

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, January 29, 2018 7:00 PM  
Northfield High School, Media Center  
*Meeting Rescheduled From January 22, 2018*

**AGENDA**

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment  

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To ensure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Committee Reports
- VII. Items for Discussion and Reports.
  - 1. Benefits Advisory Committee Presentation.
  - 2. Financial Forecast and 2018-19 General Fund Budget Plan.
- VIII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Pay Equity Report
    - 2. Network Administration Budget Coding
  - B. Items for Consent Grouping
    - 1. Personnel Items.
- IX. Items for Information
  - 1. Educational Assistant Recognition Week.
  - 2. School Board Committee Appointments.
- X. Future Meetings  

Monday, February 12,, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center  
Monday, February 26, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- XI. Adjournment

*Closed session for negotiations strategy to follow the meeting*

# **NORTHFIELD PUBLIC SCHOOLS MEMORANDUM**

Monday, January 22, 2018, 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 January 22, 2018, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes
  - A. Minutes of the Organizational and Regular School Board meetings held on January 8, 2018, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Committee Reports
- VII. Items for Discussion and Reports
  - A. Benefits Advisory Committee Presentation.  
Director of Human Resources Molly Viesselman will present the successful history of the District's self-funded dental and health insurance programs. Northfield High School teacher Ray Coudret and Northfield High School educational assistant Carol Beumer will be available to share their experience as long-term members of the committee.
  - B. Financial Forecast and 2018-19 General Fund Budget Plan.  
Director of Finance Val Mertesdorf will present the financial forecast and preliminary budget plan parameters and timeline for the 2018-19 school year. The presentation will include discussion of the assumptions used for development of the five-year financial forecast.
- VIII. Superintendent's Report.
  - A. Items for Individual Action
    - 1. Pay Equity Report  
State statute requires the District to complete a pay equity study and pay equity report every three years. This study looks at all employee groups and job classifications and determines if male and female dominated employee groups are receiving equitable pay based on their established pay equity points. Pay Equity points are determined based on a review of job descriptions and a determination of the level of responsibility and types of work that each employee is asked to perform. The last Pay Equity Report

was approved in January 2015. A memorandum from Director of Resources Molly Viesselman is included in the materials.

**Superintendent's Recommendation:** Motion to approve the January 2018 Pay Equity Report.

2. Network Administration Budget Coding

At the January 8, 2018 Board Meeting, Director of Finance Val Mertesdorf reviewed a possible change in how the District's Network Administrator and Assistant Network Administrator salaries are coded within the District's budget. A copy of her memorandum from the January 8, 2018 Board Meeting is included in your materials.

**Superintendent's Recommendation:** Motion to approve changing the budget assignment of the District's Network Administrator and Assistant Network Administrator salaries from Operating Capital to the District's General Fund.

B. Items for Consent Grouping

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

1. Personnel Items.

a) Appointments

- (1) Anita Aase, 1.0 FTE Executive Assistant to the Superintendent and School Board at the District Office, beginning 01/29/2018; Base Salary + Step 4-prorated for remainder of 2017-18 school year.
- (2) Makenzie Mathews, Special Ed EA-PCA for 7.5 hours/day for 4 days/week with Headstart/ECSE, beginning 01/22/2018-05/17/2018; Step 1-\$15.31/hr.
- (3) Linda Rosas Balvin, Community School Site Assistant for up to 3.5 hours/day for 2 days/wk at Greenvale Park, beginning 1/23/2018-06/07/2018; Step 2-\$12.89/hr.
- (4) Correction: Fall/Winter/Spring Recreation Positions #2556, Effective Jan. 1, 2018 – May 31, 2018  
Sarah Will – Tennis Instructor \$9.65/hour  
Abby Borene – Tennis Instructor \$9.65/hour
- (5) Fall/Winter/Spring Recreation Positions #2556, Effective Jan. 20, 2018 – May 31, 2018  
Annika Hoff – Basketball Supervisor \$10.50/hour  
Grace Touchette – Basketball Staff \$9.65/hour

b) Increase/Decrease/Change in Assignment

- (1) Robert Garcia, 9B Assistant Boys Basketball Coach-Hourly at the High School, change to 9A Assistant Boy Basketball Coach-Salary at the High School, effective 11/12/2017. Level E, Step 5

- (2) Dylan Golla, Special Ed Teacher at the High School, add Assistant Boys/Girls Track Coach at the High School, effective 1/12/2018. Level F, Step 1
  - (3) Lisa Kruger-Robb, .80 FTE EL Teacher at the High School, change to 1.0 FTE EL Teacher at the High School, effective 12/05/2017-06/07/2018.
  - (4) John Sand, Phy Ed/Health Teacher at the High School, add an overload for 2<sup>nd</sup> semester at the High School, effective 01/29/2018-06/07/2018.
  - (5) Arlene Tuma, ECFE EA/Sib Care for 18 hours/week at the NCRC, change to ECFE EA/Sib Care for 11 hours/week at the NCRC, effective 1/2/2018.
- c) Leave of Absence Requests
- (1) Brigitte Tisdale, medical leave of absence beginning January 16, 2018 through January 24, 2018.
- d) Retirement/Resignations
- (1) Rachel Amerman, Instructional EA at the High School, resignation effective 02/19/2018.
  - (2) Laurissa Wendling, Special Ed EA-PCA at Sibley, declined position 1/8/2018.

