the priorities of our strategic plan that was adopted in 2016. This addition will support making substantive progress on the near-term priority to *develop a long-term solution that allows for reasonable class sizes while maintaining financial stability*.

Northfield Public Schools 2019-2020 School Calendar

Approved by the School Board
DRAFT

July 2019							July							January 2020							January											
Su	M	Tu	W	Th	F	Sa											Su	M	Tu	W	Th	F	Sa									
	1	2	3	4	5	6	4	Independence Day									1	2	3	4	1	No School, New Year's Day										
7	8	9	10	11	12	13											5	6	7	8	9	10	11	20	No School, Martin Luther King Jr. Day							
14	15	16	17	18	19	20											12	13	14	15	16	17	18	24	End of Second Quarter							
21	22	23	24	25	26	27											19	20	21	22	23	24	25	27	No School, Teacher Preparation Day							
28	29	30	31														26	27	28	29	30	31										
August 2019							August							February 2020							February											
Su	M	Tu	W	Th	F	Sa											Su	M	Tu	W	Th	F	Sa									
				1	2	3																	1									
4	5	6	7	8	9	10											2	3	4	5	6	7	8									
11	12	13	14	15	16	17	21-22	New Teacher Inservice											9	10	11	12	13	14	15							
18	19	20	21	22	23	24	26-29	Staff Development Days											16	17	18	19	20	21	22							
25	26	27	28	29	30	31	30	Teacher Preparation Day											23	24	25	26	27	28	29							
September 2019							September							March 2020							March											
Su	M	Tu	W	Th	F	Sa											Su	M	Tu	W	Th	F	Sa									
1	2	3	4	5	6	7	2	Labor Day											1	2	3	4	5	6	7							
8	9	10	11	12	13	14	3	First Day of School											8	9	10	11	12	13	14							
15	16	17	18	19	20	21											15	16	17	18	19	20	21									
22	23	24	25	26	27	28											22	23	24	25	26	27	28									
29	30																29	30	31													
October 2019							October							April 2020							April											
Su	M	Tu	W	Th	F	Sa											Su	M	Tu	W	Th	F	Sa									
		1	2	3	4	5															1	2	3	4								
6	7	8	9	10	11	12											5	6	7	8	9	10	11									
13	14	15	16	17	18	19	17-18	No School, Fall Break (MEA)											12	13	14	15	16	17	18							
20	21	22	23	24	25	26											19	20	21	22	23	24	25									
27	28	29	30	31													26	27	28	29	30											
November 2019							November							May 2020							May											
Su	M	Tu	W	Th	F	Sa											Su	M	Tu	W	Th	F	Sa									
					1	2																1	2									
3	4	5	6	7	8	9											3	4	5	6	7	8	9									
10	11	12	13	14	15	16											10	11	12	13	14	15	16									
17	18	19	20	21	22	23											17	18	19	20	21	22	23									
24	25	26	27	28	29	30	27-29	No School, Thanksgiving Break									24	25	26	27	28	29	30									
December 2019							December							June 2020							June											
Su	M	Tu	W	Th	F	Sa											Su	M	Tu	W	Th	F	Sa									
1	2	3	4	5	6	7													1	2	3	4	5	6								
8	9	10	11	12	13	14											7	8	9	10	11	12	13									
15	16	17	18	19	20	21											14	15	16	17	18	19	20									
22	23	24	25	26	27	28	Dec 23- Jan 1	Winter Break, No School									21	22	23	24	25	26	27									
29	30	31															28	29	30													

Weather make-up days:

If school is closed 3 days, make-up day is 6/8. Staff Development day moves to 6/9.

If school is closed 4 days, make-up days are 6/8 & 6/9. Staff Development day moves to 6/10

If additional days are cancelled, teachers only will make-up on 6/11.

 Holidays, No School  Holidays

 No School

 No School, Teacher Preparation or Staff Development Days

Student Days:

Term 1: 42 days

Term 2: 45 days

Term 3: 38 days

Term 4: 49 days

TOTAL: 174 days

Summary:

174 student contact days

9 non-student contract days

4 contract days off calendar (4 conferences)

TOTAL: 187 contract days

87 days - first semester; 87 days - second semester

Co-Curricular Coach/Advisor Matrix | Recommended Additions | February 12, 2018
Molly Viesselman, Director of Human Resources

The 2017-19 Master Agreement with the Northfield Education Association changed the way co-curricular positions are added, eliminated, and modified. In the past, the District negotiated the specific number of coaching or advisor positions for each activity and the amount of stipend each position would receive based on its placement on the co-curricular salary schedule (commonly referred to as Schedule C). After the settlement of the agreement, the School Board will approve the additions, reductions, or modifications to positions and the associated stipend amount recommended by the District's co-curricular committee. The co-curricular committee is led by the Activities Director and includes coaches, advisors, and administrators. The salary schedule itself remains in the NEA Master Agreement and the stipend amounts for each "level" will still be part of the negotiations process with the NEA.

Recommended Additions		
Position	Total Cost	Rationale
**Rock 'n' Roll Revival - Add Production Coordinator - Level F	\$3,198	Increase in clerical duties and procedural requirements, including ticket sales, scheduling, purchases, personnel coordination and payment.
**Drama - Fall Play - Change Director from Level H to Level E	\$1,432	Increase in complexity and participation. The level of production quality has increased causing more demands on time and organization.
**Drama - Fall Musical - Change Director from Level F to Level C	\$1,561	Increase in complexity and participation. The level of production quality has increased causing more demands on time and organization.
Girls Tennis - Add Assistant Coach (Level H)	\$2,426	Large numbers of participants. Girls tennis consistently fields large teams of about 60 girls. The Assistant Coach is often working with 40+ girls at practices and is often coaching at a different site than varsity at matches. More supervision needed.
MS Speech - Add Assistant coach (Level L)	\$1,103	Increased participation. Speech team is reaching all-time high participation rates of 50+ students. Expected to continue at these numbers or to grow. More supervision needed.
HS Knowledge Bowl - Add Assistant Coach (Level K)	\$1,434	Increased participation. Currently 7 teams of 5 students. The Knowledge Bowl requirement is 3 teams to one adult. More supervision is required.
Totals	\$11,154.00	
Total Including FICA	\$12,007.28	*Note: This is the best approximation at this time.

* Salaries based on the 2017-18 co-curricular salary schedule. These rates will change for the 2018-19 school year.

** Indicates activities that occur every other year.

Northfield Public Schools 2018-2019 School Calendar

Approved revision by School Board
February 26, 2018
DRAFT

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July	
4	Independence Day

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January	
1	No School, New Year's Day
21	No School, Martin Luther King Jr. Da
24	End of Second Quarter
25	No School, Teacher Preparation Day

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August	
22,23	New Teacher Inservice
27-30	Staff Development Days
31	Teacher Preparation Day

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

February	
18	No School, Staff Development Day

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September	
3	Labor Day
4	First Day of School

March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March	
22	End of Third Quarter
25-29	No School, Spring Break

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October	
18-19	No School, MEA

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April	
1	No School, Teacher Preparation Day

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November	
2	End of First Quarter
5	No School; Teacher Preparation Day
21-23	No School, Thanksgiving Break

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May	
27	No School, Memorial Day

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December	
Dec 20-Jan 1	Winter Break, No School

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June	
2	Graduation
7	Last Day of School (2-hr early dismissal)
10 & 11	Possible make-up day for students and tea
12	Possible make-up day for teachers

Weather make-up days:

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If school is closed 4 days, make-up days are 6/10 and 6/11.

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 Holidays, No School  Holidays

 No School

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