

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, September 25, 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 insure 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. Technology Services Update.
  - 2. District Assessment Update.
  - 3. Review and Comment.
- VIII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Proposed 2017 Payable 2018 Property Tax Levy.
    - 2. Special Education FTE Addition.
  - B. Items for Consent Grouping
    - 1. Rice County Family Services Collaborative Interagency Agreement.
    - 2. Financial Reports – July 2017.
    - 3. Personnel Items.
- IX. Items for Information
  - 1. Co-Curricular Additions.
  - 2. Referendum Update.
- X. Future Meetings  
Monday, October 9, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, October 23, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- XI. Adjournment

# **NORTHFIELD PUBLIC SCHOOLS**

## **MEMORANDUM**

Monday, September 25, 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 September 25, 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 September 11, 2017, are enclosed for your review and comment.
- V. Announcements and Recognitions.
- VI. Committee Reports.
- VII. Items for Discussion and/or Reports
  1. Technology Services Update.  
Director of Technology Services Kim Briske will provide an update on education technology services within the District.
  2. District Assessment Update.  
Director of Assessment Services Hope Langston will provide an update on data and assessment services, a high-level overview of the District's performance on some system-level standardized assessments, and discuss the District's approach to continuous improvement.
  3. Review and Comment.  
As required by Minnesota Statute 123B.71, Superintendent Hillmann will present the Minnesota Department of Education's positive Review and Comment letter regarding construction projects associated with the November 7, 2017, operating levy and bond election.
- VIII. Superintendent's Report.
  - A. Items for Individual Action
    1. Proposed 2017 Payable 2018 Property Tax Levy.  
The amount of the proposed levy for 2018 is \$17,343,443.07 and represents a 11.34% increase from the previous year. The proposed property tax levy for 2018 is required to be certified to the district's home county auditor no later than September 30, 2017. Director of Finance Val Mertesdorf will review the levy certification timelines, legislative changes, and analysis of proposed levy.  
  
**Superintendent's Recommendation:** Motion to certify to County Auditors the 2017 Payable 2018 Proposed Certified Net Tax Levy at the maximum authority amount of \$17,343,443.07.

2. Special Education FTE Addition.

Director of Special Services Cheryl Hall will explain the need for a 1.0 FTE Special Education teacher addition at Sibley Elementary School. The request is based on increased case management workloads due to newly enrolled students in high-needs Special Education programs.

**Superintendent's Recommendation:** Motion to approve the addition of a 1.0 FTE Special Education teacher at Sibley Elementary at a total cost of \$86,706 (salary and benefits) with approximately 52% of the salary reimbursed through special education revenue for a net cost of approximately \$45,087.

B. Items for Consent Grouping

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

1. Rice County Family Services Collaborative Interagency Agreement.

The Board is asked to approve the enclosed Interagency Agreement between Rice County, Faribault Public Schools, Northfield Public Schools, Cannon Valley Special Education Co-op and Three Rivers Community Action to plan and develop services for children and families and to improve the planning and coordination of family services within Rice County. The funding commitment for each fiscal year would be \$500.

2. Financial Reports – July 2017.

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$3,077,517.18, payroll checks totaling \$853,412.02, bond payments totaling \$450,259.38 and the financial reports for July 2017.

3. Personnel Items.

a. Appointments

1. Amy Acheson, Fall Recreation for 1.5 hours/day – Saturdays with Community Services, beginning 09/16/2017-05/31/2018; \$10.50/hr.
2. Todd Acheson, Fall Recreation for 1.5 hours/day – Saturdays with Community Services, beginning 09/16/2017-05/31/2018; \$10.50/hr.
3. Samantha Anderson, 1.0 FTE Enrichment Coordinator with Community Services, beginning 09/18/2017; \$55,139 prorated for 2017-18, Step 1 + \$1,500 Masters Stipend.
4. Zachary Branham, Fall Recreation with Community Services, beginning 09/14/2017-05/31/2018; \$10.50/hr.
5. Rachel Floersch, KidVentures Site Assistant for up to 19 hours/wk at Bridgewater, beginning 09/25/2017; Step 1- \$12.56/hr.
6. Kristin Freeman, KidVentures Site Assistant for up to 19 hours/wk at Bridgewater, beginning 09/25/2017; Step 3-\$13.22/hr.
7. Nancy Ivers, Special Education EA-PCA for 6.5 hours/day at the Middle School, beginning 09/21/2017-06/07/2018; Spec Ed Step 1-\$15.31/hr.
8. Anders Johnson, Fall Recreation with Community Services, beginning 09/14/2017-05/31/2018; \$9.50/hr.
9. Margret Krasin, 1.0 FTE Long Term Substitute Elementary Music Teacher at Greenvale Park, beginning 09/26/2017-12/06/2017; MA, Step 15.
10. Danice Mendez Ascencio, Targeted Services PLUS Student Site Assistant at Greenvale Park, beginning 09/25/2017-05/03/2018; \$9.50/hr.
11. Ada Meyer, Fall Recreation with Community Services, beginning 09/18/2017; Swim Aide \$9.50/hr. Lifeguard \$10.00/hr. Class Lead \$10.50/hr.

12. Emily Morsching, Long Term Substitute Early Childhood EA/Sibcare provider for up to 15 hours/wk at the NCRC, beginning 09/18/2017-on or about 11/1/2017; LTS Gen Ed Step 1-\$14.74/hr.
13. Daniel Peterson, Event Worker with the District, beginning 9/22/2017.
14. Michael Russell, Community School Evening Site Assistant for 3 hours/day for 2 days/wk at Greenvale Park, beginning 09/19/2017-07/07/2018; \$12.56/hr.

b. Increase/Decrease/Change in Assignment

1. Jill Boehlen, EA/PCA for 5.75 hours/day and EA Supervisory for 1.0 hour/day at Greenvale Park, add EA/PCA for .25 hours/day at Greenvale Park, effective 09/13/2017-ongoing.
2. Jan Deim, Special Education EA Job Coach at the High School, change to Special Education EA Resource Room at the High School, effective 09/18/2017.
3. Sonya Ehmer, Community Service, add Targeted Services PLUS Site Lead for 1.5 hours/day for up to 4 days/wk at Sibley, effective 11/06/2017-03/22/2018; 3-\$16.15/hr.
4. Janet Gannon, EA at the Middle School, add Evening Site Assistant for 1 day/wk for 3 hours/day at Greenvale Park, effective 09/14/2017-06/07/2018; 4-\$13.78.
5. Anne Jarvis, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 5 hours/wk Mon-Thurs. at the Middle School, effective 09/25/2017-05/10/2018; Yr. 3-\$27.11/hr.
6. Anna Kelly, EA at Greenvale Park, add Target Services PLUS Club Leader for up to 1.0 hour/day for up to 4 days/wk at Greenvale Park, effective 9/25/2017-05/03/2018; \$20.49/hr.
7. Kristy Malecha, EA at Greenvale Park, add Targeted Services PLUS Club Leader for 1.0 hour/day at Greenvale Park, effective 9/25/2017-05/03/2018; \$20.49/hr.
8. Carolyn Manderfeld, EA at the Middle School, add Targeted Services PLUS Teacher for 1.25 hours/day for up to 4 days/wk at Greenvale Park, effective 10/02/2017-05/03/2018; Yr. 1-\$27.11/hr.
9. Deborah Massey, Community Services, add Targeted Services PLUS Teacher for 1.25 hours/day for up to 4 days/wk at Greenvale Park, effective 10/2/2017-05/3/2018; Yr. 2-\$27.11/hr.
10. Tresa Mazurek, EA/PCA for 5.75 hours/day and EA Supervisory for 1.0 hour/day at Greenvale Park, add EA/PCA for .25 hours/day at Greenvale Park, effective 09/13/2017-ongoing.
11. LaDonna Miller, EA/PCA for 5.75 hours/day and EA Supervisory for .50 hours/day at Greenvale Park, add EA/PCA for .75 hours/day at Greenvale Park, effective 09/13/2017-ongoing.
12. Teresa Morris, Hand in Hand for 3.5 hours/day at Longfellow, change to Instructional Educational Assistant for 6 hours/day at Sibley, effective 09/18/2017-06/07/2018.
13. Sarah Moyer, EA/PCA for 6.0 hours/day and EA Supervisory for .25 hours/day at Greenvale Park, add EA Supervisory for .25 hours/day at Greenvale Park, effective 09/13/2017-ongoing.
14. Ashley Opatrny, EA/PCA for 6.75 hours/day and EA Supervisory for .75 hours/day at Greenvale Park, change to EA/PCA for 6.75 hours/day and EA Supervisory for .50 hours/day at Greenvale Park, effective 09/5/2017-ongoing.
15. Amy Pantze, EA/PCA for 6.75 hours/day and EA Supervisory for .50 hours/day at Greenvale Park, change to EA/PCA for 6.50 hours/day and EA Supervisory for .50 hours/day at Greenvale Park, effective 09/5/2017-ongoing.

16. Teri Quamme, EA/PCA for 6.75 hours/day and EA Supervisory for .75 hours/day at Greenvale Park, change to EA/PCA for 6.75 hours/day and EA Supervisory for .50 hours/day at Greenvale Park, effective 09/5/2017-ongoing.
17. Lynsi Sherry, Teacher at Greenvale Park, add Target Services PLUS Teacher for 1.25 hours/day for up to 4 days/wk at Greenvale Park, effective 10/02/2017-05/03/2018; Yr. 1-\$27.11/hr.
18. Ellen Trotman, Teacher at Greenvale Park, add Target Services PLUS Teacher for 1.25 hours/day for up to 4 days/wk at Greenvale Park, effective 10/02/2017-05/03/2018; Yr. 3-\$27.11/hr.
19. Position title change for PALS, change name to Instructional Coach Behavior, effective 09/15/2017. Current employees-Adam Danielson, Melissa Larsen and Peg Witt.

c. Leave of Absence Requests

1. Paul Bernhard, Teacher at Bridgewater, Family/Medical Leave of Absence, beginning 09/26/2017-for 5 work weeks.

d. Resignations

1. Ellen Mucha, Advisor of the One Act Play, resignation effective 08/15/2017.

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

VIII. Items for Information

1. Co-Curricular Additions.

Dr. Hillmann will explain the new approach to adding and/or reducing co-curricular coaching and advisor positions. He will also explain a list of additions and reductions that will be presented to the Board for action on October 9, 2017.

2. Referendum Update.

Dr. Hillmann will provide an update on preparations for the November 7, 2017, referendum.

IX. Future Meetings

Monday, October 9, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, October 23, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes  
September 11, 2017  
Northfield High School Media Center

- I. Call to Order  
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Colangelo, Goerwitz, Hardy, Iverson, Pritchard Quinnell and Stratmoen. No one was absent.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
There was no public comment.
- IV. Approval of Minutes  
On a motion by Quinnell, seconded by Hardy, minutes of the Regular School Board meeting held on August 28, 2017, were unanimously approved.
- V. Announcements and Recognitions
  - The "Greenvale Park Community School Report to the Community" was completed this month. The report details the results of the third year of community school programming at Greenvale Park. The report is in the process of being mailed to all Greenvale Park families, all households within one mile of Greenvale Park Elementary School, and all families with preschool children living in the Greenvale Park attendance boundaries and, also, local real estate agents. Many thanks to everyone who assisted with the report's compilation, as well as to our friends at Neuger Communications for their design work.
- VI. Items for Discussion and / or Reports
  1. Community Services Site Improvement Plan.  
Community Services Director Erin Bailey presented Community Services Site Improvement plan to the Board. This was the last improvement plan to be presented.
  2. State of the District: Celebrations and Challenges.  
Superintendent Hillmann presented an overview of the programs and activities completed during the 2016-17 school year, as well as looked ahead to the opportunities that the District faces in 2017-18. Goerwitz suggested that the report be re-formatted as "Points of Pride" and given to building principals to include in their newsletters.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Site Improvement Plans.  
On a motion by Iverson, seconded by Colangelo, the Board unanimously approved the seven site improvement plans submitted by building or program staffs for the 2017-18 school year.
  - B. Items for Consent Grouping  
On a motion by Goerwitz, seconded by Hardy, the Board unanimously approved the following items listed under the Consent Grouping.
    1. Overnight Student Field Trip Proposal.  
The Board approved the 14<sup>th</sup> annual Area Learning Center trip to the Boundary Waters Canoe Area June 11-15, 2018.
    2. Gift Agreement.  
The Sibley PTO has donated \$6,200 to Sibley Elementary School for classroom funding.

