

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, October 22, 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. Announcements and Recognitions
- V. Items for Discussion and Reports
  - A. High School Flex Schedule
  - B. Analysis of District's Health Insurance
- VI. Committee Reports
- VII. Consent Agenda
  - A. Approval of Minutes
  - B. Personnel Items
- VIII. Superintendent's Report
  - A. Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation
  - B. Resolution Authorizing the Transfer of Funds from the General Fund to the Debt Service Fund
- IX. Items for Information
  - A. Co-Curricular Additions or Reductions.
  - B. Bond Referendum Update.
  - C. Digital Replacement Days for Weather-Related Cancellations
  - D. The Retired Educators Luncheon will be held on Wednesday, October 24th.
  - E. The National Merit Reception will be held on Tuesday, November 13th.
- X. Future Meetings
  - A. Tuesday, November 13, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
  - B. Monday, November 26, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
  - C. Monday, December 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

- XI. Adjournment

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, October 22, 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. Announcements and Recognitions

V. Items for Discussion and Reports

A. High School Flex Schedule

Northfield High School Principal Joel Leer will report on the new flex schedule implemented at Northfield High School.

B. Analysis of District's Health Insurance

Molly Viesselman, Director of Human Resources, will provide an analysis of the District's health insurance and share Northfield's results of a recent Willis Towers Watson national health insurance survey.

VI. Committee Reports

VII. Consent Agenda

A. Minutes

The Board is asked to approve the Minutes of the October 8, 2018 Regular School Board meeting.

B. Personnel Items

a) Appointments

- 1) Erin Morris, Targeted Services PLUS Student Site Assistant for up to 1.5 hours/day at Sibley, beginning 11/01/2018-05/02/2019; \$9.65/hr.
- 2) Erin Runningen, Targeted Services PLUS Student Site Assistant for up to 1.5 hours/day at Bridgewater, beginning 11/01/2018-05/02/2019; \$9.65/hr.
- 3) Garret Swenson, Targeted Services PLUS Student Site Assistant for up to 1.5 hours/day at Sibley, beginning 11/01/2018-05/02/2019; \$9.65/hr.
- 4) Fall/Winter Spring Recreation Positions #2822, Effective October 22, 2018 – May 31, 2019  
Abby Borene, Tennis, \$9.90/hour

Lauren Weber, Tennis, \$9.65/hour

b) Increase/Decrease/Change in Assignment

1. Lori Christopherson, Administrative Assistant at the High School, add Rock N Roll Revival Production Coordinator at the High School, effective 12/1/2018-03/18/2019; Level F, Step 1
2. Mary Magnuson, Special Ed Teacher at the High School, add Special Education Homebound Teacher, with the District, hours will vary, effective 10/3/2018-06/07/2019; Lane/Step Pay
3. Nancy Schwartz, Community School Evening Club Leader at Greenvale Park, add Community School Evening Club Leader for 1.5 hours/day on Wednesday's at Greenvale Park, effective 10/24/2018-06/07/2019; \$21.01/hr.
4. Amber Soderlund, Teacher at Sibley, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Sibley, effective 11/6/2018-05/02/2019; Yr. 3-\$27.11/hr.
5. Daniel Taylor, Teacher at the High School, add Community School Evening Club Leader for 1 hour/day on Tuesdays at Greenvale Park, effective 10/23/2018-06/07/2019; \$21.01/hr.
6. Arlene Tuma, ECFE EA/Sibling Care for 18 hours/wk at the NCRC, change to ECFE EA/Sibling Care for 20 hours/wk at the NCRC, effective 10/8/2018.

c) Leave of Absence

1. Mary Harrity-Davidson, Teacher at the Middle School, Family/Medical Leave of Absence, effective 10/15/2018 for up to 60 work days.
2. Garrick Hoekstra, EA at the Middle School, Unpaid Leave of Absence, effective 10/22/2018-11/2/2018.
3. Andy Jaynes, Teacher at Sibley, Family/Medical Leave of Absence, effective 11/6/2018-11/23/2018.
4. Mark Langevin, Teacher at the Middle School, Family/Medical Leave of Absence, effective 10/22/2018-11/2/2018.
5. Dustee Phenow, Teacher at Bridgewater, Family/Medical Leave for Childcare, effective on or about 01/21/2019 for 11 work weeks.

d) Retirements/Resignations/Terminations

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

VIII. Superintendent's Report

- A. Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation. Director of Student Activities Joel Olson requests approval of the attached resolution supporting the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

**Superintendent's Recommendation:** Motion to approve the Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation.

- B. Resolution Authorizing the Transfer of Funds from the General Fund to the Debt Service Fund to Make the Debt Payments on the District's Series 2017A Facilities Maintenance Bond Issue.

This resolution allows the Finance Department to transfer \$154,008.33 from our General Fund - Long Term Facilities Maintenance Fund Balance to the Debt Service Fund Balance as of June 30, 2018. The LTFM Bond was issued after the District completed the Final Levy Certification, meaning the District could not levy the required 105% payment. The solution for this was a commitment from the District to cover the first interest payment using our LTFM Fund Balance. This is a one time resolution to cover our first LTFM payment made. On-going payments are included in our levy certification. Val Mertesdorf, Director of Finance, will be available for questions at the meeting.



**Superintendent's Recommendation:** Motion to approve the Resolution Authorizing the Transfer of Funds from the General Fund to the Debt Service Fund to Make the Debt Payments on the District's Series 2017A Facilities Maintenance Bond Issue.