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

IX. Items for Information

A. Educational Assistant Recognition Week, January 22-26.

This week has been designated as Educational Assistant Recognition Week. Educational Assistants provide services in a variety of positions within schools, including support for instruction and individual students, student activities, and numerous tasks that contribute to educational success. The support and services provided by educational assistants are integral to improving student achievement and increasing the effectiveness of Minnesota schools. Buildings are recognizing the contributions of educational assistants this week.

B. School Board Committee Appointments.

The list of School Board Committee appointments for 2018 made by Board Chair Julie Pritchard are enclosed.

X. Future Meetings

- A. Monday, February 12, 2018, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- B. Monday, February 26, 2018, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

XI. Adjournment

*Closed session for negotiations strategy follows the meeting*



# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

Organizational School Board Meeting  
January 8, 2018  
Northfield High School Media Center

I. Call to Order.

The Organizational meeting of the School Board of Independent School District 659 was called to order at 7:00 PM by Chair Julie Pritchard for the purpose of organizing the Board for the 2018 calendar year. Goerwitz moved and Iverson seconded the approval of the agenda. The motion was unanimously approved.

II. Organization of the Board.

A. 2. Election of Officers.

a. Election of Board Chair.

Iverson moved that Julie Pritchard be nominated as Board Chair. Hearing no further nominations, Julie Pritchard was unanimously elected as Board Chair.

b. Election of Vice Chair.

Goerwitz moved that Ellen Iverson be nominated as Board Vice Chair. Hearing no further nominations, Ellen Iverson was unanimously elected as Board Vice Chair.

c. Election of Clerk.

Hardy moved that Noel Stratmoen be nominated as Board Clerk. Hearing no further nominations, Noel Stratmoen was unanimously elected as Board Clerk.

d. Election of Treasurer.

Iverson moved that Rob Hardy be nominated as Board Treasurer. Hearing no further nominations, Rob Hardy was unanimously elected as Board Treasurer.

3. Set Stipends of Directors and Officers.

Iverson moved and Hardy seconded that the stipends for Board members be maintained at the current amount of \$190 per month for Directors and \$250 per month for the Board Chair. The motion was unanimously approved.

4. 2018 Committee Appointments.

Board Chair Julie Pritchard asked that Board members let her know if there are any committees of particular interest. She will bring to the January 22nd meeting the list of committee appointments.

B. Items for Consent Grouping.

On a motion by Iverson, seconded by Quinnell, the Board unanimously approved the following items listed under the consent grouping.

1. Designated the Director of Finance (Valori Mertesdorf) as Deputy Clerk Treasurer.
2. Designated the Student Information Specialist (Chris Neset) as the Official with Authority for MN Department of Education Secure Website Access.
3. Designated Regular Meetings of the Northfield School Board to begin at 7:00 p.m. on the second and fourth Mondays of each month
4. The *Northfield News* was designated as the official newspaper of the Northfield School Board.
5. The School Board authorized that facsimile signatures of officers of the Board be utilized in signing school district checks and documents.
6. The 2018 mileage reimbursement rate for use of private automobiles on School District business is 54.5 cents per mile. This is the mileage rate established by the Internal Revenue Service.

Organizational School Board Meeting Minutes

January 8, 2018

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III. On a motion by Stratmoen, seconded by Hardy, the Board adjourned the Organizational meeting at 7:06 PM.

Noel Stratmoen  
Clerk

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

School Board Minutes

January 8, 2018

Northfield High School Media Center

- I. Call to Order  
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:06 p.m. Present: Goerwitz, Hardy, Iverson, Pritchard Quinnell and Stratmoen.
- 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 Goerwitz, minutes of the Regular School Board meeting held on December 11, 2017, were unanimously approved.
- V. Announcements and Recognitions
  - Superintendent Hillmann reported on attending the Minnesota YMCA Youth in Government model assembly program. Approximately 1,500 students participate in this government simulation over four days. State-wide officials had been elected last year for this assembly. Students participated in many ways: serving as representative and senators, members of the media team, Supreme Court, and debating important current issues in the National Issues Forum. Thirty-two Northfield students in Grades 8-12 participated. Junior Anna Weber serves on the statewide steering committee. Northfield Public Schools often talks about authentic, meaningful learning experiences that allow students to apply their classroom learning. This is exactly the kind of experience Superintendent Hillmann means when discussing that ongoing aspiration. In fact, Superintendent Hillmann was motivated to write a blog post about that and he encourages Board members to check that out on our district web site.
  - The Northfield High School Art Department had 13 Gold Key winning works of art (by seven NHS artists) and six Silver Key winning works of art (by three NHS artists) recognized by the Minnesota chapter of Scholastic Art and Writing awards. There were over 3,000 submissions from around the state. NHS had 19 acknowledged winning works of art. The Gold Key winning art will be on display from January 30-February 17, 2018 at the University of Minnesota's Regis Art Building with an award ceremony on Feb 17, 2018 at the Weisman Art Museum.
- VI. Items for Discussion and / or Reports
  1. Prairie Creek Community School and Arcadia Charter School Annual Reports.  
Simon Tyler, Director of Prairie Creek Community School, and Dr. Barb Wornson, Director of Arcadia Charter School, provided a joint presentation of the programs being provided in their two charter schools.  
  