3. Personnel Items.

a. Appointments.

1. Cynthia Boyum, Assistant Girls Swimming Coach at the Middle and High School, beginning 09/05/2017; Level E, Step 2-20% Stipend.
2. Paul Fried, 1.0 FTE Long Term Substitute Elementary Music Teacher at Greenvale Park, beginning 08/28/2017-09/25/2017. Short call license-\$116.00/day.
3. Martell Johnson, Assistant Volleyball Coach 9<sup>th</sup> Grade at the High School, beginning 09/05/2017-10/17/2017. Level E, Step 1 (40% Stipend).
4. Cindy Keogh, Supervisory Educational Assistant for 2hrs/day at Bridgewater, beginning 09/05/2017-06/07/2018. Gen Ed-Step 4, \$15.87/hr.
5. Arlette Nelson, Supervisory Educational Assistant for 2hrs/day at Bridgewater, beginning 09/05/2017-06/07/2018. Gen Ed-Step 3, \$15.42/hr.
6. Kim Norton, Special Education Educational Assistant-PCA for 3.5hrs/day at Longfellow, beginning 09/05/2017; Spec Ed-Step 2, \$15.65.
7. Sandra Reiman, Reading and Math Support Teacher for 4hrs/day at Bridgewater, beginning 08/29/2017-06/06/2018. MA, Step 6.
8. Derrick Schroeder, Special Education Assistant Bus PCA for 4hrs/day District Wide, beginning 09/05/2017-06/07/2018; Spec Ed-Step 4, \$16.43/hr.
9. Brynne Stellner, Assistant Girls Basketball Coach at the High School, beginning 11/13/2017-03/17/2018; Level E, Step 1.
10. Curt Haan, Fall Recreation position for 2hrs/wk (Mondays) with Community Services, beginning 09/11/2017-05/31/2018; \$9.50/hr.
11. Martell Johnson, Head Boys Tennis Coach at the High School, beginning 03/26/2018-06/08/2018; Level D, Step 1.
12. Nicole Krenzel, Event Worker with the District, beginning 9/15/2017.
13. Jillian Luoma-Overstreet, 8<sup>th</sup> Grade Volleyball Coach at the Middle School, beginning 09/11/2017-10/18/2017; Level H, Step 1-90% Stipend.
14. Lars Prestemon, Fall Recreation for 2hrs/day on Mondays with Community Services, beginning 09/11/2017-05/31/2018; \$9.50/hr.
15. Alexander Rasmussen, Fall Recreation for 2hrs/day on Mondays with Community Services, beginning 09/11/2017-05/31/2018; \$9.50/hr.
16. Seth Thompson, Fall Recreation for 2hrs/day on Mondays with Community Services, beginning 09/11/2017-05/31/2018; \$9.50/hr.

b. Increase/Decrease/Change in Assignment.

1. Correction: Garrick Hoekstra, EA at the Middle School, change start date to 10/02/2017.
2. Nives Bakic, Sped EA for 6.75hrs/day at the Middle School, add Bus EA for the District for a total of 7.83hrs/day, effective 09/05/2017-06/07/2018.
3. Stephanie Balma, EarlyVentures Teacher for 36hrs/wk at Longfellow, change hours to 40hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
4. Trisha Beacom, EarlyVentures Teacher for 30hrs/wk at Longfellow, change hours to 40hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
5. Kathleen Beck, Sped EA for 7.25hrs/day at Greenvale Park, add Bus EA for the District for a total of 8.42hrs/day, effective 09/05/2017-06/07/2018.
6. Robert Benson, Kindergarten EA for 2hrs/day and Supervisory for 2.0hrs/day at Sibley, change to Kindergarten EA for 4hrs/day and Supervisory for 2hrs/day at Sibley, effective 09/05/2017-On-going.
7. Russel Boyington, KidVentures Site Assistant for 40hrs/wk at Sibley, change to KidVentures Site Assistant for 23.5hrs/wk at Bridgewater, effective 09/05/2017-06/08/2018.
8. Russel Boyington, KidVentures Site Assistant at Bridgewater, add Supervisory EA for 2hrs/day at Bridgewater, effective 09/05/2017-06/07/2018.
9. Mary Boyum, Sped EA for 6.91hrs/day at Sibley, add Bus EA for the District for a total of 8.08hrs/day, effective 09/05/2017-06/07/2018.
10. Haanah Braun, EarlyVentures Site Assistant for 14.5hrs/wk at Longfellow, change hours to 36.25hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.

11. Shari Bridley, Sped EA for 6.3hrs/day at Longfellow, add Bus EA for the District for a total of 7.98hrs/day, effective 09/05/2017-06/07/2018.
12. Jackson Cade, Ventures Site Assistant for up to 40hrs/wk at Sibley, change to Ventures Site Assistant as needed only, effective 09/05/2017-06/08/2018.
13. Margaret Christensen, CNA1 at the High School, change start date to 09/01/2017.
14. Anita Corwin, EarlyVentures Site Assistant for 33.5hrs/wk at Longfellow, change hours to 37.5hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
15. Julie Erickson, EarlyVentures Teacher for 30hrs/wk at Longfellow, change hours to 40hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
16. Aimee Gerdesmeier, Ventures Site Leader and EarlyVentures Site Assistant for 40hrs/wk at Sibley and Longfellow, change to Ventures Site Leader for 30hrs/wk and as needed for EarlyVentures Site Assistant, effective 09/05/2017-06/08/2018.
17. Sara Gerdesmeier, EarlyVentures Site Assistant for 28.75hrs/wk at Longfellow, change hours to 35hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
18. Courtney Gilomen, EarlyVentures Teacher for 30.25hrs/wk at Longfellow, change hours to 37.75hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
19. Leah Grisim, Special Ed EA and KidVentures Site Assistant for up to 40hrs/wk at Sibley, change KidVentures Site Assistant hours to up to 6hrs/wk at Sibley, effective 09/05/2017-06/08/2018.
20. Kaci Henry, EarlyVentures Teacher for 27.5hrs/wk at Longfellow, change hours to 40hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
21. Tiffany Ingham, KidVentures Site Assistant and EarlyVentures Sub for up to 40hrs/wk at Sibley and Longfellow, change to KidVentures Site Assistant and EarlyVentures Sub for 17.5hrs/wk at Sibley, Greenvale Park and Longfellow, effective 09/05/2017-06/08/2018.
22. Bonnie Johnson, Media EA for 5.50hrs/day at Sibley, change to Media EA for 7.00hrs/day and Supervisory for .25hrs/day at Sibley, effective 09/05/2017-On-going.
23. Briana Kane, KidVentures Site Assistant for up to 40hrs/wk at Sibley, change hours to 22.5hrs/wk, effective 09/05/2017-06/08/2018.
24. Shelly Kruger, Sped EA for 6.75hrs/day at the High School, add Bus EA for the District for a total of 9.25hrs/day, effective 09/05/2017-06/07/2018.
25. Quinn Line, Ventures Site Assistant for 31hrs/wk at Sibley, change to Ventures Site Assistant for 26hrs/wk at Bridgewater, effective 09/05/2017-06/07/2018.
26. Nancy Meyers, CNA III for 4.5hrs/day at the Middle School, add Bus EA for the District for a total of 6hrs/day, effective 09/05/2017-06/07/2018.
27. Peggy Mills, KidVentures Site Assistant for 21hrs/wk at Sibley, change to KidVentures Site Assistant for 23.5hrs/wk at Sibley, effective 09/05/2017-06/08/2018.
28. Ruth Morgan-Malecha, Sped EA for 33.75hrs/wk at the High School, add Bus EA for the District for a total of 38.40hrs/wk, effective 09/05/2017-06/07/2018.
29. Carol Nick, EarlyVentures Teacher for 20hrs/wk at Longfellow, change hours to 35hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
30. Jake Odell, Sped EA for 33.75hrs/wk at the High School, add Bus EA for the District for a total of 34.92hrs/wk, effective 09/05/2017-06/07/2018.
31. Deb Pack, Sped EA for 6.5hrs/day at the High School, add Bus EA for the District for a total of 8.67hrs/day, effective 09/05/2017-06/07/2018.
32. Taylor Rahman, EarlyVentures Teacher for 33hrs/wk at Longfellow, change hours to 22.5hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
33. Zack Rasmussen, Ventures Student Site Assistant for up to 40hrs/wk at Sibley, change to Ventures Student Site Assistant for 15-17hrs/wk at Greenvale Park, effective 09/05/2017-06/08/2018.
34. Kathy Roth, EarlyVentures Teacher for 37.5hrs/wk at Longfellow, change hours to 38hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
35. Bobbi Schmidtke, EarlyVentures Site Leader for 30hrs/wk at Longfellow, change hours to 40hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
36. Katie Schuman, EarlyVentures Teacher for 30hrs/wk at Longfellow, change hours to 40hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.

37. Peggy Sheehy, ECFE EA for 19hrs/wk at the NCRC, add Hand in Hand Early Childhood EA for a total of 35hrs/wk at Longfellow, effective 09/05/2017.
38. Tonya Skluzacek, Ventures Site Leader and EarlyVentures Site Assistant for 40hrs/wk at Sibley and Longfellow, change to Ventures Site Leader and EarlyVentures Site Assistant for 30hrs/wk at Bridgewater and Longfellow, effective 09/05/2017-06/08/2018.
39. Pam Taubman, KidVentures Site Assistant for 17.5hrs/wk at Sibley, change to KidVentures Site Assistant for 23.5hrs/wk at Greenvale Park, effective 09/05/2017-06/08/2018.
40. Debra Wagner, Educational Assistant at the Middle School, change to Media EA Gen Ed for 2hrs/day at the Middle School, beginning 09/05/2017-06/07/2018.
41. Debra Wagner, Media EA Gen Ed at the Middle School, add Special Education EA-PCA for 4hrs/day at the Middle School, effective 09/05/2017.
42. Dylan Warner, Ventures Site Leader for 40hrs/wk at Sibley and Longfellow, change to Ventures Site Leader and EarlyVentures Substitute for 30hrs/wk at Greenvale Park and Longfellow, effective 09/05/2017-06/08/2018.
43. Julie Wolner, 1.0 FTE Business Teacher at the High School, add an overload for first semester of the 2017-18 school year, effective 08/28/2017-01/26/2018.
44. Sarah Woodcock, EarlyVentures Teacher for 37.75hrs/wk at Longfellow, change hours to 37.50hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
45. Sheila Atkinson, Special Ed EA for 6.5hrs/day at Bridgewater, add .25hrs/day for a total of 6.75hrs/day at Bridgewater, effective 09/05/2017-06/07/2018.
46. Kristen Basinger, Special Education EA for 6.75hrs/day at the Middle School, add Bus EA for the District for a total of 8.17 hrs/day, effective 09/05/2017-06/07/2018.
47. Flavia Berg, ECFE Teacher at the NCRC, add Long Term Substitute Hand in Hand Preschool Teacher for 36hrs/wk at Longfellow, effective 08/28/2017-11/21/2017.
48. Theresa Brake, Educational Assistant at Greenvale Park, add Community School Club Leader at Greenvale Park, effective 09/11/2017-06/07/2018, \$20.49/hr.
49. Michael Garlitz, Accelerate Northfield Coordinator, add Site Assistant for 3hrs/day Tuesday's and Thursday's at Greenvale Park, effective 09/14/2017-06/07/2018. Yr 3-\$13.22/hr.
50. Michael Garlitz, Accelerate Northfield Coordinator, add Targeted Services PLUS Site Assistant for 1.5hrs/day for 4days/wk Monday-Thursday at Greenvale Park, effective 09/25/2017-05/03/2018. Yr 3-\$13.22/hr.
51. Kelly Hebzynski, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 5hrs/wk Mon-Thurs. at the Middle School, effective 9/25/2017-5/10/2018; Year 3-\$27.11/hr.
52. Jennifer Jones, EL Teacher at the Middle School, add Yearbook Advisor at the Middle School, effective 09/11/2017-06/07/2018. Level K, Step 1.
53. Rhea Mehrkens, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 5hrs/wk Mon-Thurs. at the Middle School, effective 9/25/2017-5/10/2018; Year 3-\$27.11/hr.
54. Laurie Noonan, Special Ed EA for 6.5hrs/day at Bridgewater, add .25hrs/day for a total of 6.75hrs/day at Bridgewater, effective 09/05/2017-06/07/2018.
55. Kimberly Norton, Special Education EA for 3.5hrs/day at Longfellow, add Special Education EA for 3.5hrs/day for a total of 7hrs/day at Longfellow, effective 09/06/2017-06/07/2018.
56. Melissa Reuvers, Special Ed EA for 6.75hrs/day at Bridgewater, change to 6.5hrs/day at Bridgewater, effective 09/05/2017-06/07/2018.
57. Pamela Rivera, Special Ed EA for 6.75hrs/day at Bridgewater, change to 6.5hrs/day at Bridgewater, effective 09/05/2017-06/07/2018.
58. Robyn Spillman, Sped EA-PCA for 6.38hrs/day and Supervision for .5hrs/day at Greenvale Park, add EA Supervision for .37hrs/day for a total of 7.25hrs/day at Greenvale Park, effective 09/05/2017.
59. Angela Timperely, Special Ed EA for 3.25hrs/day at Bridgewater, add .75hrs/day for a total of 4hrs/day at Bridgewater, effective 09/05/2017-06/07/2018.