IX. Items for Information

- A. Co-Curricular Additions or Reductions. Dr. Hillmann will share information from the co-curricular committee meeting that was held on September 20, 2018. This will be an item for action at the next Board meeting.
- B. Bond Referendum Update. Dr. Hillmann will provide an update on preparations for the November 6, 2018 bond referendum.
- C. Digital Replacement Days for Weather-Related Cancellations. Dr. Hillmann will share some preliminary information about a pilot program that would provide instructional activities for students via Schoology and Seesaw for any weather-related school cancellations beyond the two days built into the 2018-19 calendar.
- D. The Retired Educators Luncheon will be held on Wednesday, October 24th at Ruth's On Stafford.
- E. The National Merit Reception will be held on Tuesday, November 13th at 6:00 PM in the NHS Media Center (immediately preceding the School Board meeting scheduled that evening.)

X. Future Meetings

- A. Tuesday, November 13, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, November 26, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- A. Monday, December 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

XI. Adjournment



# NHS Flex Schedule

The October Update



# *Revisiting the Goals & Objectives:*

- Build and foster relationships
- Create more balance in everyone's day - reduce hectic rat race
- Provide a means to implement Career and College Readiness curriculum
- Provide equity in access to academic supports for students



## Support & Data

- Over 30 schools statewide have implemented a similar option in their school day.
- Model schools report significant positive changes to:
  - Student Stress
  - Behavior Issues
  - School Climate
  - Equity of Opportunity



# The Daily Schedule

	Monday		Tuesday		Wednesday		Thursday		Friday	
Period	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
1st Hour	7:51	8:38	7:51	8:38	8:51	9:31	7:51	8:38	7:51	8:38
2nd Hour	8:42	9:29	8:42	9:29	9:35	10:15	8:42	9:29	8:42	9:29
3rd Hour	9:33	10:20	9:33	10:20	10:19	10:59	9:33	10:20	9:33	10:20
4th Hour	10:24	11:11	10:24	11:11	11:03	11:43	10:24	11:11	10:24	11:11
Flex Hour	11:11	12:11	11:11	12:11	11:43	12:33	11:11	12:11	11:11	12:11
5th Hour	12:16	1:03	12:16	1:03	12:37	1:17	12:16	1:03	12:16	1:03
6th Hour	1:07	1:54	1:07	1:54	1:21	2:01	1:07	1:54	1:07	1:54
7th Hour	1:58	2:45	1:58	2:45	2:05	2:45	1:58	2:45	1:58	2:45



# The Schedule Within the Schedule...

- 60 minutes each day
- 10 move
- 20 stay
- 10 move
- 20 stay



# What's been available?

- ✧ Activities
- ✧ Academic Support
- ✧ Social/Emotional Support
- ✧ Dogs
- ✧ Chill Time
- ✧ Mental Health Presentations
- ✧ CCR...(Mr. E)



# What we are hearing:

Staff:  
Pleased with student  
responsibility  
Mature choices being  
made  
No mess! :)



# What we're hearing:

Students:  
More ready for afternoon  
classes  
Less stressed  
More time after school  
Love the chance to  
"Breathe"



## Next Month:

- 3 “New” Spaces
- Mobile Lunch Cart
- Adjusted Interest Offerings



# Measurement

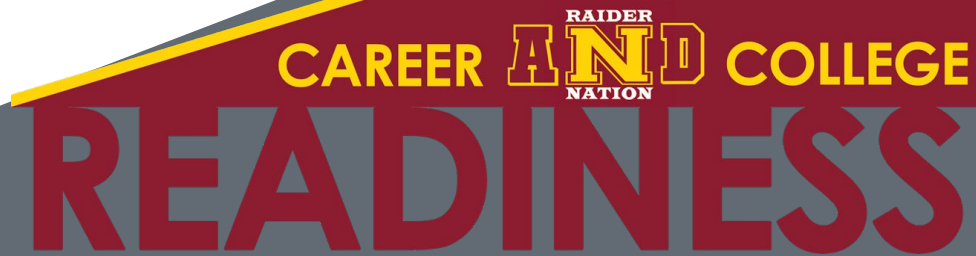
Social Emotional Inventory  
in January.  
Quarterly student and staff  
feedback surveys



*Thank you...*

➤ *For your trust, support,  
and commitment to kids.*

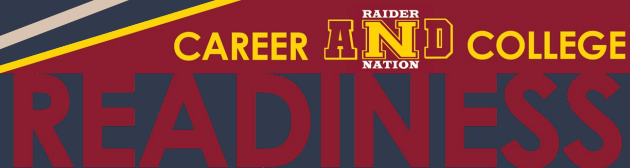
# Introduction to Career & College Readiness Cohorts





# Goals/Objectives of CCR Cohorts

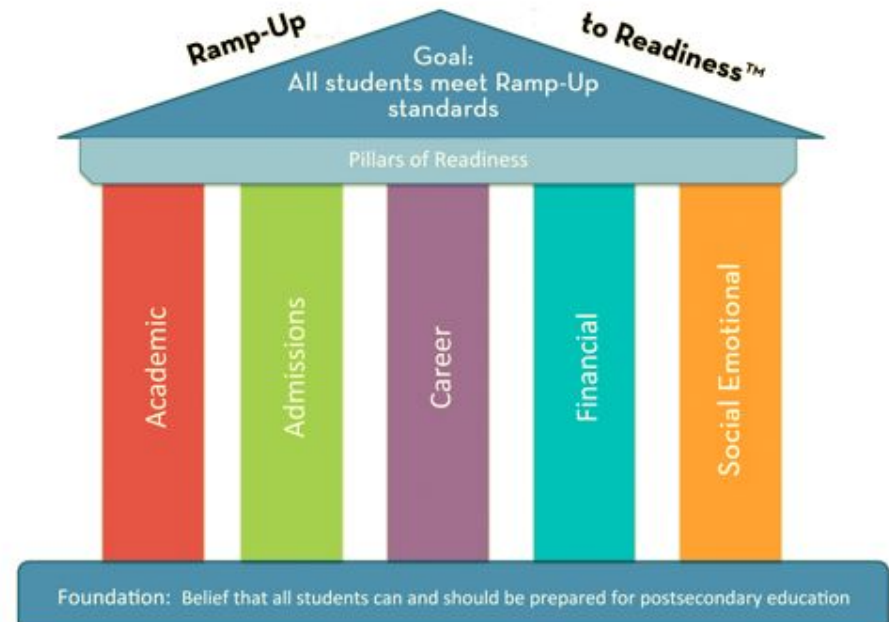
- By 2019, 100% of Northfield graduates will develop a realistic plan for their future tailored to each student's interests, skills and abilities and share that plan with a caring adult
- Completing the above goal will improve both graduation rates and postsecondary completion rates (Northfield Promise Career & College Readiness Action Team goals)
- Building and fostering relationships (district near-term priority)
- Equitable opportunities and support for all career and college paths (district near-term priority)