These reviews and written reports fulfilled state requirements for annual reporting as well as our District's request that each charter school authorized by Northfield Public Schools present an annual report to the School Board.
  2. Literacy Update.  
Director of Teaching and Learning Mary Grace Hanson provided an update on the process and timelines for implementation of the District's new Kindergarten through 5th Grade reading curriculum.



3. Network Administration Budget Coding 2018-19.

Director of Finance Val Mertesdorf explained a possible change in how the District's Network Administrator and Assistant Network Administrator salaries are coded within the District's budget.

VII. Superintendent's Report

A. Items for Individual Action

1. Additional .2 FTE for a High School English Language Learner Teacher.

On a motion by Hardy, seconded by Stratmoen, the Board of Education unanimously approved an additional .2 FTE for a High School English Language Learner Teacher at a cost of \$9,646.

B. Items for Consent Grouping

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

1. Gift Agreements.

The Board approved the \$1500 gift agreement from the Northfield Fine Arts Boosters and the Theater Department at Northfield Middle School. This donation will be used to purchase a spotlight for the Northfield Middle School Auditorium.

The Board approved the \$501 gift agreement from the Northfield Golf Club to Sibley Elementary School to support funding for a special education field trip.

2. Personnel Items.

a. Appointments

1. Samuel Gainey, Fast Assessor for 2- 4 days at the Elementary Buildings, beginning 1/8/2018-1/31/2018; \$17.00/ hr.

2. Michael Garlitz, Supervisory EA for 2 hours/day at Bridgewater, beginning start date TBD-6/7/2018; Gen Ed EA Step 1-\$14.74/hr.

3. Stacey Garry, Instructional EA-Literacy Support for 5.5 hours/ day at Sibley, beginning 1/2/2018-6/7/2018; Gen Ed, Step 1-\$14.74/hr.

4. Sydney Heil, Fast Assessor for 2-4 days at the Elementary Buildings, beginning 1/8/2018-1/31/2018; \$17.00/hr.

5. Margaret Kennedy, Fast Assessor for 2-4 days at the Elementary Buildings, beginning 1/8/2018-1/31/2018; \$17.00/hr.

6. Kyle Korynta, Assistant Boys and Girls Track Coach at the High School, beginning 03/12/2018-06/09/2018; Level F, Step 2

7. Alysha Lundquist, 1. 0 FTE Long Term Substitute Grade 6 Writing Teacher at the Middle School, beginning 1/2/2018-6/7/2018; BA, Step 1

8. Amy McBroom, Volunteer Coordinator for 12 hours/wk at the Middle School, beginning 12/18/2017; Step 2-\$ 16. 39/ hr.

9. Rachel Morrison, Community School Evening Club Leader for up to 4 hours/ day for 2 days/wk at Greenvale Park, beginning 12/27/2017; \$20.49/hr.

10. Krista Sorenson, Instructional EA-Media Center for 5.5 hours/ day at Sibley, beginning 12/18/2017. Gen Ed Step 1-\$14.74/hr.

11. Laurissa Wendling, Special Education EA-PCA for 7.05 hours/ day at Sibley, beginning 01/08/2018-06/07/2018; Spec Ed EA-Step 1-\$15. 31/hr. Gen Ed EA Step 1- \$14.74/hr.

12. Fall/ Winter/ Spring Recreation Positions # 2556, Effective Jan. 1, 2018—May 31, 2018:

i. Mark Welinski— Tennis Supervisor \$10.75/hour

ii. Sarah Will—Tennis Instructor \$9.50/hour

iii. Abby Borene— Tennis Instructor \$9.50/hour

13. Community Services Winter/Spring 2018 Brochure Instructors



b. Increase/ Decrease/ Change in Assignment

1. Gertrude Bauer, EA-NB Room for 6.75 hours/day at Sibley, change to EA-NB Room for 6.75 hours/day and Supervisory for 0.33 hours/day for a total of 7.08 hours/day at Sibley, effective 11/27/2017-06/ 07/ 2018.
2. Troy Cohrs, English Teacher at the High School, add an overload for second semester, effective 1/29/2018-6/7/2018.
3. Jennifer Link, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 5 hours/wk Mon-Thur. at the Middle School, effective 12/13/2017- 5/10/2018. Year 1-\$27. 11/hr.
4. Lauren Murtha, Substitute, change to Long Term Short Call Substitute Teacher at the Middle School, effective 01/02/2018- 01/9/2018 and 1/11/2018- 1/17/2018.
5. Anna Ochs, Site Assistant at Greenvale Park, add Club Leader with Community School at Greenvale Park, effective 12/27/2017-06/ 07/ 2018; \$20.49/hr.
6. Brianna Peterson, Community Services Recreational Staff, add Community School Student Site Assistant for up to 4 hours/day and up to 3 days/wk at Greenvale Park, effective 12/27/2017- 06/07/2018; \$9.50/hr.
7. Jerry Smuda, Custodian Engineer with License at the High School, change to Custodian Engineer with License at Bridgewater, effective 1/2/2018.
8. Krista Sorenson, Media EA for 5.5 hours/ day at Sibley, change to Media EA for 7 hours/day and 0.25 hours/day Supervisory at Sibley, effective 12/18/2017.
9. Arlene Tuma, Site Assistant with ECFE, add Community School Site Assistant for 3 hours/day 2 days/wk at Greenvale Park, effective 1/4/2018- 6/7/2018; Step 4-\$13.78/ hr.