60. Jessica Wedl, EA/Kindergarten for 2hrs/day at Greenvale Park, add EA Supervision for .75hrs/day at Greenvale Park, effective 09/05/2017.
- c. Leave of Absence Requests Approved.
1. Jacqueline Dulac, Accounting Generalist at the District Office, FMLA beginning 09/05/2017-up to 60 work days.
  2. Peter McGorry, Instructional EA at Sibley, Leave of Absence beginning 08/29/2017-indefinite.
- d. Resignation.
1. Elliott Courchaine, Educational Assistant at the High School, resignation effective 9/18/2017.
- e. TRA Part-Time Teacher Program.  
The Board authorized participation for the following teachers to participate in the TRA Part-Time Teacher Program, whereby the teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District – Shelly Hansen and Lisa Krueger Robb.
- f. Superintendent Contract Provisions for the 2017-18 Contract Year  
The Board approved a total compensation package increase of 3.38%, which is in line with the settlement the District has negotiated with the Northfield Education Association (NEA). The package includes:
- A 2.9% increase in salary for 2017-2018;
  - The ability to be reimbursed for up to three additional unused vacation days at the current per diem rate that would otherwise be lost at the end of a contract year;
  - All District employees' health insurance contributions are tied to the settlement reached with the Northfield Education Association. Due to the excellent condition of the District's self-funded health insurance program, the agreement calls for a decrease in the District's contribution to health insurance while also reducing the District's health insurance premiums.
- \* 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.

VIII. Items for Information

1. Enrollment Report – September 2017.

2. Referendum Update.

The Operating Levy and Bond Referendum Election Guide will be mailed next week. The publication will be sent to every resident of the District and include detailed information about the November 7 referendum election. Questions about the referendum should be directed to the District web site at <http://northfieldschools.org/referendum> or to Dr. Hillmann. Community referendum presentations will be held on September 18th and October 16th. Both presentations begin at 7 pm and will take place in the Northfield High School auditorium.

IX. Future Meetings

Monday, September 25, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, October 9, 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 8:37 p.m.

Noel Stratmoen  
School Board Clerk

## **Northfield Public Schools | Technology Services Update Narrative | 9-25-17**

Director of Technology Services Kim Briske will present an update on Technology Services. This presentation will highlight the work being done to implement and support technology that supports teaching, learning, and the advancement of our Strategic Plan. The presentation will outline the implementation of MacBook Pros for all licensed staff, summer training opportunities for technology integration, current device deployment of student and staff technology, an update on technology support, an overview of how our work regarding technology supports District priorities, and our newly formed Northfield Enact committee that joins the previous District Technology Steering Committee and District Curriculum and Staff Development Committee as one.

### **MacBook Pro Deployment for Licensed Staff:**

We distributed 325 MacBook Pros to licensed staff between the last day of school on June 6 and the start of the 2017-18 school year. Our biggest deployment day was June 6, when 147 teachers set up their MacBooks. By the time workshops started this year, there were less than 30 licensed staff members throughout the District still needing their new computer.

The new deployment of MacBook Pros has brought both opportunity and challenge. Our licensed staff now have much more flexibility with their computers for collaboration and small group work, and we are moving in a positive direction for potential future opportunities. At the same time, we still have a lot of learning to do collectively. We have done extensive training and troubleshooting since the beginning of the deployment and will continue to work through issues that arise with teacher computers, software, and peripheral devices and support staff with ongoing tips and training.

### **Summer Training:**

Over the summer, we offered technology training on nine separate days. We had 18 sessions of MacBook Training, as well as 27 sessions on other topics. About 140 licensed staff members completed over 400 hours of MacBook specific training during the summer. Licensed staff had the opportunity to receive payment for up to four hours of MacBook training in a combination of in-person sessions and online badge completion. The flexibility of completing online badges of choice provided great opportunities. Teachers completed well over 200 online badges related to using their Mac. Training continued through workshop week. We will begin offering short videos and optional sessions for staff now that the school year is underway.

### **Device Deployment:**

We have more technology devices in use in our schools than ever before. In addition to staff computers and computer labs, we have nearly 4,000 iPads currently in use, Chromebook carts throughout the District, and a variety of peripheral equipment in use. Peripherals range from document cameras to SMART Boards to robotics. Technology access is in high demand and utilized for much of our teaching and learning.

### **Technology Support:**

I could not be more pleased with our technology support staff. They have been responsive, efficient, and reliable in tending to the technology needs of our staff and students. As of preparing this update, the team has completed 695 tickets submitted through our SchoolDude request system and currently has about 75 open tickets. We have a relatively small team, and they have stepped up to the challenges of a busy time of year.

In addition to the daily support tasks, our technology staff has participated in extra training this year to better use our JAMF Management system. Two of our technicians have become Casper Certified Technicians and will be completing work to become Casper Certified Administrators. Our technology staff has done an enormous amount of troubleshooting to ensure functionality of new systems and updates to existing tools.

They have also collaborated with our maintenance department for ongoing installation of equipment in our classrooms.

### **Supporting District Priorities:**

Technology work for the sake of technology would be a waste. However, the work that we have been doing is in support of our District Strategic Plan and the work of many groups throughout the District. Some examples of this support and collaboration include:

- The implementation of laptops for teachers moves us one step closer to realizing the near-term priority of utilization of spaces that are modern, innovative, creative, and flexible.
- Our technology staff has supported the near-term priority of building and fostering relationships and a commitment to social/emotional health for all by assisting with digitization of Second Step social emotional learning curricular materials. We have made digital video and audio files available to teachers through Google Drive for quick and easy access.
- In support of equitable opportunities and support for all career and college paths, I have worked with our College and Career Readiness team to create student survey forms that will automatically populate individual documents for each student and share them with the student, as well as staff, who will support the students. This will create ongoing documentation and data analysis of our students' preparation for post-secondary plans.
- Ongoing support of teacher collaboration and innovative instructional practices. Clearly, teaching and learning are the heart of our work. As a technology department, we continue to work with our staff, students, and families to provide the best equipment to ensure robust core instruction and access to learning tools.

### **Northfield Enact:**

At the end of last year, our District Technology Steering Committee and District Curriculum and Staff Development Committee began planning to come together as one. We saw great overlap in the work of our committees to provide access to materials and professional learning to support teaching and learning. As mentioned above, technology decisions should never be made apart from their impact on teaching and learning.

This new committee kicked off with a full day retreat on August 22 to identify our purpose, set goals, and plan for the year. We framed our conversations with a look at our modern world to shape our actions in preparing our students well for the world around us. This committee is focused on action at the classroom level, as well as district-wide consistencies where logical. We seek to provide systems of support for staff and students in all schools, and at the same time allow classroom level learning to impact district decisions. One of the exciting things to happen this year will be classroom grants that support our District Strategic Plan and innovative practice. The name Northfield Enact was decided at our first meeting. The essence of the committee is moving our priorities and plans into action at the classroom level.

### **What's Next?**

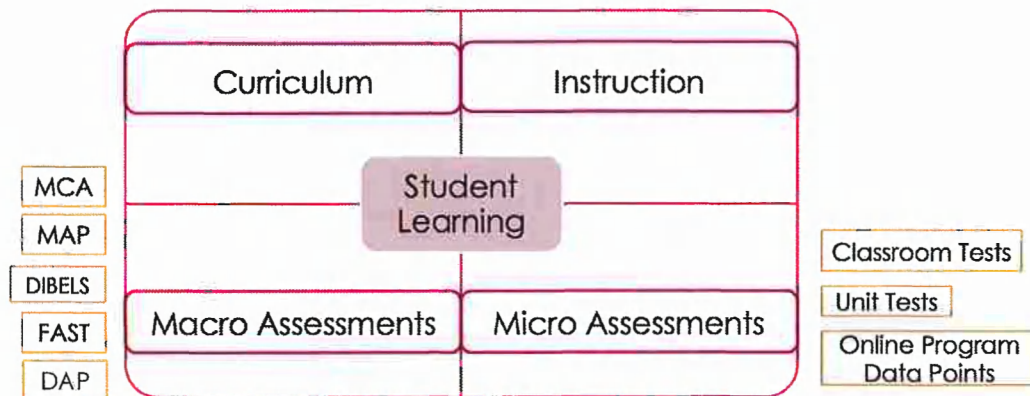
As we are just starting to settle into this school year, we are already looking at what will be next for our continuous growth and improvement. As a technology department and in collaboration with the Northfield Enact committee, our next priorities will be preparing for the 2018-19 capital funding needs and an intentional effort to explore what is happening with regards to technology in other school districts around us.

# Northfield Schools Continuous Improvement Update

Presentation to the School Board  
September 25, 2017

*We will prepare every student for lifelong success within a world-class learning environment with a commitment to community partnerships and sustainability.*

## Curriculum, Instruction and Assessment

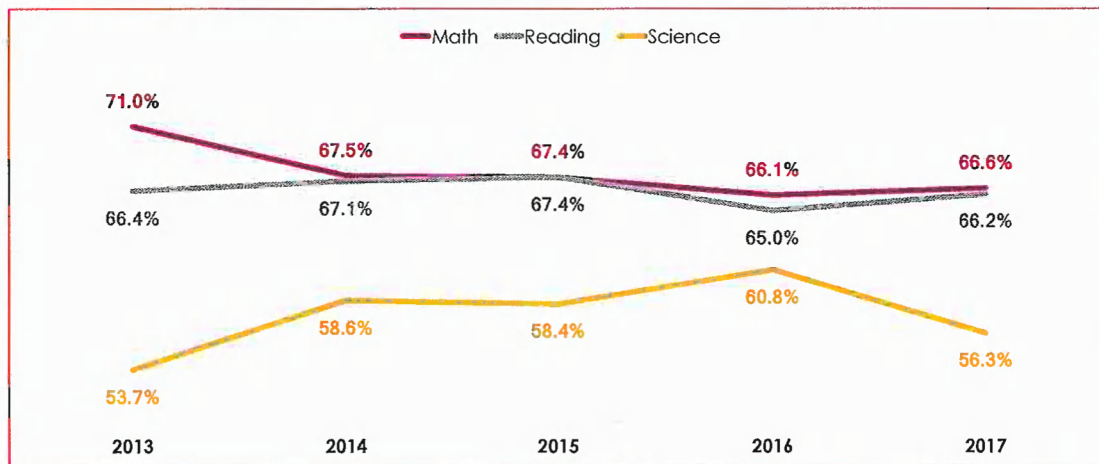


*Each of the assessment components in the district instructional framework contribute to a more complete understanding of each student and together these assessments help to monitor student progress and guide instruction in every classroom.*