# How will we meet goals/objectives?

- Ramp-Up to Readiness: Five Pillars frame the Ramp-Up to Readiness curriculum (grades 6-12); learning and reflection about each are embedded in the curriculum specific to these pillars.



RAIDER  
CAREER AND COLLEGE  
NATION  
**READINESS**



# How will we meet goals/objectives?

- Naviance Student: our school purchased Naviance to help students explore their interests and strengths and develop a course of study that matches long-term goals with an actionable plan. Naviance Student also contains access to free ACT prep and provides a way to manage the college application process.

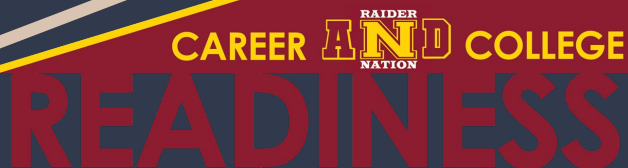


RAIDER  
NATION  
CAREER AND COLLEGE  
READINESS



# CCR Cohort Student Expectations

- Attend
- Participate (submit activities via Schoology)
- Understand goals and objectives
- With regular attendance and participation, a note is included on each student's transcript to the effect of: "Student has successfully completed \_\_\_\_\_ years of Career and College Readiness activities at Northfield High School."





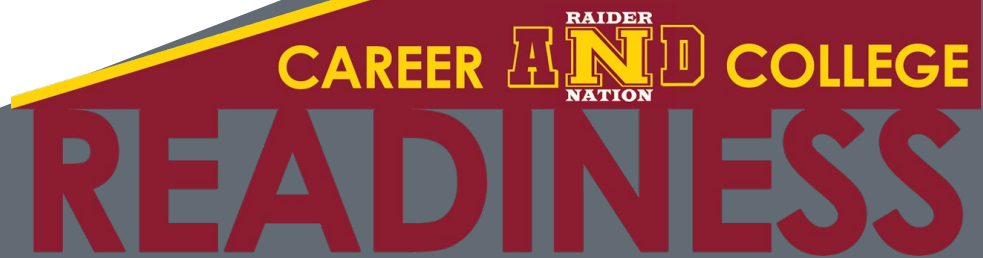
# How were CCR Cohorts formed?

Staff members identified their top two grade levels of interest and were assigned student cohorts based on the following:

- Interest Survey the first week of school
  - Career interest areas
  - Academic interest areas
  - How time is spent outside of school
  - Juniors and seniors also addressed questions about preliminary future plans



# Questions?





---

# BENEFIT ADVISORY COMMITTEE PRESENTATION

October 22, 2018



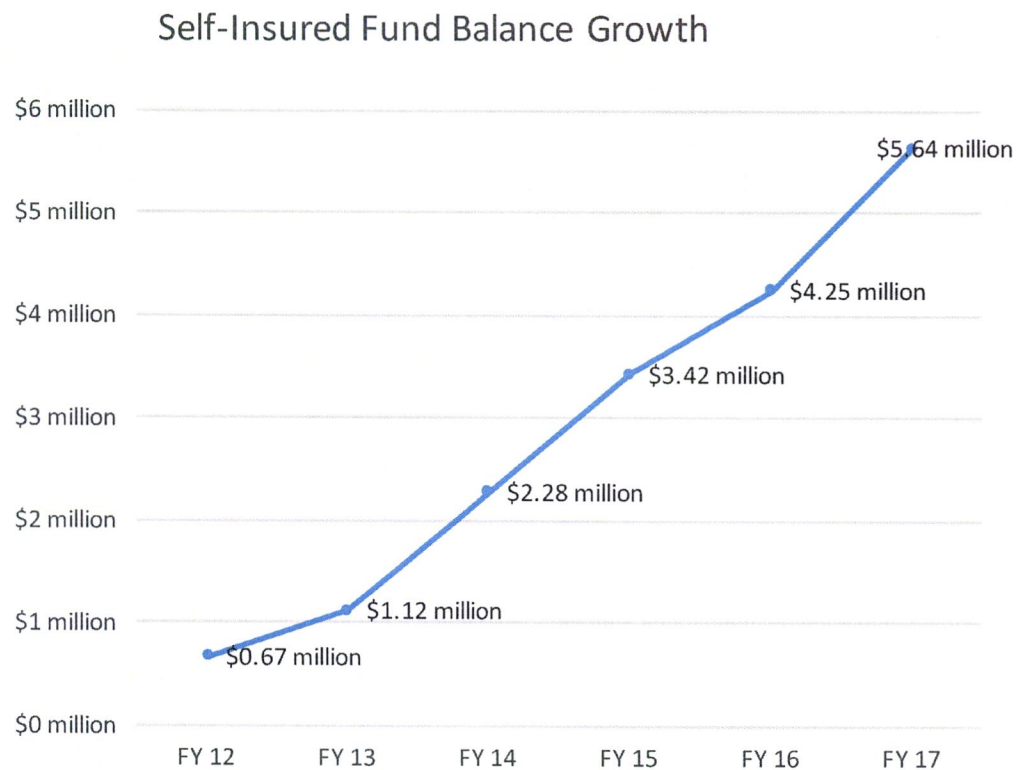
# HEALTH INSURANCE

---

- Insured through the Southeast Service Cooperative with BCBS of MN until August 31, 2011.
- Saw rate increases as high as 18.4%.
- One of the largest employers in the cooperative. Even when we had good claims experience, we had increases.
- Self insured through Medica beginning September 1, 2011.
- Moved business back to BCBS of MN January 1, 2016 (self insured). Changed renewal date.
- Pay our own claims from our self insured pool.
- Current goal for self funded pool = \$2,000,000.00