c. Leave of Absence Requests

1. Jann Deim- medical leave of absence beginning December 1, 2017 through the end of the 2017-18 school year.
2. Frances Garvey, Educational Assistant at the High School, Leave of Absence beginning 4/3/2018- 5/18/2018.
3. Kris Harstad, Leave of Absence extended through 1/29/2018.
4. Paul Ousley, FMLA leave of absence beginning 12/20/2017-1/17/2018.

d. Retirement/ Resignations

1. Bridgette Doerr, Special Ed EA at Longfellow, resignation effective 1/8/2018.
2. Bruce Dybvik, Technology Specialist at the High School, retirement effective 8/31/2018.
3. Elizabeth Schmidt, Special Ed EA at Sibley, resignation effective 1/8/2018.

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

VIII. Items for Information

1. Enrollment Report – January 2018.

Superintendent Hillmann reviewed the January 2018 enrollment report.

IX. Future Meetings

Monday, January 22, 2018, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center (closed session for negotiations strategy will follow the Board meeting)

Monday, February 12, 2018, 7: 00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 9:09 p.m.

Noel Stratmoen  
School Board Clerk



# BENEFIT ADVISORY COMMITTEE PRESENTATION

JANUARY 22, 2018

## DENTAL INSURANCE

- Insured through Mutual of Omaha through 8/31/2005.
- 8% increase in FY 03 & 5% increase in FY 04.
- Self Insured through Delta Dental effective September 1, 2005.
- Pay our own claims from our self insured pool.
- Goal for self funded pool = \$200,000.00
- FY12 = \$495,770 (no increase)
- FY13 = \$526,713 (no increase)
- FY14 = \$356,358 (premium holiday)
- FY15 = \$242,152 (1/2 premium)
- FY16 = \$225,234 (back to regular premiums)

## DENTAL CONT.

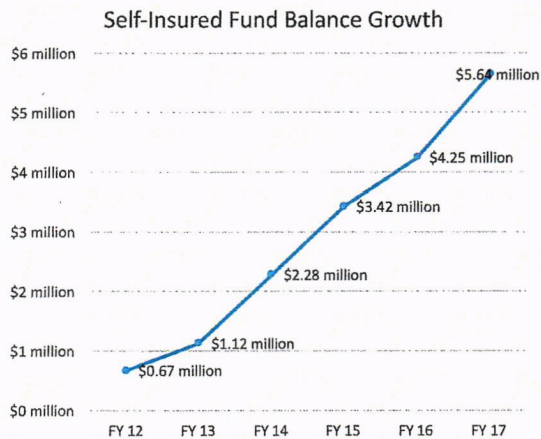
- FY17 = \$279,428 (no increase)
- We have enhanced our benefits multiple times since 2005. Increased annual maximum, increased orthodontic coverage, added coverage for implants and coverage for white fillings to name a few.
- We have not increased our premiums since 2005.

## HEALTH INSURANCE

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



## HEALTH INSURANCE CONT.



- As of June 30, 2017 we were \$3,637,019.00 over our fund balance goal.
- In the past this money would have been left with the cooperative. We now keep this money in our self funded pool.
- What do we do with this money?

## HEALTH INSURANCE CONT.

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



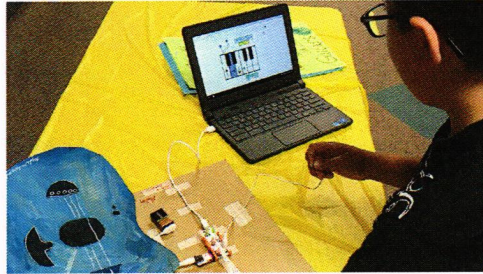
## OTHER CONSIDERATIONS

- The District researched options for converting Medicare eligible retirees to Medicare Supplement plans, rather than staying on the group health plan.
- NEA brought this forward through the negotiations process for the 2009-11 contract, research on implementing had already been done by the District.
- Implemented this in March of 2010.
- Very successful collaboration – win for the retirees, win for the District. Better product for less cost on both ends.