# Macro Assessment Results

One indicator of our system effectiveness for all students

## 2017 District MCA Results



## 2017 District MCA Proficiency Rates by Grade

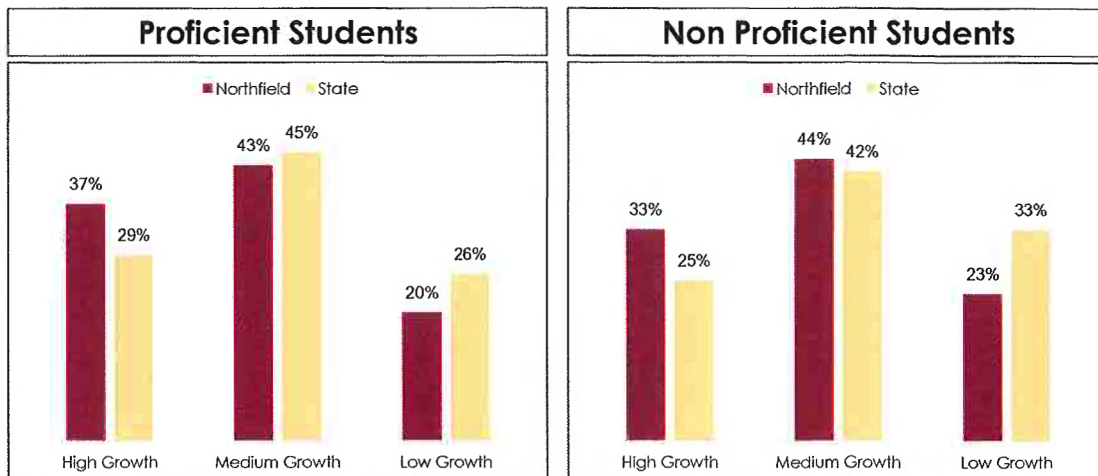
	MCA Reading	MCA Math	MCA Science
Grade 3	57% ↓ ●	62% ↓ ●	
Grade 4	63% ↑ ●	77% ↑ ●	
Grade 5	75% ↔ ●	58% ↓ ●	61% ↓ ●
Grade 6	70% ↑ ●	65% ↑ ●	
Grade 7	65% ↑ ●	72% ↑ ●	
Grade 8	66% ↔ ●	71% ↑ ●	51% ↓ ●
HS	67% ↑ ●	60% ↑ ●	57% ↓ ●

Percentage of students passing MCA in 2017

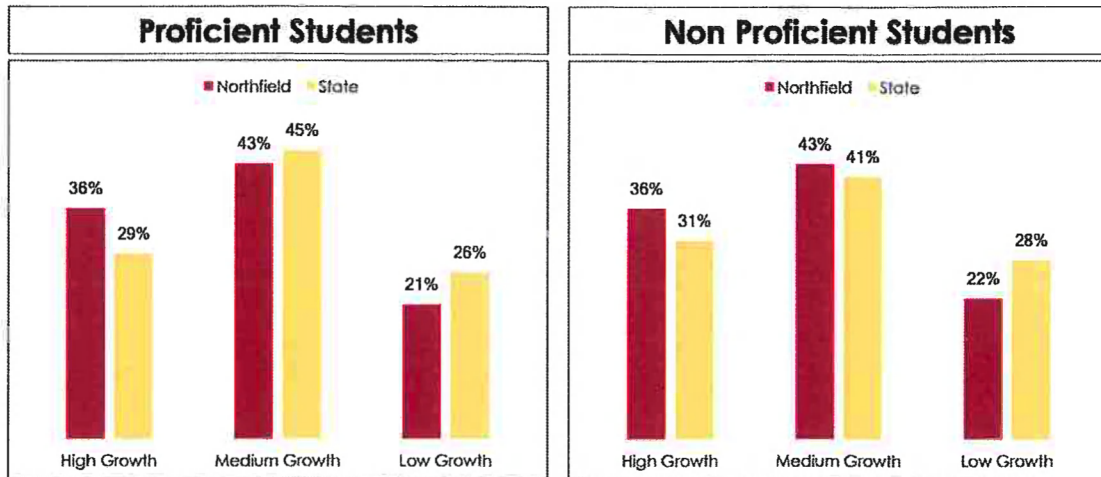
### Symbol Legend

- ↑ Above 2016 proficiency rate
- ↔ At 2016 proficiency rate
- ↓ Below 2016 proficiency rate
- Above state average
- Within 1% of state average
- Below state average

## MCA Math Growth 2016 to 2017



## MCA Reading Growth 2016 to 2017



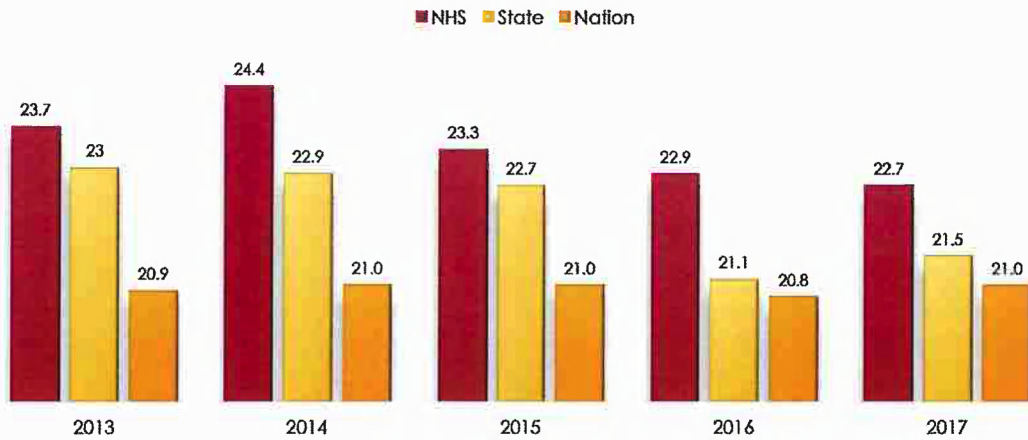
## 2017 vs 2016 Achievement Gap Trend

All students, all accountability tests

Demographic	Math	Reading
NFRP/FRP	- 2.7%	-1.4%
White/Hispanic	-2.4%	-.2%

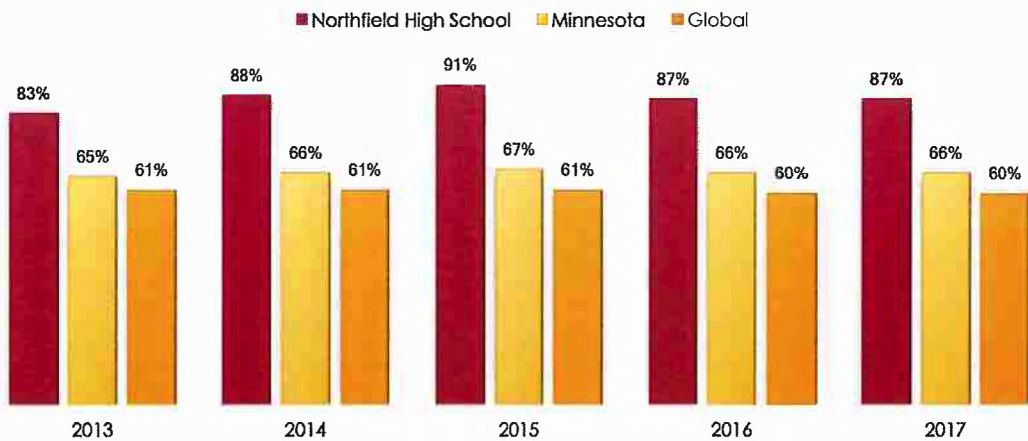
A negative data point indicates improvement in closing the achievement gap

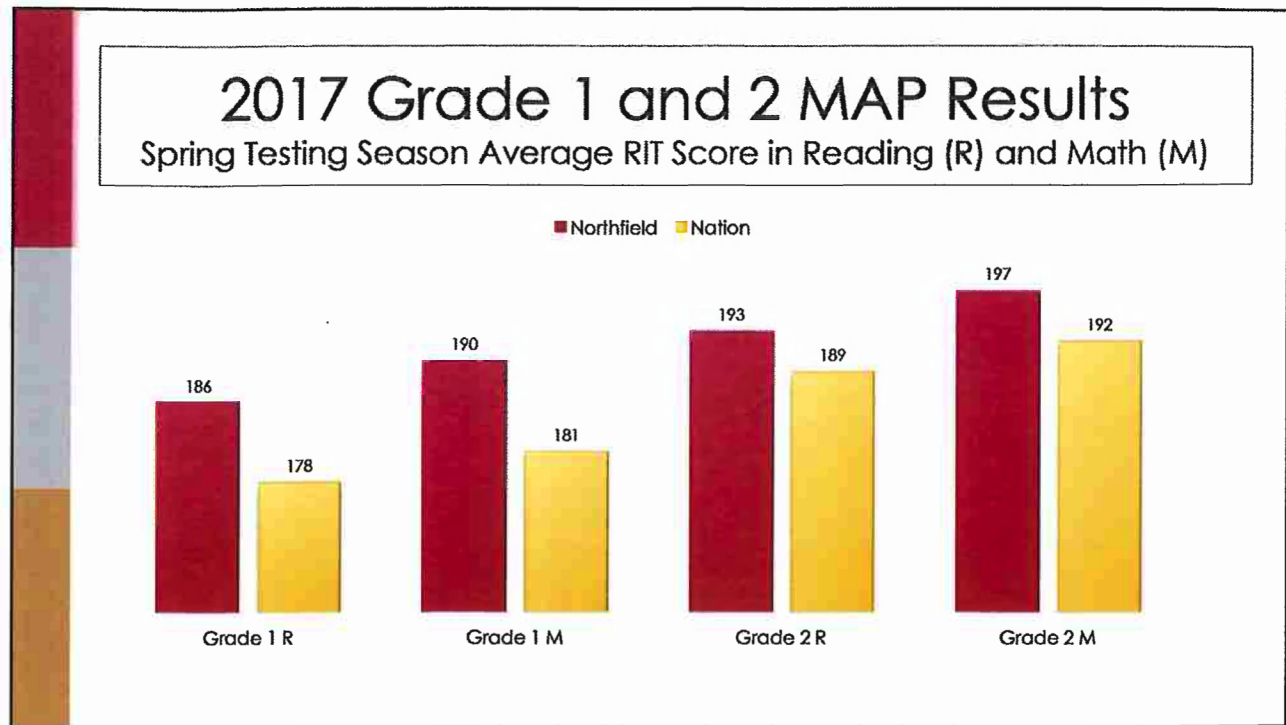
## ACT Results by Graduating Class



## 2017 AP Results

Percentage of students scoring 3 or higher





## Building a Culture of Continuous Improvement

- ✓ Using best practice research and local data to make change
- ✓ Measuring impact
- ✓ Adjusting instructional practice

## 2017 Areas of Purposeful Change in Instructional Materials or Delivery – Elementary Level

- GVP Grade 5 – Success Maker

Increase of 5% over 2016, 18% as a cohort

- BW Grade 4 – Reading Street

Increase of 10% over 2016, 5% as a cohort  
Projected 16 exceeds, actual 34

- SB Grade 1 – Class wide PRESS Intervention

Increase of 15% of students scoring above the 67<sup>th</sup> percentile from Fall to Spring Reading MAP

## 2017 Areas of Purposeful Change in Instructional Materials or Delivery – Secondary Level

Math: increase of 10% over 2016 reversing 5 year decline  
Reading: increase of 4% over 2016, highest pass rate since 2013

- Grade 6 – Success Maker and Think Through Math

- Grade 7 – Testing on iPads, one section per day


Increase of 2% over 2016  
for both reading and math

- Grade 8 - Math review process, testing on iPads

Increase of 6% over 2016,  
reversing 4 year decline



# Sometimes you win and sometimes you learn!



## 2017 Areas of Purposeful Change in Instructional Materials or Delivery – Elementary Level

- SB Grade 5 – Change in homework delivery, EM4 instruction, added class section



Decrease of 20% from 2016, 31% as cohort

## Expanding the Continuous Improvement Mindset in 2017 - 2018

- Sibley grade 5 team response to 2017 outcomes
- Schoolwide MS and HS testing on iPads for MCA and MAP
- Increasing number of PLCs using short term goals with micro metrics
- Addition of individualized, technology-based literacy programs
  - Flexibility in sequence
  - Ceilings
  - MDE mandates