# HEALTH INSURANCE CONT.



- As of June 30, 2018 we were \$3,648,700.00 over our fund balance goal (fund balance is \$5,648,700.00).
- In the past this money would have been left with the cooperative. We now keep this money in our self funded pool.
- What do we do with this money?

## HEALTH INSURANCE CONT.

---

- Decreased overall health premiums by \$100/month.
- District negotiated with the NEA to decrease the contractual District contribution by \$50/month.
- Employees pay \$50 less per month.
- District pays \$50 less per month, which saves money for the general fund budget, the Community Services budget and the Child Nutrition budget.



# Willis Towers Watson High Performance Insights in Health Care

2018 Health Care Financial Benchmarks

**Northfield Public Schools ISD #659**

July 26, 2018



Willis Towers Watson has prepared this document for the benefit of Northfield Public Schools ISD #659. This document contains proprietary material and should not be reproduced either in total or in part, circulated or quoted from without the express permission of Willis Towers Watson.

© 2018 Willis Towers Watson. All rights reserved. Proprietary and Confidential. For Willis Towers Watson and Willis Towers Watson client use only.

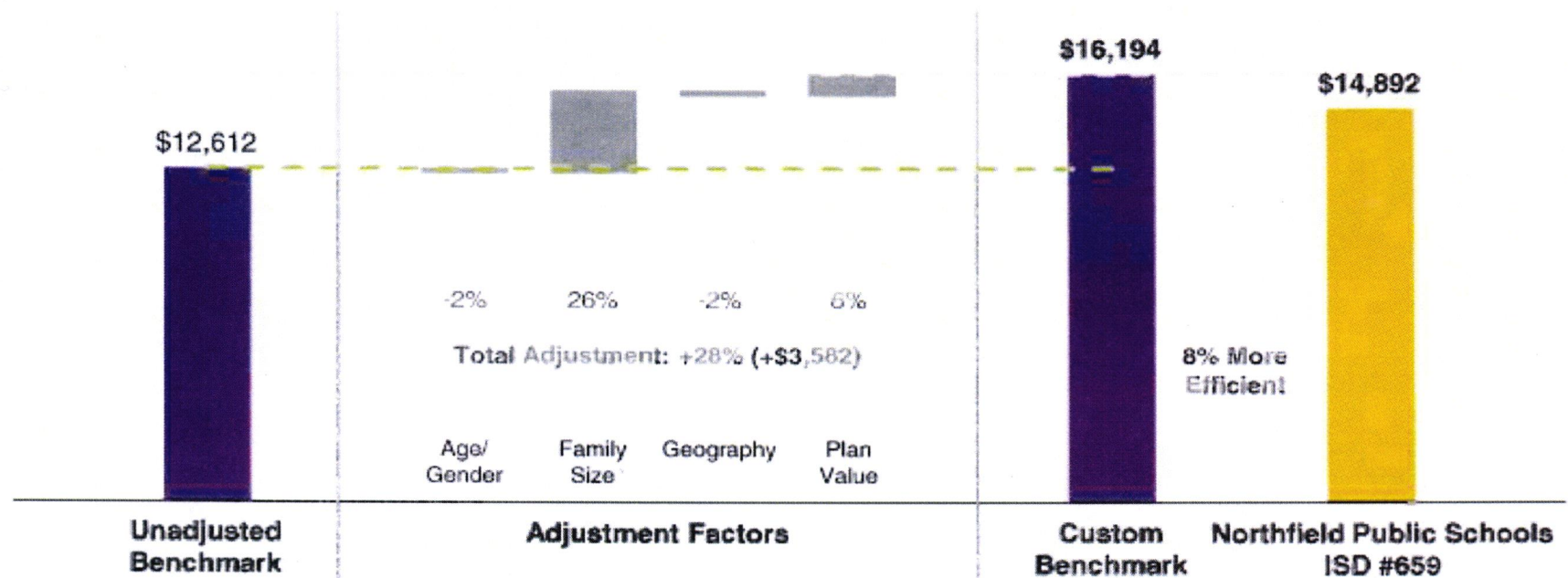
**Willis Towers Watson**

## Medical Cost Benchmarks

## Overall Program Efficiency



After adjustments, how efficient is your total plan overall?  
What is the financial impact of moving to benchmark performance?