## QUESTIONS?



*Delivering educational excellence that empowers all learners to engage in our dynamic world.*

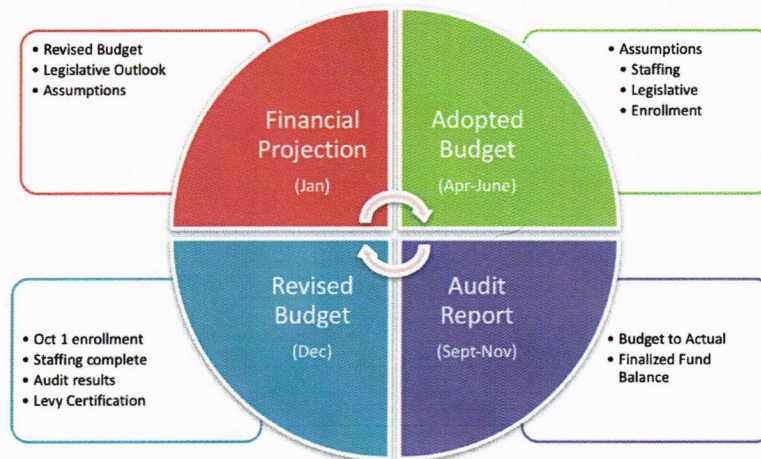


## Financial Forecast and Budget Plan 2018-19

### Discussion Items

- Financial Cycle
- Known Parameters
- Enrollment Projections
- Financial Assumptions
- Summary of 2018-19 Budget Parameters
- Budget Presentation Timeline

## Financial Cycle



## Known Parameters

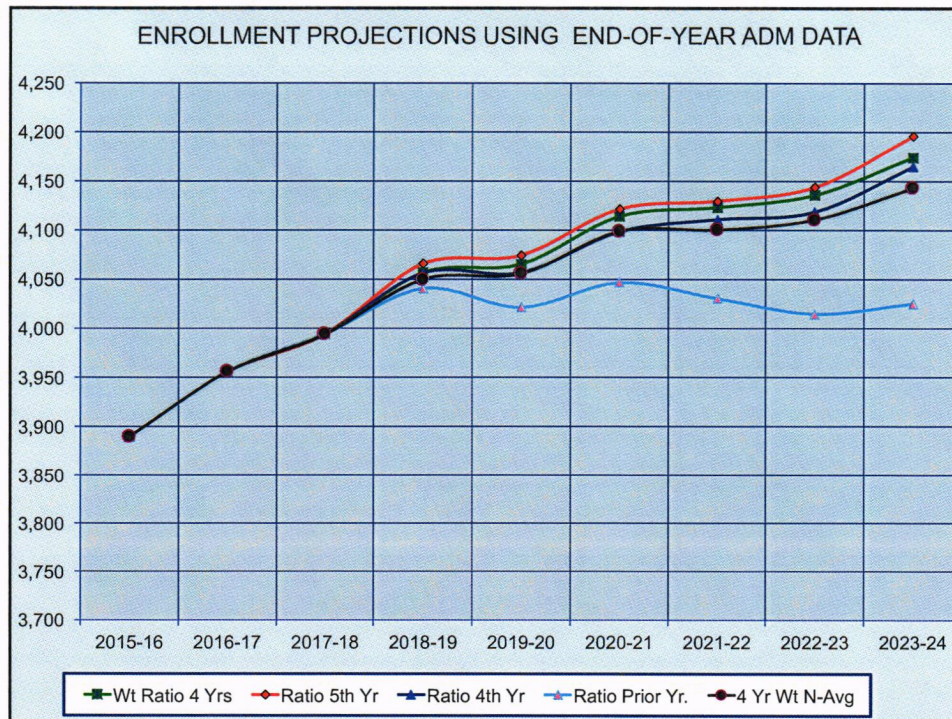
- Increased the unassigned general fund balance
- \$470.15/PU increase in our voter approved operating referendum (THANK YOU!)
- Steadily increasing enrollment
- The 2017-18 revised budget is a deficit projection with revenues of \$50.4M and expenditures of \$51.4
- Nearly 80% of our budget is salary and benefits
- Enrollment drives over 70% of our total revenue



## Enrollment Projection

Adjusted Pupil Units (APU)							
	Pre-K	KG	1-3	4-6	7-12	Total	APU
2014-15	24.5	266.4	816.0	862.9	1,899.5	3,869.3	4,249.2
2015-16	32.3	250.2	841.7	865.5	1,932.6	3,922.3	4,308.8
2016-17	40.6	246.9	825.6	906.7	1,976.6	3,996.3	4,391.6
2017-18#	41.1	267.9	810.7	918.4	1,997.1	4,035.2	4,434.6
2018-19#	39.4	257.1	817.1	921.8	2,054.0	4,089.4	4,500.2
2019-20#	39.6	257.8	819.2	903.6	2,074.9	4,095.1	4,510.1
2020-21#	39.7	258.6	838.2	897.1	2,104.9	4,098.8	4,559.4

#Estimated enrollment





## Financial Assumptions

- Fund balance goal – 16%
- LTFM Fund Balance growth
- Revenue Assumptions
  - Per pupil basic funding
  - Referendum voter approved increase and inflationary increase
  - 3% increase in special education funding each year
  - Federal funding held flat
  - FY18-19 aggregate increase of 7.87%