# Questions?

**Continuous Improvement Update**  
**Narrative Presentation to the School Board**  
**September 25, 2017**

Slide Number	Notes
1	<p>I am pleased to have the opportunity to update the board on our continuous improvement efforts in the Northfield Schools. Together we are working toward our mission to deliver educational excellence that empowers all learners to engage in our dynamic world.</p>
2	<p>Our continuous improvement strategies and action steps are a part of each piece of the district's instructional framework as we plan and implement instruction, measure using both qualitative and quantitative metrics and further adjust to meet the instructional needs of every student.</p> <p>We know that the needle on the macro assessments moves when we have a strong system of micro assessments in place that is monitored closely at the building and classroom level. Assessments are our indicators about how our students are doing on their educational path in our system. Our district vision is to prepare <u>every</u> student for lifelong success and our assessments help to measure the progress of all of our students.</p> <p>Assessment occupies a central position in our instruction because we cannot predict which students will learn and when. If we can predict who will learn and when, we have a system with perpetual inequities.</p>
3	<p>This presentation will provide a high-level review of our results. Additional information about our progress will be included in the World's Best Workforce Report later this fall.</p>
4	<p>Our 2017 MCA results were relatively flat in math and reading, with a larger decline in science. The 4.5% decline in science reflects the decrease in proficiency at all three grade levels participating in the Science MCA. The largest decline occurred in the HS results (-7.2%) and 5<sup>th</sup> grade (-5.3%) compared to 2016 results.</p>

5	<p>This slide includes the percentage of students passing by grade level in 2017. The arrow indicates the trend in proficiency rate compared to 2016 rates. The circle color is coded to indicate performance compared to the statewide average.</p> <p>Bright spots in this data:</p> <ul style="list-style-type: none"> <li>• Grade 6 Math: 10% increase in proficiency, reversing a 4-year decline</li> <li>• Grade 6 Reading: 4% increase in proficiency, reversing 4-year decline</li> <li>• Grade 8 Math: 6% increase in proficiency, reversing a 4-year decline</li> <li>• Grade 11 Math: 4<sup>th</sup> year of increase in proficiency</li> </ul>
6	<p>Northfield continues have higher percentages of both proficient and non-proficient students showing high and medium growth in Math (compared to their same scoring MN peers) than state averages.</p>
7	<p>Northfield continues have higher percentages of both proficient and non-proficient students showing high and medium growth in Reading (compared to their same scoring MN peers) than state averages.</p>
8	<p>Our achievement gap data showed some improvement this year. If we can continue to make incremental gains every year, we will close the gap over time.</p> <p>Bright spots in this data:</p> <ul style="list-style-type: none"> <li>• Math improvement due to 3% increase in FRP proficiency</li> <li>• Reading improvement due to 2.4% increase in FRP proficiency</li> <li>• Hispanic proficiency up in reading (1.7%) and math (3.2%)</li> <li>• The district is now 1.5% below state average for Hispanics on MCA math</li> <li>• 2017 was the fourth year of increase in Hispanic reading proficiency (total increase of 5.9% since 2014) and just below state average</li> </ul>
9	<p>Our ACT results continue to exceed state and national averages. The graduating class of 2017 was the second group to participate in statewide ACT testing.</p>
10	<p>AP tests were taken by 18% of our high school population in 2017. The performance of these students far exceeded state and global results.</p>
11	<p>The average MAP scores of our youngest students exceed national averages in both reading and math.</p>
12	<p>Our metrics are evidence about what to do next. We are looking for more than random acts of improvement and instead working toward building streaks of wins in our data and changing student trajectories for all students in a positive way. This is an especially important concept in Northfield where sample sizes in any given data set are typically too small to measure statistical significance in a single year, and results of demographic groups can be lost in the district average.</p>

13	<p>Teachers are adjusting instruction virtually every moment in the classroom and we cannot emphasize enough, the importance of those daily adjustments. This presentation, however, will highlight some widespread instructional changes that were intentionally made in an effort change outcomes in the 2016-2017 school year and beyond. This slide highlights some of the wins associated with changes implemented in our elementary buildings this year.</p> <p>Greenvale Park fifth grade implemented Success Maker, an online personalized learning program for reading.</p> <p>Bridgewater fourth grade used Reading Street to deliver core reading instruction.</p> <p>PRESS interventions (developed by the University of MN) were used schoolwide at Sibley and we highlight here the impact of that program, combined with increased use of interactive writing on first grade student outcomes.</p>
14	<p>This slide highlights some of the wins associated with changes implemented in our middle school this year.</p> <ul style="list-style-type: none"> <li>• Success Maker and Think Through Math in grade 6</li> <li>• Segmenting of MCA to one section a day</li> <li>• Use of iPads for testing in the classroom instead of the computer lab</li> <li>• Grade 8 math team spiral standards review process</li> </ul>
15	<p>Sometimes instructional changes grounded in solid research do not have the intended impact on student outcomes. We need to expect and be comfortable with this possibility and the learning that comes from these unexpected results. Local context matters, hence the need for local measurement.</p>
16	<p>Sibley fifth grade made some intentional changes in their math instruction, all of which were grounded in research. The win here is that a change was made, impact measured and adjustments developed in response.</p>
17	<p>2017 – 2018 Instructional Responses:</p> <ul style="list-style-type: none"> <li>• MN Essentials – published by McGraw Hill to address alignment issues of EM4 with MN standards has been given to each teacher across the district.</li> <li>• At Sibley: homework model adjusted. PLC focus on math this year. Pretesting for each unit.</li> <li>• Expanded use of iPads for secondary MCA and MAP testing</li> <li>• Implementation of a sequence of online personalized literacy programs, grades 1-7</li> </ul>
18	<p>I am happy to schedule any additional time with anybody who wishes to dig a little deeper into our district data.</p>

Division of School Finance  
1500 Highway 36 West  
Roseville, MN 55113

September 20, 2017

Mr. Matt Hillmann, Superintendent  
Northfield Public Schools, ISD #659  
1400 Division St S  
Northfield, MN 55057-2799

Dear Mr. Hillmann:

Minn. Stat. § 123B.71 requires a review and comment statement on the educational and economic advisability of your proposed school construction project. Information supplied by your school district and from Minnesota Department of Education sources is the basis of this review and comment. With this positive review and comment, voter and board approval is required in order for Northfield Public Schools, ISD #659 to proceed with the proposed projects.

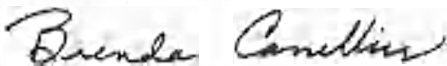
The district shall publish a summary of the review and comment statement (the final two pages) in the legal newspaper of the district at least 20 days, but not more than 60 days, prior to holding a referendum for bonds or soliciting any bids for the construction, expansion, or remodeling of an educational facility. The Department may request a statement certifying the publication, and require the submission, review, and approval of preliminary and final construction plans.

Minn. Stat. § 123B.71 requires the Commissioner include comments from residents of the school district in the review and comment. As of the date of this letter, no public comments have been received. In addition, Minn. Stat. § 123B.71 requires the school board hold a public meeting to discuss the review and comment prior to the date of the bond referendum election.

Minn. Stat. § 123B.72 requires that a school district, prior to occupying a new or renovated facility after July 1, 2002, must submit a certification prepared by a system inspector to the commissioner and the building code official that will provide an occupancy permit. The certification must verify that the facility's installed or modified heating, ventilation, and air conditioning system operates according to design specifications and code, a system for monitoring outdoor airflow and total airflow of ventilation systems has been installed, and any installed or modified heating, ventilation, or air conditioning system provides an indoor air quality filtration system that meets ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) Standard 52.1.

If you have any questions, please contact Chris Kubesh, Education Finance Specialist, at (651) 582-8319 or [chris.kubesh@state.mn.us](mailto:chris.kubesh@state.mn.us). Thank you for working with us to improve school facilities for Minnesota students.

Sincerely,



Dr. Brenda Cassellius  
Commissioner

cc: Julie Pritchard, School Board Chair  
Enclosure

**THE COMMISSIONER OF THE DEPARTMENT OF EDUCATION  
REVIEW AND COMMENT ON THE SCHOOL CONSTRUCTION  
PROPOSAL OF NORTHFIELD PUBLIC SCHOOLS, ISD #659**

A review and comment must be provided on a school district construction project proposal before the district conducts a referendum, solicits bids, or issues bonds for the project. A project proposal has been submitted for review and comment according to requirements set forth in Minn. Stat. § 123B.71, Subdivisions 9 and 10, and Minn. Stat. § 123B.72. The district provides the following information:

1. The geographic area and population to be served,
  - a. preschool through grade 12 student enrollment for the past five years, and
  - b. student enrollment projections for the next five years.
2. A list of existing school facilities
  - a. by year constructed,
  - b. their uses, and
  - c. an assessment of the extent to which alternate facilities are available within school district boundaries and in adjacent school districts.
3. A list of specific deficiencies of the facility
  - a. demonstrating the need for a new or renovated facility to be provided,
  - b. the process used to determine the deficiencies,
  - c. a list of those deficiencies that will and will not be addresses by the proposed projects,
  - d. a list of specific benefits that the new or renovated facility will provide to students, teachers, and community users served by the facility.
4. A description of the project including:
  - a. specifications of site and outdoor space acreage,
  - b. square footage allocations for classrooms, laboratories and support spaces,
  - c. estimated expenditures for major portions of the project,
  - d. estimated changes in facility operating costs,
  - e. dates the project will begin and be completed.
5. A specification of the source of project financing including:
  - a. applicable statutory citations,
  - b. the schedules date for a bond issue or school board action,
  - c. a schedule of payments, including debt service equalization aid, and
  - d. the effect of a bond issue on local property taxes by property class and valuation.
6. Documentation obligating the school district and contractors to comply with the following items:
  - a. section 471.345 governing municipal contracts,
  - b. sustainable design,
  - c. school facility commissioning under section 123B.72, certifying the plans and
  - d. designs for heating, ventilating, air conditioning and air filtration for an extensively
  - e. renovated or new facility meet or exceed current code standards, including ASHRAE air filtration standard 52.1 and
  - f. ANSI acoustical performance criteria, design requirements and guidelines for schools on maximum background noise levels and reverberation times,
  - g. State fire code,
  - h. chapter 326B governing building codes, and
  - i. consultation with affected government units about the impact of the project on utilities, roads, sewers, sidewalks, retention ponds, school bus and automobile traffic, access to mass transit and safe access for pedestrians and cyclists.

## **DESCRIPTION OF PROPOSED SCHOOL CONSTRUCTION PROJECT**

Northfield Public Schools, ISD #659 is proposing a two question bond referendum on November 7, 2017. The first ballot question would revoke the existing operating referendum revenue authorization of \$1,497.17 per pupil and replace it with a \$1,967.32 per pupil authorization for a ten year period. The second ballot question would authorize \$109 million in bonding authority to finance a new high school and elementary school, additions and renovations at Bridgewater and Sibley Elementary schools and the repurposing of Longfellow and Greenvale Park. Passage of the second ballot question is contingent upon passage of the first (operating referendum) ballot question.

The two largest project components proposed are new facilities; a 90,000 square foot elementary school and a 255,000 square foot high school. The existing high school would be demolished and athletic fields would be rebuilt in its place. The new elementary school would be located on the Greenvale Park site, adjacent to the existing elementary school which would be repurposed to accommodate early childhood and adult basic education students. The Longfellow facility would be repurposed to house district administrative offices and provide space for staff development.

The existing high school was built in 1964 and has had subsequent building additions. Architectural and engineering analysis have found the building to be well maintained but with numerous deferred maintenance needs such as roof replacement, tuck-pointing and window replacement. Though HVAC upgrades were made to the high school in 2004, air handlers in the gymnasiums and music area, as well as HVAC controls, are in need of upgrading. Cost estimates to address deferred maintenance projects and disabled accessibility upgrades is in the \$8-\$10 million range.

The district has identified specific space deficiencies in the high school. Some of these include: the need for additional music and gymnasium space, a secure building entrance/administrative office relocation, locker room area improvements and a lack of a student commons area along with cafeteria space. The estimated cost of the desired additions and alterations is around \$12.5 million.

The estimated cost of the proposed new high school and associated site improvements is \$78.5 million. The cost of upgrading and repairing the existing high school is likely to be in the \$20-\$25 million range or around 30% of the cost of new construction. In comparing the cost of renovating an existing structure versus building new, the MDE's *"Guide for Planning New Construction"* uses the architectural guideline that when the estimated costs of renovating/improving a school facility approaches 60% of the cost of replacing the facility, a new facility should be considered. In Northfield's situation, the cost of improving the existing structure is significantly less than replacement cost.