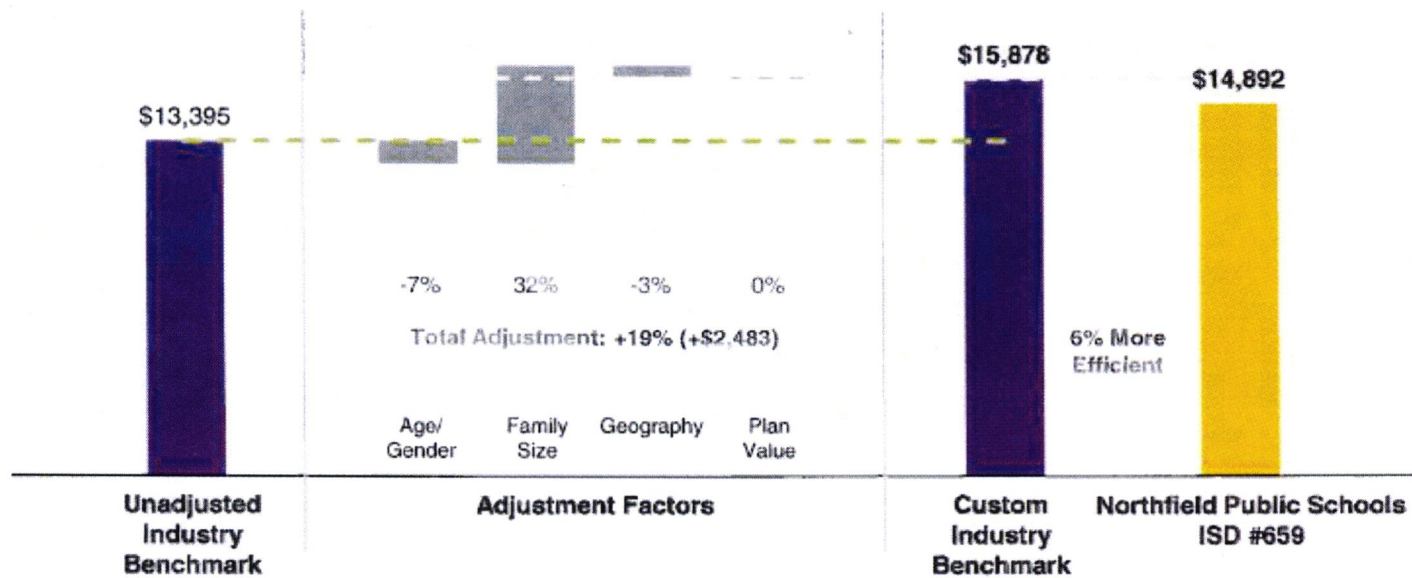


## Medical Cost Benchmarks

## Industry Efficiency



After adjustments, how efficient is your total plan compared to the Government/Public Sector/Education industry?



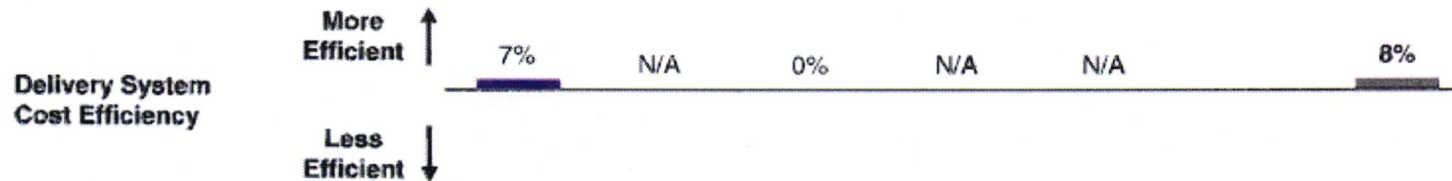
Your total program is 6% more efficient than your industry. This translates into a current savings of \$0.4 million.

## Medical Cost Benchmarks

## Delivery System Cost Efficiency



How efficient are your plans relative to the benchmark?



	ABHP w/ HRA	PPO/POS	Total
Enrollment	75%	25%	100%
Actual cost per employee	\$15,428	\$13,258	\$14,892
Custom benchmark cost per EE	\$16,665	\$13,267	\$16,194
Efficiency	7%	0%	8%
Summary	High Enrollment High Efficiency	Average Enrollment Average Efficiency	High Efficiency



Plan efficiency is most important for plans with higher enrollment, as this drives overall efficiency.

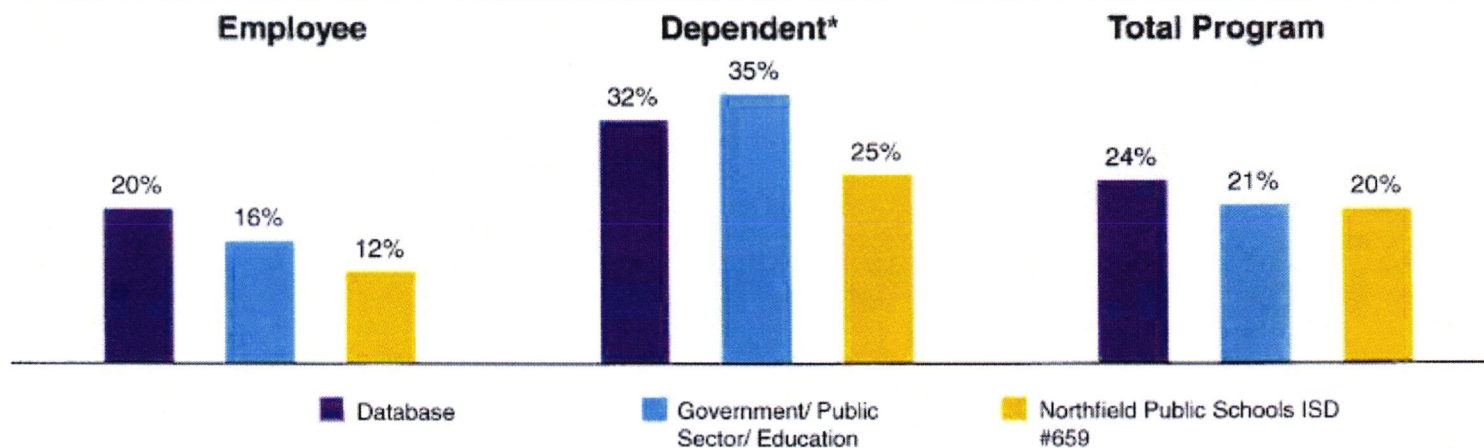


## Medical Cost Benchmarks

## Employee Contributions as a % of Plan Cost



How does your cost sharing, for employees and dependents, compare to benchmarks?