## Financial Assumptions cont.

- Expenditure Assumptions
  - Salaries and Benefits: average for all employee groups is 3.4%
  - 5% **decrease** in health insurance
  - 2% increase for non-salary
  - Aggregate increase for 18-19: 2.89%

REVENUE WORKSHEET		2016-17	2017-18	2018-19	2019-20	2020-21
Estimated APU		4,391.63	4,434.59	4,500.20	4,510.10	4,559.42
<b>Total Revenue</b>		<b>\$49,579,188</b>	<b>\$50,388,093</b>	<b>\$54,350,568</b>	<b>\$55,103,462</b>	<b>\$56,279,832</b>
EXPENDITURE WORKSHEET		2016-17	2017-18	2018-19	2019-20	2020-21
Salaries and Wages		\$28,708,981	\$30,355,545	\$31,703,331	\$32,876,354	\$33,862,645
Employee Benefits		\$10,719,812	\$10,993,583	\$11,031,002	\$11,513,716	\$11,859,127
Non-Salary and Non-Benefits		\$9,660,778	\$10,068,924	\$10,171,059	\$10,374,480	\$10,581,969
<b>Total Expenditures</b>		<b>\$49,089,574</b>	<b>\$51,418,052</b>	<b>\$52,905,392</b>	<b>\$54,764,550</b>	<b>\$56,303,742</b>
RESERVE WORKSHEET		2016-17	2017-18	2018-19	2019-20	2020-21
Total Beginning Fund Balance		\$17,569,611	\$18,059,225	\$17,029,266	\$18,474,443	\$18,813,354
Variance (Rev-Exp)		\$489,614	-\$1,029,959	\$1,445,177	\$338,912	-\$23,909
Total EOY Fund Balance		\$18,059,225	\$17,029,266	\$18,474,443	\$18,813,354	\$18,789,445
Restricted Fund Balance		\$5,362,540	\$5,430,261	\$6,193,181	\$6,571,359	\$6,909,980
Unassigned Fund Balance		\$12,696,685	\$11,599,005	\$12,281,262	\$12,241,996	\$11,879,465
S.O.D. Reserve %		25.86%	22.56%	23.21%	22.35%	21.10%
Goal Reserve Amount		\$7,854,332	\$8,226,888	\$8,464,863	\$8,762,328	\$9,008,599
Goal Achieved		YES	YES	YES	YES	YES

## 2018-19 BUDGET DEVELOPMENT CALENDAR

Feb 12	• School Board adopts resolution requiring the administration to make recommendations for additions and reductions in programs and adding or discontinuing positions
Mar 12	• Operating Capital & Long Term Facilities Maintenance (LTFM) Budget
April 9	• School Board adopts, if needed, resolutions relating to program and staffing changes for 2018-19
April 23	• Debt Service, Trust Fund and Internal Service Fund
May 14	• School Board adopts individual resolutions of termination and non-renewal of probationary licensed staff • Child Nutrition and Community Services Budgets
May 29	• General Fund Budget
June 11	• School Board adopts the 2018-19 Proposed Budget – All Funds

Questions?

Thank you!



## Financial Forecast and Budget Plan | 2018-19 • Narrative

Val Mertesdorf, Director of Finance

### Financial Cycle

One of our strongest attributes is stewardship. Our financial cycle ensures that we are regularly reviewing information and sharing it with the Board and our community. For the financial projection, we utilize the recently approved revised budget as our base information and then use assumptions to project forward. The assumptions that we set in January are the building blocks for the budget process in the spring. After the fiscal year is complete, we go through our audit process and finalize the prior fiscal year data. Using our final audited data, our October 1 enrollment, and staffing information we are then revise the budget as needed.

### Known Parameters

The financial forecast is a projection using information that we know along with a set of assumptions for the next several years. We ended fiscal year 2017 in a positive manner. We were able to increase the unassigned general fund balance by roughly \$750,000. In November, the community generously supported an increase of \$470.15 per pupil unit to our operating referendum. This increase provides the district with approximately \$2 million of additional revenue to maintain programs. In December the Board approved a revised budget with \$50.4 million in revenue and \$51.4 million in expenditures.

### Enrollment Projection

Enrollment drives over 70% of our total revenue. 2017-18 will be our seventh year with increasing enrollment. For 2018-19 we are projecting increased enrollment again. We use the SchoolFinances.Com Enrollment Projection Model. This tool provides us with four different methodologies and multiple years worth of enrollment history to create seventeen different projection methods that we can compare side by side.

- Weighted Cohort Survival Method
- Cohort Ratio Method
- Average Ratio Method
- Numerical Survival Method

We selected the 4 year weighted numerical average for this projection. It is one of the more conservative data points as well as the best prior year fit for our realized enrollment. Of the seventeen methodologies the variance between the maximum and minimum projection for 2018-19 was 73.8. The system is a tool that requires us to thoroughly examine what trends seem to fit our enrollment best.

### Financial Assumptions

Given all that we do know, there are still a significant number of variables in the future that affect our budget. We utilize the information we have at the current time, our professional judgment and historical trends to make assumptions.