There is little doubt regarding the academic advisability of a new building. A new school is eminently preferable, by staff and students alike, to an upgraded and repaired structure. However, it is much more difficult to make a case for the economic advisability of building new in this instance. The existing building is functional and, with proper maintenance, still has many years of useful life remaining. The taxpayers of the school district have funded not only construction costs but also the ongoing maintenance costs. In addition, a portion of \$6.3 million bond issued in 2005 funded HVAC upgrades at the high school. The debt service on those bonds goes through FY 2025. In other words, the new high school option would result in the school district having to make future bond payments for improvements to a building that has been demolished.

The district has indicated that substantial community support exists for the higher cost option of a new high school. Though the economic advisability of a new high school is in question, the school board desires to pursue that option by putting it before the voters.

The district has supplied cost estimates to operate and staff the additional building space and believes existing revenues will be sufficient to fund the operational cost increases associated with the proposed facility additions.

The proposed projects would be scheduled for completion in the 2018 – 2020 calendar years. Cost estimates by project type are as follows:

<b>Greenvale Park Elementary</b>		<b>Sibley Elementary</b>	
Renovations	\$543,000	Addition	\$2,076,000
Site Improvements	\$14,000	Renovations	\$383,000
Fees / Testing / Permits / Services	\$76,000	HVAC Upgrades	\$341,000
FF&E	\$56,000	Fees / Testing / Permits / Services	\$335,000
Contingency	\$61,000	FF&E	\$280,000
	<u>\$750,000</u>	Contingency	<u>\$285,000</u>
<b>New High School</b>			<u>\$3,700,000</u>
Construction	\$52,224,000	<b>Bridgewater Elementary</b>	
Site Improvements	\$7,438,000	Addition - Secure Entrance	\$1,000,000
Fees / Testing / Permits / Services	\$9,437,000	Renovations	\$231,000
FF&E	\$6,264,000	Site Improvements	\$131,000
Contingency	\$3,137,000	Fees / Testing / Permits / Services	\$171,000
	<u>\$78,500,000</u>	FF&E	\$136,000
<b>New Elementary School</b>		Contingency	<u>\$131,000</u>
Construction	\$16,584,000		<u>\$1,800,000</u>
Site Improvements	\$2,123,000	<b>Longfellow ALC</b>	
Fees / Testing / Permits / Services	\$1,983,000	Renovations - Admin. Space	\$697,000
FF&E	\$1,870,000	Contingency	<u>\$53,000</u>
Contingency	\$940,000		<u>\$750,000</u>
	<u>\$23,500,000</u>	<b>Other Costs</b>	
		Capitalized Interest	\$883,000
		Bond Issuance Cost	<u>\$318,550</u>
			<u>\$1,201,550</u>

If the bond referendum is successful and bonds are sold, the debt service on the bonds will be eligible for debt service equalization under Minn. Stat. § 123B.53, Subd. 3, if the bond schedule is approved. The amount of debt service equalization aid, if any, the district receives is determined annually and is dependent upon property wealth, student population, and other statutory requirements.

#### **REVIEW AND COMMENT STATEMENT**

Based upon the department's analysis of the school district's required documentation and other pertinent information from sources of the Minnesota Department of Education, the Commissioner of Education provides a positive review and comment.

#### **ADDITIONAL INFORMATION IS AVAILABLE**

Persons desiring additional information regarding this proposal should contact the school district superintendent's office.

*Brenda Cassellius*

Dr. Brenda Cassellius

Commissioner

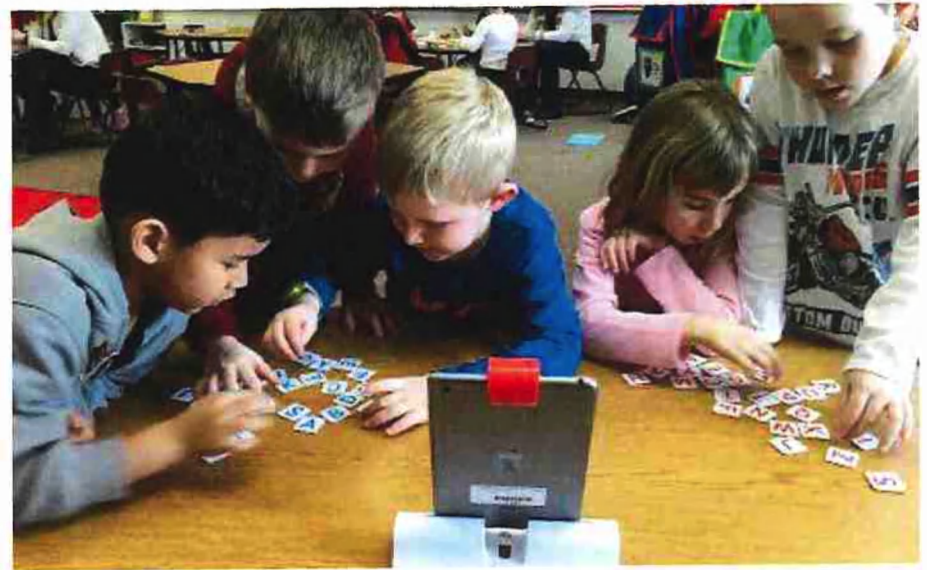
September 20, 2017

# **Preliminary Levy Certification Pay 2018**

Northfield Public Schools  
September 25, 2017

# What is the levy? What does it do for us?

- Provides 21% of our overall budget
- Includes voter approved levies as well as state-authorized levies
- Allows the District to provide quality educational programming



# Truth in Taxation Timeline



# Tax Levy and Budgeting

Pay 2018

(Levy Year • January 2018-December 2018)



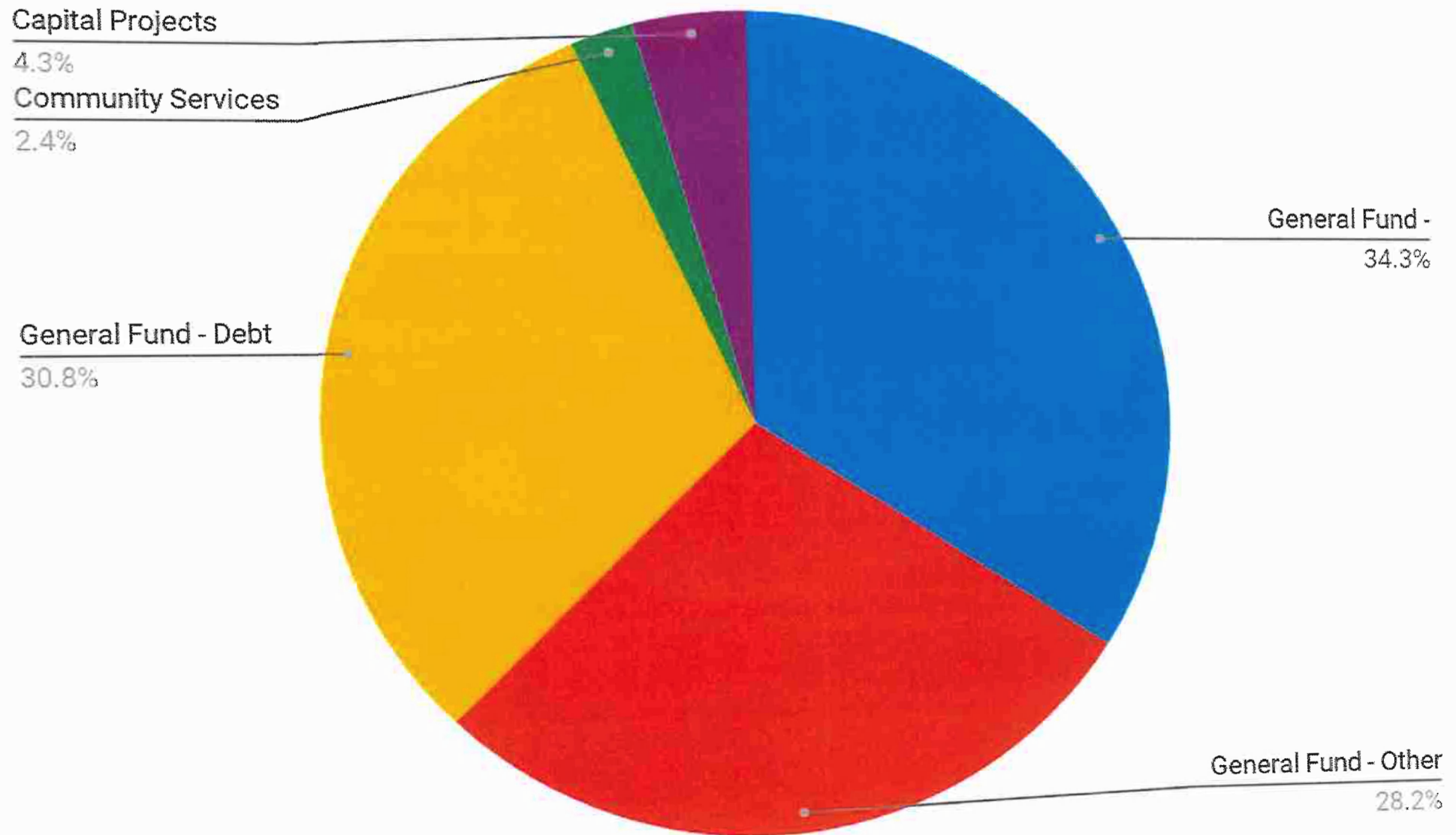
2018-19 School Year

(Budget Year • July 2018-June 2019)

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***Pay 2018 includes adjustments from previous years (up to three years)***

# Proposed Pay 2018 Property Tax Levy



<b>Subtotals by Fund</b>	<b>Pay 2018 Proposed Levy</b>	<b>Pay 2017 Certified Levy</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
General Fund	\$11,593,527.33	\$10,212,684.88	\$1,380,842.45	13.52%
Community Services Fund	\$412,076.54	\$401,904.62	\$10,171.92	2.53%
General Debt Service Fund	\$5,337,839.20	\$4,962,475.10	\$375,364.10	7.56%
<b>Total</b>	<b>\$17,343,443.07</b>	<b>\$15,577,064.60</b>	<b>\$1,766,378.47</b>	<b>11.34%</b>

<b>Subtotals by Truth in Taxation Category</b>	<b>Pay 2018 Proposed Levy</b>	<b>Pay 2017 Certified Levy</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
Voter Approved	\$11,136,360.11	\$10,390,629.61	\$745,730.50	7.2%
Other	\$6,207,082.96	\$5,186,434.99	1,020,647.97	19.7%
<b>Total</b>	<b>\$17,343,443.07</b>	<b>\$15,577,064.60</b>	<b>\$1,766,378.47</b>	<b>11.34%</b>

<b>Subtotals by Tax Base</b>	<b>Pay 2018 Proposed Levy</b>	<b>Pay 2017 Certified Levy</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
Referendum Market Value*	\$8,081,506.19	\$7,412,762.27	\$668,743.92	9.0%
Net Tax Capacity	\$9,261,936.88	\$8,164,302.33	\$1,097,634.55	13.4%
<b>Total</b>	<b>\$17,343,443.07</b>	<b>\$15,577,064.60</b>	<b>\$1,766,378.47</b>	<b>11.34%</b>
*Includes Operating Referendum and Equity Revenue				

# Levy History

	<b>Pay 18 Proposed Levy</b>	<b>Pay 17 Certified Levy</b>	<b>Pay 16 Certified Levy</b>	<b>Pay 15 Certified Levy</b>	<b>Pay 14 Certified Levy</b>	<b>Pay 13 Certified Levy</b>
General Fund	11,593,527.33	\$10,212,684.88	\$10,374,684.46	\$9,786,009.72	\$9,285,857.04	\$9,315,210.73
Community Services	412,076.54	\$401,904.62	\$407,503.44	\$409,538.51	\$398,416.90	\$387,755.90
Debt Service	5,337,839.20	\$4,962,475.10	\$4,765,914.22	\$5,384,485.05	\$5,593,336.50	\$5,653,934.34
<b>Total</b>	<b>\$17,343,443.07</b>	<b>\$15,577,064.60</b>	<b>\$15,548,102.12</b>	<b>\$15,580,033.28</b>	<b>\$15,277,610.44</b>	<b>\$15,356,900.97</b>
Difference	1,766,378.47	\$28,962.48	\$(31,931.16)	\$305,133.30	\$(79,290.53)	\$(652,446.52)
Percent Change	11.34%	0.19%	(0.20%)	2.00%	(0.52%)	(4.08%)

# Pay 2018 Notable Changes

- Increased Enrollment
  - Referendum
  - Local Optional Revenue
- Long-Term Facilities Maintenance Revenue Phase In
- Decrease in adjustments



# Analysis

- Pay 2018 levy: 11.34% increase compared to Pay 2017
- Referendum inflationary factor plays a role
- Long Term Facilities Maintenance Revenue
  - Combining Health & Safety, Deferred Revenue and Alternative Facilities Bonding
- Proposal is preliminary -- can adjust it lower than proposed but not higher (as we did in 2012)

*Questions?*

**Pay 2018 Preliminary Levy Certification Narrative | September 25, 2017**  
**Val Mertesdorf | Director of Finance**

**What is the levy? What does it do for the District?**

We are asking for preliminary certification of the Pay 2018 property tax levy tonight. The levy is the local portion of taxes that are authorized, either by the State or by local voters, and eventually provide us with funding. Our local levy provides approximately 21% of our overall budget. Our budget supports the resources needed – human and capital – to provide quality educational programming for students in our schools. Our preliminary proposed levy will be 11.34% more than last year's levy. We are proposing preliminary certification at the maximum (as we have every year for many years). This provides us with the most flexibility prior to finalizing the levy amount in December.