Employee Contributions as a % of Total Cost	ABHP w/ HRA	ABHP w/ HSA	PPO/POS	Insured HMO	Self Ins. HMO/EPO
Northfield Public Schools ISD #659	22%	N/A	13%	N/A	N/A
Database	25%	20%	27%	25%	24%



Employees contribute less than the database and industry averages.  
Dependents are below the database and industry averages.

\*Dependent includes spouse, children, family, etc.

## Medical Cost Benchmarks

## Annual Self-funded Administration Fees by Covered Employee by employer size \*



How do your administration fees compare to the database? What is contributing to the company's variance from average? Number enrolled? Number of vendors?



Your fees are 20% below the database average.

\*Results by employer size for companies with self-insured arrangements.



## Best performers create a financial advantage

Best performing employers saved on average **\$1,500** per employee per year and kept cost trends below benchmark

### Definition of Best Performers

#### Health Plan Efficiency\*

Average efficiency that is **5% or greater**

\* Financial Benchmarks Survey



ISD 659!!



#### Cost Trend Changes

Two-year average trend before and after plan changes that are at or below the national norm

Note: High cost companies have cost trends before plan changes above the national norm (6%) AND efficiency less than the national norm (0%). N=67  
Source: 2018 Willis Towers Watson Best Practices in Health Care Employer Survey

# HOW DID WE GET HERE?

---

The Benefit Advisory Committee did some very heavy lifting over the past 13 years to get us to this point:

- Researched HRAs vs. HSAs – are they valid for our group?
- Eliminated three of four health plans. Changed plan design for remaining plan.
- Implemented a new health plan with HRA.
- Made the move away from the cooperative and went self-funded.
- No premium increases since 2012, with a decrease in premiums for 2018.



## BENEFIT ADVISORY COMMITTEE MEMBERS

---

- Molly Viesselman, Director of Human Resources (Chair)
- Val Mertesdorf, Director of Finance
- Andrea Nelson-Walker, Benefits/Payroll Specialist
- Ray Coudret, NEA Union Representative
- Carol Beumer, Educational Support Staff Union Representative
- Sara Boran, Northfield Public Schools Office Employees Association Representative
- Rita Lattimore, Local 70 Union Representative (Custodians)
- Keith Nohava, Head Custodian Representative
- Nancy Antoine, Principal Association Representative
- George Vander Weit, One Digital (Broker/Consultant)

---

QUESTIONS?





## Committee Report

*Board of Education*

**Name:** Ellen Iverson

**Committee:** District Youth Council

**Date Submitted:** 10/17/2018 22:16:59

---

In addition to reporting on the Board meetings, the DYC reported on participating in district committees including Policy, Finance advisory, Northfield Forward, and Wellness with a focus of what was most relevant for students. In relation to the Wellness committee report, the group discussed the Flex Hour at length. They discussed some of the challenges of the congested lunch lines, multiple competing demands for how to use their time, and the limitations of the time structure (20/10). For example, some stated that they give up purchasing school lunch so that they can get to the places they need during that time and others stated that they gave up on doing anything other than eat. An outcome of their discussion is that a subcommittee for DYC is looking into surveying other students about the strengths and challenges of the Flex Hour.



## Committee Report

*Board of Education*

**Name:** Ellen Iverson

**Committee:** Policy Committee

**Date Submitted:** 10/17/2018 22:23:14

---

At our second meeting, we were joined by two representatives of the DYC (Joseph and Jack). Our goal this year is to review the 200, 800, and 900 series policies. We began with the 200 series which focuses on policies governing School Board. We are reviewing the MSBA/MASA recommended policies as part of the process. As might be expected, thoughtful policy review takes time.





## Committee Report

*Board of Education*

**Name:** Ellen Iverson

**Committee:** Northfield Forward

**Date Submitted:** 10/17/2018 22:29:56

---

Tammy McDonough presented on the work of the 8th grade science team. She described the history of the MCA results, the team's frustration and persistence to change the results, and the wonderful success from last year. Then, Tammy described for the group the strategies the team used last year related to communicating with elementary teachers, changes in their teaching practices, and rewards and strategies for test taking. Following Tammy's presentation, Northfield Forward broke into small groups to review and comment on all of the site improvement plans. All review comments will be shared with each site team.

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

October 8, 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, Stratmoen, Quinnell, Colangelo, Iverson, and Pritchard.
- II. Agenda Changes / Table File  
Table File items were added.
- III. Public Comment  
No public comment.
- IV. Announcements and Recognitions
  - Welcome to Erin Bailey who has returned to work after completing her maternity leave.
  - At the Minnesota Department of Education's recent fall grantee meeting for 21st Century Community Learning Center grantees, it was announced that the Greenvale Park Community School is currently the top center in the state. There are 32 grantees across the state, operating a total of 108 centers. Thank you to the coordinators, administrators, staff, and the host of community stakeholders who work together to make this possible.
  - Welcome to Sarah Swan McDonald's Global Studies class to the School Board meeting.
- V. Items for Discussion and Reports
  - A. Technology Services Update  
Kim Briske, Director of Technology Services, presented an update on the District's technology systems and its integration with student learning.
  - B. Reading Curriculum Implementation Update  
Director of Teaching and Learning Mary Grace Hanson provided an update on the District's implementation of the reading curriculum from the Center for Collaborative Classroom.
- VI. Consent Agenda  
On a motion by Goerwitz, seconded by Quinnell, the Board approved the following Consent Agenda items:
  - A. Minutes. Minutes of the September 24, 2018 Regular School Board meeting.
  - B. Gift Agreements.
    - \$9,450 from Greenvale Park PTO dedicated to staff for additional classroom resources as needed.
    - \$1,218.75 from St. John's Lutheran Church for Greenvale Park snack drive.
    - \$6,000 from Dakota County Technical College Foundation-Dakota Electric Association Unclaimed Credits for career and technical education.
  - C. Personnel Items
    - a) Appointments
      - 1) Janelle Perez Vazquez, Targeted Services PLUS Student Site Assistant for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, beginning 09/26/2018-05/2/2019; \$9.65/hr.
      - 2) Fall/Winter Spring Recreation Positions #2822, Effective October 1, 2018 – May 31, 2019  
Ava OHara Brantner, Swim Aide \$9.90/hour, Lifeguard \$10.25/hour, Class Lead \$10.50/hour  
Jan Otteson, WSI \$11.90/hour, Lifeguard \$10.90/hour  
Melissa Spitzack, Building Supervisor, \$15.90/hour