#### Revenue Assumptions:

- Enrollment will increase slightly over the next several years
- 1.0% increase in basic per pupil revenue formula
- Referendum inflationary increases – 2.0%
- 3% increase in special education funding – 4% rate factor written in statute
- Federal funding held flat

#### Expenditure Assumptions:

- Salaries and Benefits will average 3.4% increase across all employee groups
- 5% **decrease** in health insurance – the District negotiated a decrease in our share of employee health premiums of \$50/month for both single and family plans (7% rate decrease plus 2% increase in participation)
- 2% increase for non salary budgets

For the 2018-19 budget we project the aggregate revenue increase to be 7.87% and the aggregate expenditure increase to be 2.89%. We anticipate revenues of \$54.4 million and expenditures of \$52.9 million. The District will continue to increase the unassigned fund balance to weather the difficult funding years. We project to end the 2018-19 school year with a 23.2% unassigned fund balance.

### Summary

The State has consistently underfunded schools by legislating increases that were less than inflation, including last year when the State had a \$1.69 billion surplus, or by providing new revenue tied to specific programs. The legislature provided districts' with a 2% increase in each year of the biennium after significant pressure from the education community and its advocates. Our current financial projection indicates we would not need to look at budget adjustments until the 2022-23 school year. Northfield Public Schools is in a strong financial position and we will continue to strive for excellent financial stewardship.



## MEMORANDUM

TO: Dr. Matt Hillmann, Superintendent

FROM: Molly Viesselman, Director of Human Resources

DATE: January 18, 2018

RE: Pay Equity Report

I have completed work on the Pay Equity Report the District is required to file in January of 2018. While the District is passing two of the three tests, the Pay Equity software indicates that the District will fail the salary range test.

I will be submitting a formal Request for Reconsideration of Pay Equity Non-Compliance with the Minnesota Management & Budget Department, requesting an exception to the salary range test.

As you know, the District is required to report job classes included in the teacher's master agreement, such as teacher, counselor, media specialist, social worker, speech pathologist, school psychologist, etc., as separate classes. The demographics of these classes are female-dominated thereby increasing the average number of years it takes for employees in female dominated classes to reach maximum salaries, as this contract has fifteen steps.

The District has thirty-seven non-certified female dominated positions with ranges. The average years to maximum for these positions is 3.86 years. The District has sixteen non-certified male dominated positions with ranges. The average years to maximum, for these positions is 4.56 years. If we remove the certified teacher group from the calculation, and use only non-certified positions for the Salary Range Test, the result would be 118.1%, which would be a passing result.

Therefore, the District's failure to pass the test is a result of the teacher's salary schedule influencing the salary range test due to the difference between how the ranges and number of steps are determined for certified and non-certified positions and is not due to whether a position is female dominated, male dominated or balanced.

**Minnesota Pay Equity Management System - ISD No. 659 - Northfield(18-No Submission)**[Home](#)[Utilities](#)[Go To](#)[Log Out](#)**Pay Equity Implementation Form**

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

**Part A: Jurisdiction Identification**

Jurisdiction: ISD No. 659 - Northfield  
1400 Division Street South  
Northfield

Jurisdiction Type: ISD - School

Contact:	Name	Title	Phone	Email
	Molly Viesselman	Director of Human Re	507-663-0624	mviesselman@northfieldschools.org

**Part B: Official Verification**

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Consultant's System (specify) ▼

Describe: (\*less than 240 characters)

Decision Band Method

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference ▼ and female classes are not at a disadvantage.

3. An official notice has been posted at:  
Staff Break/Lunch Room all buildings  
(prominent location) (\*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

School Board

(governing body) (\*less than 60 characters)

Julie Pritchard

(chief elected official) (\*less than 60 characters)

Board Chair

(title) (\*less than 60 characters)

☒ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

**Part C: Total Payroll**

\$ 33,576,015.79 is the annual payroll for the calendar year just ended December 31.

[Save Changes](#)[Sign & Submit](#)[Return to Test Results](#)