**Truth in Taxation Timeline**

After we certify this proposed levy, the District will send the information to the county auditor's office by September 30th. At that point, the County begins preparing tax statements that are mailed to taxpayers in November. We will then hold our Truth in Taxation hearing during the regular School Board meeting on December 11<sup>th</sup> and ask the Board to finalize certification of the Pay 2018 levy.

**Tax Levy and Budgeting**

The State's tax year and our budget year don't quite match up. The Pay 2018 levy covers a span from January 2018 through December 2018. Property taxes are paid in May and October each year while our budget year runs from July 2018-June 2019. These levy dollars will eventually provide a portion of our funding for that budget year.

Each levy can also include budget adjustments from previous levy years – both positive and negative. These adjustments can be made for a period of up to three years.

**Proposed Pay 2018 Property Tax Levy**

This pie graph demonstrates (see PowerPoint file) the different categories that comprise our overall proposed levy.

The table (next slide) illustrates the subtotals of the levy by fund, by voter approved, and by tax base.

Overall, we are seeing an increase in all funds. There are several factors that make up the increases. Our increasing enrollment is the primary factor. 52% of our total levy is from revenue that is tied directly to enrollment (referendum, local optional and LTFM). The other significant factor is the adjustment process that the MN Department of Education uses. They can do levy adjustments for 3 years to ensure that all the formulas are reconciled and we are paid our actual authority. Historically, our adjustments have net a negative amount. Last year our adjustments net a reduction of \$1.12 million. The Pay18 levy is showing a net reduction of \$382,000. This is a result of our efforts to budget and estimate enrollment and categorical revenues as close to actual as possible. The effect of these two items is polarized, revenue is increasing because of enrollment and our negative adjustments are smaller resulting in a greater overall increase.

The increase in the other category of \$1,020,647.97 is largely due the continued phase-in of the Long Term Facilities Maintenance Revenue (LTFM) program. Some of this revenue program comes in state aid and some through local levy. This is changing from \$292 per student to \$380 per student for Pay 2018. In addition, the increase in student enrollment also has an impact on the other category for levy components such as LTFM and Local Optional Revenue -- again, this revenue source is a mix of state aid and local levy.

We have also included six years of historical levies for comparison. The four percent reduction for Pay 2013 was an effort by the District to help taxpayers when the legislature repealed the Market Value Homestead credit. Over the past five years the District has averaged a 1.46% increase in the levy.

This is our preliminary levy certification. We can choose to under-levy in some categories between now and December, but we can not increase.

**TO:** School Board Members

**FROM:** Cheryl Hall

**DATE:** September 19, 2017

**RE: Request to hire additional licensed Special Education Teacher**

Please consider approving a 1.0 FTE increase for a licensed special education teacher required to provide services for students in the Setting III Neurobiological (NB) program for students on the Autism Spectrum and other disabilities. This additional FTE is required to meet the caseload limits set in Minnesota Rule 3525.2340 for Setting III programs serving students more than 60% of the school day in a special education setting. The total projected cost of salary and benefits is \$ 86,706 with approximately 52% of the salary reimbursed through special education revenue for a net cost of \$45,087.

Building	Position	FTE	Rationale
Sibley	Special Education Teacher	1.0	Meet required caseload limits

Last spring the Special Services office projected the setting III programs (ASD, EBD and DCDMM) across the district would begin the year near or at capacity. In addition to these projected numbers, this fall we also experienced an influx of new students to the school district with needs for setting III services (more than 60% of the school day in the special education setting). Due to the additional need, in the NB program specifically, I am requesting an additional 1.0 FTE to provide the required services and stay within the caseload limits outlined in MN Rule 3525.2340.

Classroom space to serve the students placed in the NB program is also over capacity. Sibley has exhausted all possible options to meet the space requirements to serve this population. Staff were reassigned to space previously used for the motor room this fall to meet the needs of increased number of students served in the resource rooms due to increased behavioral needs. Additional options for the setting III program are not available at this time.

The number of new students entering the district with IEPs is 37. This is approximately 8% of the newly enrolled population.

	Spring 2017 Projected Numbers Setting I-III	Fall 2017 Actual Enrollment/Placements Setting I-III	Case load limits w/ One Para/EA
Sibley NB (ASD) Classroom 1	8 (3 Setting III)	12 ( 6 Setting III)	6
Sibley NB (ASD) Classroom 2	9 (3 setting III)	10 (3 Setting III)	6
Total NB	17	22	

**Compared to:**

Bridgewater EBD	6 ( 3 Setting III)	9 ( 6 Setting III)	12 or 15 with 2 EA
Greenvale Park DCD MM	10 ( 5 Setting III)	8 ( 6 Setting III)	12 or 15 with 2 EA

We also follow these guidelines listed in the MN Rule: "under special circumstances, for children who receive special education services for 60 percent or more of the instructional day, that are highly disruptive or create an unsafe environment due to the high behavioral or mental health needs of the students, districts have the option of lowering the number of such students in the classroom, so that both students and staff are safe."

**3525.2340 CASE LOADS.**

Subpart 1. [Repealed, 19 SR 2432]

Subp. 2. [Repealed, 19 SR 2432]

Subp. 3. [Repealed, 19 SR 2432]

Subp. 4. **Case loads for school-age educational service alternatives.**

A. The maximum number of school-age pupils that may be assigned to a teacher:

(1) for pupils who receive direct special instruction from a teacher more than 60 percent of the instructional day, but less than a full school day:

(a) deaf-blind, autism spectrum disorders, developmental cognitive disability: severe-profound range, or severely multiply impaired, three pupils;

(b) deaf-blind, autism spectrum disorders, developmental cognitive disability: severe-profound range, or severely multiply impaired with one paraprofessional, six pupils;

(c) developmental cognitive disability: mild-moderate range or specific learning disabled, 12 pupils;

(d) developmental cognitive disability: mild-moderate range or specific learning disabled with one paraprofessional, 15 pupils;

(e) all other disabilities with one paraprofessional, ten pupils;

(f) all other disabilities with two paraprofessionals, 12 pupils; and

(g) under special circumstances, for children who receive special education services for 60 percent or more of the instructional day, that are highly disruptive or create an unsafe environment due to the high behavioral or mental health needs of the students, districts have the option of lowering the number of such students in the classroom, so that both students and staff are safe; and

(2) for pupils who receive direct special education for a full day:

(a) deaf-blind, autism spectrum disorders, developmental cognitive disability: severe-profound range, or severely multiply impaired with one paraprofessional, four pupils;

(b) deaf-blind, autism spectrum disorders, developmental cognitive disability: severe-profound range, or severely multiply impaired with two paraprofessionals, six pupils; and

(c) all other disabilities with one paraprofessional, eight pupils.

B. For pupils who receive direct special education 60 percent or less of the instructional day, the school district must establish a board-approved policy for determining workload limits for special education staff based on student contact minutes, evaluation and reevaluation time, indirect services, IEPs managed, travel time, and other services required in the IEPs of eligible students.

Subp. 5. **Case loads for early childhood program alternatives.** A teacher's case load must be adjusted downward based on pupils' severity of disability or delay, travel time necessary to serve pupils in more than one program alternative, and if the pupils on the teacher's case loads are receiving services in more than one program alternative or the pupils are involved with other agencies. The maximum number of pupils that can be assigned to a teacher in any early childhood program alternative is:

- A. birth through two years: 12 pupils per teacher;
- B. three through six years: 16 pupils per teacher; and
- C. birth through six years: 14 pupils per teacher.

District early childhood special education (ECSE) classes must have at least one paraprofessional employed while pupils are in attendance. The maximum number of pupils in an ECSE classroom at any one time with a teacher and a paraprofessional is eight. The maximum number of pupils in an ECSE classroom at any one time with an early childhood team is 16.

**Statutory Authority:** *MS s 14.389; 120.17; 121.11; L 1994 c 647 art 3 s 23; L 1999 c 213 s 19,20; L 2014 c 312 art 17 s 12*

**History:** *8 SR 596; 16 SR 1543; 19 SR 2432; L 1998 c 397 art 11 s 3; 24 SR 1799; 26 SR 657; 39 SR 1168*

**Published Electronically:** *February 10, 2015*

**Rice County  
Family Service Collaborative**

**INTERAGENCY AGREEMENT**

This Interagency Agreement, made and entered into this 1<sup>st</sup> day of October, 2017, by and between the County of Rice, Independent School District No. 656 (Faribault), Independent School District No. 659 (Northfield), Cannon Valley Special Education Co-op, and Three Rivers Community Action (hereinafter referred to as "Participating Boards"), is as follows:

WHEREAS, there is a recognized need to plan and develop services for children and families; and

WHEREAS, there is a need to provide services which allow families freedom of choice regarding service delivery; and

WHEREAS, the Participating Boards desire to make these services readily available to their residents; and

WHEREAS, the Participating Boards desire to improve the planning and coordination of family services within Rice County; and

WHEREAS, Minn. Stat. Sec. 124D.23 subd 1(a), permits representatives of the local school district, community action, county and public health agency to come together by mutual agreement to establish family service collaboratives and commit resources to an integrated fund; and

WHEREAS, the Participating Boards recognize that such services can be appropriately financed, supported and managed through a multi-organization joint venture;

NOW, therefore, the Participating Boards do hereby establish the Rice County Family Service Collaborative (hereinafter referred to as RCFSC) and its Governing Board, having the composition, powers and duties provided in this Agreement as follows:

**SECTION 1: PURPOSE**

- A. The Governing Board shall administer the activities of the RCFSC and direct and oversee the implementation of services funded through the Local Collaborative Time Study (LCTS), together with such additional grants and other funds as may be made available to RCFSC.
- B. RCFSC shall provide those services necessary to reasonably accomplish the goals and objectives required in the aforementioned LCTS.

**SECTION 2: MISSION AND VISION**

The Mission of the RCFSC and the Governing Board is to support the availability of comprehensive services designed to enhance and strengthen family functioning, through an integrated service delivery system with formal collaborative relationships for families with children ages 0 – 18. The Vision of the RCFSC is safe, healthy families with children ages 0 – 18.

### SECTION 3: COMPOSITION

The Governing Board shall consist of one member from ISD No. 656, one member from ISD No. 659, one member from Cannon Valley Special Education Co-op, one member from Three Rivers Community Action, and three members selected by the Rice County Board of Commissioners representing Social Services, Public Health and Community Corrections. There may also be up to three community members who will be appointed by the Governing Board.

### SECTION 4: POWERS

- A. The Governing Board shall receive funds from the State of Minnesota, the Participating Boards, and other such lawful sources, and expend funds for the purpose of providing services designed to enhance and strengthen family functioning in accordance with the requirements of the Local Collaborative Time Study and other such requirements as identified in additional grants or funds. The Governing Board shall have the authority to authorize expenditures as provided in this section and included in the integrated fund referenced in Section 6 A. The Governing Board shall not authorize any other expenditures.
- B. The Governing Board shall contract for services necessary to carry out its purpose subject to the contracting, disbursement, and financial limitations imposed by law, this Agreement, the State of Minnesota, and any other regulatory agency. The Governing Board shall contract with an individual or agency to perform the duties of Project Coordinator. The duties of the Project Coordinator shall be defined by the Governing Board.