Devin Walker, Flag Football \$10.00/hour

b) Increase/Decrease/Change in Assignment

1. Sonya Ehmer, Site Lead at Sibley, add Targeted Services PLUS Site Leader for up to 1.5 hours/day Mon.-Thurs. at Bridgewater, effective 11/6/2018-03/21/2019; Step 4-\$17.48/hr.
2. Richelle Kruger, Special Ed EA-PCA at the High School, add Spec Ed EA-PCA district wide for extracurricular and non-academic events determined by IEP and student participation, effective 09/28/2018-06/07/2019.
3. Diane Torbenson, RTI Coach at Greenvale Park, add Targeted Services PLUS Teacher for 1.5 hours/day for up to 4 days/wk at Greenvale Park, effective 9/26/2018-05/02/2019; Yr. 6-\$27.73/hr.
4. Arlene Tuma, ECFE EA/Sibling Care for 11 hours/wk at the NCRC, change to ECFE EA/Sibling Care for 18 hours/wk at the NCRC, effective 09/17/2018.
5. Arlene Tuma, KidVentures Site Assistant for 6 hours/wk at Greenvale Park and Sibley, change to 0 hours/wk at Greenvale Park and Sibley, effective 09/4/2018.
6. Elizabeth Valentine, Teacher at Sibley, add Targeted Services PLUS Teacher for 1.5 hours/day for up to 4 days/wk at Sibley, effective 11/06/2018-05/02/2019; Yr. 13-\$28.82/hr.
7. Charlie Alvarez, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 10/5/2018-05/02/2019; Yr. 4-\$27.73/hr.
8. Ryan Driscoll, 1.0 FTE Elementary Phy Ed Teacher at Greenvale Park, change to .937 FTE Elementary Phy Ed Teacher and .063 FTE DAPE at Greenvale Park, effective 09/04/2018.
9. Sonya Ehmer, Site Lead with Community Services, add Targeted Services PLUS Site Assistant for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 10/1/2018-05/02/2019; Step 4-\$14.13/hr.
10. Marissa Gallardo, Student Site Assistant with Targeted Services, add Targeted Services PLUS Student Site Assistant for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 10/5/2018-05/02/2019; \$9.65/hr.
11. Kristin G. Johnson, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 10/5/2018-05/02/2019; Yr. 2-\$27.11/hr.
12. Janet Larimore Rockne, Teacher at Bridgewater, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Bridgewater, effective 11/6/2018-03/21/2019; Yr. 11-\$28.22/hr.
13. Gina Swenson, Teacher at Sibley, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Sibley, effective 11/6/2018-03/21/2019; Yr. 6-\$27.73/hr.
14. Brent Yule, 1.0 FTE Elementary Phy Ed Teacher at Greenvale Park, change to .937 FTE Elementary Phy Ed Teacher and .063 FTE DAPE at Greenvale Park, effective 09/04/2018.
15. Elizabeth Ziemann, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 10/5/2018-05/02/2019; Yr. 2-\$27.11/hr.

c) Leave of Absence

1. Anna Kelly EA at Greenvale Park, unpaid Leave of Absence effective 01/02/2019-04/26/2019.
2. Sheila Hetzel, Teacher at Greenvale Park, Family/Medical Leave for Childcare, effective on or about 01/30/2019 for 12 work weeks.

d) Retirements/Resignations/Terminations

1. Jordan Bartholomew, declined position to volunteer with Community Services, effective 9/3/2018.
2. Shiloh Goodwin, declined position to volunteer with Community Services, effective 9/3/2018.
3. Vernon Green, declined position to volunteer with Community Services, effective 9/19/2018.
4. Ethan Johnson, declined position to volunteer with Community Services, effective 9/24/2018.
5. Fletcher Metz, declined position to volunteer with Community Services, effective 9/19/2018.
6. Eric Stadelman, declined position to volunteer with Community Services, effective 9/19/2018.
7. Colin Stark-Bandy, declined position to volunteer with Community Services, effective 9/24/2018.
8. Lacy Knutson Special Ed EA-PCA at the Middle School, resignation effective 10/17/2018.
9. Deb Wagner, Special Ed EA at the Middle School, resignation effective 10/18/2018.

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

VII. Superintendent's Report

A. Items for Individual Action

1. Lease Agreement with Farmington Gymnastics Club.

On a motion by Hardy, seconded by Colangelo, the Board approved the lease agreement with Farmington Gymnastics Club as presented.

VIII. Items for Information

A. Enrollment Reports. September and October 2018.

B. Bond Referendum Update. Dr. Hillmann provided an update on preparations for the November 6, 2018 referendum. Dr. Hillmann and members of the Board have presented bond referendum information to numerous groups and at various community meetings. Site teams are providing information at specific events happening at their buildings. Two of the public presentations and tours at Greenvale Park Elementary have been completed and presentations are scheduled October 13 and October 29. The bond referendum brochure was mailed, and we have informational banners posted on school property, pop-up posters at each building, window stickers on doors, and buttons available.