### SECTION 5: OPERATING PROCEDURES

- A. The Governing Board shall elect from its membership a Chairperson. The Project Coordinator shall record minutes of each meeting.
- B. Each Governing Board member shall have one vote in the determination of all issues. A majority of members shall constitute a quorum. A simple majority vote at a meeting with a valid quorum shall be required for the board to take action.
- C. Times and places of regular meetings shall be fixed by the Governing Board. Special meetings may be called by the Chairperson upon twenty-four hour notice to each member of the Governing Board. Notice of all regular and special meetings will be posted on the Rice County website.
- D. The Chairperson shall determine how the meetings will be run. If there is a dispute as to the procedure, the Chairperson shall seek consensus on dispute resolution among the

members present. If a procedural dispute cannot be resolved in a reasonable amount of time, the most recently published version of Robert's Rules of Order will be used to resolve the dispute.

## SECTION 6: COLLABORATIVE SERVICES

- A. There shall be established and maintained in the name of the RCFSC an integrated fund for the purpose of receiving and disbursing all LCTS funds, interest income, insurance dividends, and other grant funds as may be obtained, in accordance with State and Federal regulations.
- B. Funding commitments for the integrated fund from Participating Boards for each fiscal year are as follows: County of Rice - \$1,500, ISD # 656 - \$500, ISD #659 - \$500, Cannon Valley Special Education Co-op - \$500, and Three Rivers Community Action - \$500. Funding payments shall be made each September. Payments shall be made to the Fiscal Agent.
- C. No Participating Board is or shall be required to pay any amount exceeding that set forth herein. Rice County Social Services shall be the fiscal agent during the life of this Agreement and will provide staff support to the Governing Board to assist in the strict accountability of all funds and accurate reporting of all receipts and reimbursements. For its services as the Fiscal Agent, Rice County Social Services may receive payment of an amount equivalent to ten percent of the dollar amount of the annual LCTS revenue. Fiscal Agent compensation may be reviewed annually by the Governing Board.
  - a. The Fiscal Agent shall establish an integrated fund from the contributions listed in Section 6-B, additional revenues from interest income and/or insurance dividends, LCTS revenues, and other grant funds for the purpose of expanding prevention and early intervention services for children and families.
  - b. The Fiscal Agent shall be authorized to make payments from the Integrated Fund upon approval of the Governing Board. All payments will also be reviewed by the Rice County Board of Commissioners as is the case with all expenditures made by Rice County Departments.
- D. The Project Coordinator, in cooperation with the Fiscal Agent, shall report expenditures to the Governing Board on at least a quarterly basis.
- E. The RCFSC will:
  - a. Develop written policies and procedures for its operation.
  - b. Develop internal policies and procedures, as needed for its implementation.
  - c. Provide information, access to training opportunities and technical assistance for the staffs of the individual Parties and Participating Boards to facilitate the purposes of the RCFSC, its contracts and agreements.

- d. Comply with the Minnesota Data Practices Act and other applicable laws, rules and procedures that relate to the use, security, dissemination, retention and destruction of records; and maintain confidentiality of information that is not otherwise exempt as provided by law.
  - i. Ensure that confidential information is disseminated only to appropriate Parties and Participating Boards, and that such information carries an appropriate notice regarding the confidentiality and further dissemination of the information.
  - ii. Share information about families and individuals for the purpose of providing services, assessment, investigation, and treatment by and among the Parties and Participating Boards of the RCFSC.
- e. Apply for and use state and federal funds to expand the RCFSC services to families.
- f. Ensure that staff sampled by the LCTS and LCTS Coordinators have completed training in the LCTS.
- g. Submit reports as reasonably requested by the State or other grant funding entities.

#### SECTION 7: DISALLOWANCES

In the event that federal fiscal disallowances or sanctions of any kind are imposed and attributable to a specific Participating Board or contracted vendor, that entity shall be fully responsible for repayment of the disallowance or sanctions. In the event the federal fiscal disallowances or sanctions are not attributable to a specific entity, the disallowance or sanctions shall be repaid out of the RCFSC existing fund balance. In the event the RCFSC fund balance is not sufficient to repay the entire disallowance or sanctions, each member agency (excluding community members) shall bear an equal one-seventh (1/7) share of the repayment amount that remains once the RCFSC fund balance has been depleted.

#### SECTION 8: DEBARMENT

The Governing Board certifies that they are not aware of any information and possess no knowledge that any contractor(s) that will perform work pursuant to this Agreement is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency.

#### SECTION 9: AMENDMENTS

This Agreement may be amended by the written agreement of all Participating Boards.

#### SECTION 10: TERMINATION

Any Participating Board shall, as of the end of any fiscal year, have the right to withdraw from this Agreement and Governing Board hereby created in the following manner:

- A. The Participating Board withdrawing shall prepare a resolution declaring its intent to withdraw effective as of the end of the current fiscal year, which date shall not be less than ninety (90) days from the date of the resolution, and shall send a certified copy of such resolution to the Chairperson of the RCFSC Governing Board not less than ninety (90) days before the effective date of withdrawal.
- B. Upon receipt of the resolution of withdrawal, the Chairperson of the Governing Board shall send a copy of said resolution to each member of the Governing Board.
- C. When a Participating Board exercises its option to withdraw under the terms of this Agreement, no financial liability shall accrue to such Board for the subsequent fiscal year unless the notice requirements of sub-paragraph A. hereof are not met, in which case financial liability will be limited to one additional fiscal year.
- D. The withdrawing Participating Board shall not be entitled to a refund of fees paid to the Governing Board prior to the effective date of withdrawal.
- E. Notwithstanding Participating Board's authority to withdraw, this Agreement and the Governing Board created hereby shall continue in force until all Participating Boards mutually agree to terminate this Agreement by joint resolution.
- F. After the effective date of termination, the Governing Board shall continue to exist for the limited purpose of discharging the Board's debts and liabilities, settling its affairs, and disposing of its property, if any.
- G. The RCFSC shall terminate immediately upon depletion of Federal and State funding. No Participating Board shall be required to provide funding to continue project activities.

#### SECTION 11: DISPOSAL OF SURPLUS FUNDS AND PROPERTY UPON TERMINATION

All property, real and personal, held by the Governing Board at the time of termination shall be distributed equally among the parties to this Agreement.

#### SECTION 12: INSURANCE AND INDEMNIFICATION

Parties to this Agreement shall maintain Worker's Compensation coverage and general liability coverage for bodily injury, personal injury, and property damage for their officials and employees in the performance of duties arising from this Agreement and provide certification and evidence of such coverage to the other Parties. Each Party agrees to save and protect, hold harmless, defend, and indemnify each other against any or all causes of action and damages of any nature whatsoever rising from or related to the provision of services pursuant to the terms of this Agreement. It is understood and agreed that the County's, Community Action Agency's and School Districts' liability shall be limited by

the provisions of Minn. Stat. Ch. 466 (Tort Liability Political Subdivisions) and other applicable law.

#### SECTION 13: EFFECTIVE DATE

The date of this Agreement shall be the 1<sup>st</sup> day of October, 2017.

#### SECTION 14: PRIOR AGREEMENTS

This agreement has added Cannon Valley Special Education Co-op as a Participating Board and shall therefore supersede any prior agreements related to Interagency Agreements of the Family Service Collaborative and its Participating Boards.

IN WITNESS THEREOF, the Participating Boards' resolutions have caused this Agreement to be executed by their respective officers.

\_\_\_\_\_  
Chairperson  
Rice County Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson  
Cannon Valley Special Education Co-op

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson  
ISD No. 656 Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson  
ISD No. 659 Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson  
Three Rivers Community Action Board of Directors

\_\_\_\_\_  
Date

TO: Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: September 25th, 2017

RE: Board Approval of Financial Reports – July 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 July 2017.

Bills totaling \$3,077,517.18 were paid in July 2017.

Payroll checks totaling \$853,412.02 were issued in July 2017.

Bond payments totaling \$450,259.38 were paid in July 2017.

At the end of July 2017 Total Cash and Investments amounted to \$21,734,643.28.

Wire transfers initiated by the district during July 2017:

7/5/17	\$750,000.00	From MSDLAF Liquid to MSDLAF AP Max
7/10/17	\$750,000.00	From MSDLAF Liquid to MSDLAF AP Max
7/26/17	\$800,000.00	From MSDLAF Max to MSDLAF Liquid
7/31/17	\$500,000.00	From MSDLAF Max to MSDLAF Liquid

The following financial reports for July 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

July 2017 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	5,606,127.90	256,383.81	2,504,268.15	(122,121.17)	3,236,122.39 *
FOOD SERVICE	745,264.01	12,516.38	30,872.00	8.70	726,917.09
COMMUNITY ED	931,374.98	124,876.61	260,068.31	(10,964.85)	785,218.43
CONSTRUCTION ACCOUNT	154,057.47	19.70	-	(500,000.00)	(345,922.83)
DEBT SERVICE	4,722,479.44	67,027.20	450,259.38	-	4,339,247.26
TRUST	163,289.21	17,252.03	29,000.00	(2,700.00)	148,841.24
SELF INSURANCE	6,859,294.13	870.41	656,461.36	140,516.52	6,344,219.70
TOTALS	19,181,887.14	478,946.14	3,930,929.20	(495,260.80)	15,234,643.28
CERTIFICATE OF DEPOSIT	6,000,000.00	-	-	500,000.00	6,500,000.00
GRAND TOTALS	25,181,887.14	478,946.14	3,930,929.20	4,739.20	21,734,643.28

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

July 2017

Disbursements:

Bills Paid:

General Fund	\$ 1,846,954.74	
Food Service Fund	11,423.70	
Community Services Fund	83,418.00	
Construction Fund	-	
Trust & Agency Fund	29,000.00	
Self Insurance Fund	<u>656,461.36</u>	
Total Bills Paid		2,627,257.80

Payroll:

General Fund	657,313.41	
Food Service Fund	19,448.30	
Community Services Fund	176,650.31	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		853,412.02

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>450,259.38</u>
Total Disbursements		<u><u>\$3,930,929.20</u></u>

**Co-Curricular Positions Modification Recommendations | September 25, 2017**  
**Superintendent Matt Hillmann, Ed.D.**

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.

The following tables include positions recommended for added positions, a stipend increase, or reduction of the position due to lack of participation. The Board will be asked to act on these changes on October 9, 2017. The net total increase of the co-curricular recommendations is \$9,924.

<b>Recommended Additions and Modifications</b>		
<b>Position</b>	<b>Total Cost</b>	<b>Rationale</b>
Football: move one assistant coach to coordinator level (Move from Level E to Level C)	\$883	Additional responsibility and time for this defensive coordinator position.
DECA Advisor (Add: Level H)	\$2,426	The DECA advisor started as a volunteer position when the program started and now has X students involved.
Science Olympiad (Add:Level H)	\$2,426	Science Olympiad is designed to engage students in an academic set of science events similar to how track athletes compete.
High School Weight Room Assistant (Move from Level K to J for two seasons per year.)	\$661	Additional responsibility for safety and student utilization.
High School Head Strength Training/Weight Room Coach (Move from Level I to G for three seasons per year.)	\$1,986	Additional responsibility for instruction in use of weight equipment, additional students participating, and focus on safety.
Weight Lifting Team Assistant Coach (Add - Level I)	\$2,095	Growth in student participation, increased supervision for safety.
Dance Team Assistant Coach (Add - Level F)	\$3,198	Growth in student participation
Middle School Act. Assign Vocal - (Move from Level H to Level G)	\$330	Modify to match activity assignment stipend for band and orchestra.
<b>Total Additions and other Increases</b>	<b>\$14,005</b>	

Recommended Reductions		
Position	Total Cost	Rationale
HS Yearbook Assistant	Hourly	Program now is a class. Assistant is not needed.
HS Science Club (Level L)	(\$1,103)	Program discontinued due to lack of participation.
MS Newspaper (Level K)	(\$1,434)	Program discontinued due to lack of participation.
MS Science Club (Level L)	(\$1,103)	Program discontinued due to lack of participation.
MS Talent Show (Level N)	(\$442)	Program discontinued due to lack of participation.
<b>Total reductions</b>	<b>(\$4,081)</b>	

**Net Requested Increase: \$9,924**