C. School Safety Grants Update. Dr. Hillmann informed the Board that Northfield Public Schools did not receive grant money from the State of Minnesota.

IX. Future Meetings

- A. Monday, October 22, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Tuesday, November 13, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, November 26, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 8:59 p.m.

Noel Stratmoen  
School Board Clerk



# FORM A

## MSHSL Foundation Application for Grant for Student Participation

**Mission Statement:** Founded in 2007, the Minnesota State High School League Foundation is a nonprofit association, serving both public and private schools, created to complement the Minnesota State High School League by providing support for Minnesota's high school youth to participate in athletics and fine arts. Minnesota State High School League Foundation's goals are to promote the growth of high school students through participation in valuable extra-curricular activities.

**Awarding of Grants:** The primary goal of the Foundation will be to award grants that assist, recognize, promote, and fund extra-curricular participation by high school students in athletic and fine arts programs. These grants will be awarded based upon gender balance, school size and geographic location to the extent possible.

The Minnesota State High School League Foundation Board of Directors has determined that the number of Free and reduced lunch students in grades 9-12 will be used for classification purposes. The MSHSL Foundation wants to encourage each school to seek students whose family income may be limited and encourage them to participate in athletic and fine arts programs in each school community and to recognize the role you play in this endeavor and to assist you in your continued efforts to engage more students.

Please complete the following steps as identified in the FORM A WORKSHEET found on the reverse side of this form.

1. List the number of free/reduced lunch students identified in your schools' **October 1, 2017** report to the Department of Education.

Grade 9: 93  
Grade 10: 71  
Grade 11: 80  
Grade 12: 64

TOTAL

308

2. Identify the total **UNDUPLICATED** number of free or reduced lunch students who participated in your schools' activity programs during the **2017-2018** school year.

132

**TOTAL UNDUPLICATED COUNT**

3. Attach an original MSHSL FOUNDATION RESOLUTION to this document and mail both items to:

MSHSL Foundation  
2100 Freeway Blvd.  
Brooklyn Center, MN 55430

OR

Email both documents to [ljohnson@mshsl.org](mailto:ljohnson@mshsl.org)

4. All documentation **MUST** be submitted by email or postmarked **NO LATER** than November 1, 2018.

Name of School: Northfield Public School ISD #659

Federal Tax ID # 41-6008327

Street Address: 1400 Division Street South  
City, State, Zip: Northfield, MN 55057

\_\_\_\_\_  
Name of Person Completing this Form

\_\_\_\_\_  
Name of School Superintendent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## FORM A

### RESOLUTION OF SCHOOL BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Northfield School District Board of Education recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school districts in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Northfield School District Board of Education supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk - Treasurer



**CERTIFICATION OF MINUTES RELATING TO BOARD APPROVAL OF TRANSFER  
OF FUNDS**

Issuer: Independent School District No. 659 (Northfield Public Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on October 22, 2018, 7:00 p.m. in the School District.

Members present:

Members absent:

Documents attached: Extract of Minutes of said meeting.

**RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM  
THE GENERAL FUND TO THE DEBT SERVICE FUND TO MAKE THE  
DEBT PAYMENTS ON THE DISTRICT'S SERIES 2017A FACILITIES  
MAINTENANCE BOND ISSUE**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on October \_\_, 2018.

\_\_\_\_\_  
School District Clerk

**EXTRACT OF MINUTES OF A MEETING  
OF THE SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 659  
(NORTHFIELD PUBLIC SCHOOLS)  
STATE OF MINNESOTA**

HELD: OCTOBER 22, 2018

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 659 (Northfield Public Schools), State of Minnesota, was held on October 22, 2018 at 7:00 o'clock p.m.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM  
THE GENERAL FUND TO THE DEBT SERVICE FUND TO MAKE  
DEBT PAYMENTS ON THE DISTRICT'S SERIES 2017A FACILITIES  
MAINTENANCE BOND ISSUE**

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

1. The Board has reviewed the debt payment and levy schedule for the Series 2017A Facilities Maintenance Bonds and authorizes the transfer of \$154,008.33 from the Restricted for Long Term Facilities Maintenance account in the General Fund to the Debt Service Fund to make the annual debt payments during fiscal year 2017-18.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and, upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.



**Co-Curricular Coach/Advisor Matrix | Recommended Additions | October 22, 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
MS Girls Golf - Add a coach - Level I	\$2,143*	The current HS "C" team consists of all 7th & 8th graders with practices at the MS. The current schedule resembles those of other MS programs. This would allow 6th graders to practice but not compete and would provide a more appropriate registration fee for players at this level.
MS Boys Golf - Add a coach - Level I	\$2,143*	The current HS "C" team consists of all 7th & 8th graders with practices at the MS. The current schedule resembles those of other MS programs. This would allow 6th graders to practice but not compete and would provide a more appropriate registration fee for players at this level.
HS Dance Team - Add Assistant Coach (Hourly)	Hourly	41 participants in 2017-18, which is 6 more than we had in 2015-16. The position has traditionally been funded through the student activity account. This funding practice is no longer accepted.
HS Softball - Add Assistant Coach (Hourly)	Hourly	47 participants in 2017-18. The position has traditionally been funded through the student activity account. This funding practice is no longer accepted.
Strength and Conditioning Add Assistant Coach (Hourly)	Hourly	Participation continues to be steady for all seasons. Adding an assistant coach for the spring season would provide the correct ratio of supervision needed.
Nordic Ski - Add Assistant Coach (Hourly)	Hourly	Last year there were 52 student-athletes on the team. This is an increase of 22 students since 2015-16. With our current staff, there are only enough coaches to divide the team up into two groups, which is not enough time to effectively coach individual technique.

\* Indicates Step 1 of the 2018-19 Schedule C salary schedule. Coaches hired with experience could be placed at a higher level.

\*\* Indicates activities that occur every other year.