## Job Class Data Entry Verification List

LGID 1741

Case: 2018DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Food Service Associate I	1	13	F	625	\$2,917.00	\$3,047.00	1.00		Longevity
2	Delivery Driver/Floating Cl	1	0	M	875	\$2,827.00	\$3,088.00	5.00		Longevity
3	Office Generalist	0	2	F	875	\$2,979.00	\$3,223.00	5.00		Longevity
4	Educational Assistant Supr	4	8	B	875	\$2,554.00	\$2,750.00	4.00		Longevity
5	Community Services Site /	7	31	F	875	\$2,177.00	\$2,388.00	4.00		
6	Food Service Associate II	0	3	F	875	\$3,090.00	\$3,220.00	1.00		Longevity
7	Volunteer Coordinator	1	1	B	1,125	\$2,749.00	\$3,028.00	4.00		
8	Custodian	9	2	M	1,125	\$2,827.00	\$3,088.00	5.00		Longevity
9	Food Service Associate III	0	6	F	1,125	\$3,381.00	\$3,511.00	1.00		Longevity
10	Educational Assistant Med	0	6	F	1,125	\$2,554.00	\$2,750.00	4.00		Longevity
11	Security Monitor	0	1	F	1,875	\$3,807.00	\$3,807.00		25.00	
12	Custodian Engineer	7	1	M	1,875	\$3,712.00	\$3,974.00	5.00		Longevity
13	Auditorium Technician	0	1	F	1,875	\$3,747.00	\$3,747.00		9.00	
14	Early Venture Assistant Te	0	1	F	2,125	\$2,475.00	\$2,917.00	6.00		
15	Educational Assistant Instr	3	20	F	2,125	\$2,554.00	\$2,750.00	4.00		Longevity
16	Educational Assistant Spec	0	12	F	2,125	\$2,653.00	\$2,847.00	4.00		Longevity
17	Early Venture Teacher	0	13	F	2,375	\$2,651.00	\$3,093.00	6.00		
18	Office Specialist	0	10	F	2,375	\$3,060.00	\$3,300.00	5.00		Longevity
19	Educational Assistant Pers	5	90	F	2,375	\$2,653.00	\$2,847.00	4.00		Longevity
20	Mentoring Grant Mentoring	0	1	F	2,750	\$3,171.00	\$3,171.00		9.00	
21	Early Childhood Outreach	0	1	F	3,250	\$3,171.00	\$3,171.00		9.00	
22	Word&Design Web Sprt S	0	1	F	3,625	\$3,263.00	\$3,506.00	5.00		Longevity
23	Targeted Serv Enrichment	0	4	F	3,875	\$3,482.00	\$3,482.00		5.00	
24	Food Service Manager I	0	3	F	3,875	\$3,589.00	\$3,719.00	1.00		Longevity
25	Elementary Head Custodia	3	1	B	3,875	\$3,906.00	\$4,239.00	6.00		Longevity
26	Administrative Support Ass	0	15	F	3,875	\$3,263.00	\$3,506.00	5.00		Longevity
27	Accounting Specialist Payr	0	1	F	3,875	\$3,263.00	\$3,506.00	5.00		Longevity
28	Accounting Generalist	0	2	F	3,875	\$3,263.00	\$3,506.00	5.00		Longevity
29	Ventures Site Leader	1	2	B	4,125	\$3,182.00	\$3,624.00	6.00		
30	Cultural Liaison	0	1	F	4,125	\$4,873.00	\$5,256.00	4.00		
31	Food Service Manager II	0	2	F	4,125	\$3,646.00	\$3,904.00	1.00		Longevity
32	Asst Groundskeeper Floati	1	0	M	4,125	\$4,047.00	\$4,358.00	5.00		
33	Secondary Head Custodia	2	0	M	4,375	\$3,906.00	\$5,092.00	6.00		Longevity
34	Master Electrician	1	0	M	4,375	\$6,374.00	\$6,916.00	5.00		
35	Information Systems Spec	0	1	F	4,375	\$5,511.00	\$5,677.00	4.00		
36	Building Nurse	0	5	F	5,333	\$5,090.00	\$6,034.00	4.00		Longevity
37	Technology Specialist	2	1	B	5,333	\$4,546.00	\$4,837.00	4.00		
38	Network Assistant	1	0	M	5,333	\$5,355.00	\$5,632.00	4.00		
39	District Maintenance Coor	1	0	M	5,333	\$4,828.00	\$5,372.00	5.00		Longevity
40	District Grounds Coordinat	1	0	M	5,333	\$4,828.00	\$5,372.00	5.00		Longevity
41	Admin Asst to Supt/Board	0	1	F	5,333	\$5,429.00	\$5,679.00	4.00		
42	Network Manager	1	0	M	5,667	\$6,719.00	\$7,010.00	4.00		
43	Youth Development Coord	0	1	F	5,667	\$4,027.00	\$4,592.00	4.00		
44	Recreation Program Coorc	0	1	F	5,667	\$4,594.00	\$5,010.00	4.00		
45	Enrichment Coordinator	0	1	F	5,667	\$4,594.00	\$5,010.00	4.00		
46	Community School Coordin	0	2	F	5,667	\$3,565.00	\$3,918.00	4.00		
47	Early Childhood Coordinat	0	1	F	5,667	\$5,133.00	\$5,436.00	4.00		
48	ADSIS Interventionist	2	6	F	6,000	\$4,679.00	\$9,476.00	15.00		Longevity
49	Special Education Teacher	5	43	F	6,000	\$4,679.00	\$9,476.00	15.00		Longevity
50	School Social Worker	0	6	F	6,000	\$4,679.00	\$9,476.00	15.00		Longevity
51	ResponseToIntervention C	0	6	F	6,000	\$4,679.00	\$9,476.00	15.00		Longevity
52	Physical Therapist	0	1	F	6,000	\$4,679.00	\$9,476.00	15.00		Longevity
53	Media Specialist	0	5	F	6,000	\$4,679.00	\$9,476.00	15.00		Longevity
54	Licensed Teacher K-12	65	186	F	6,000	\$4,679.00	\$9,476.00	15.00		Longevity
55	Autism Resource Specialis	0	1	F	6,000	\$4,679.00	\$9,476.00	15.00		Longevity
56	Ventures Coordinator	0	1	F	6,333	\$5,112.00	\$5,528.00	4.00		
57	School Counselor Second	1	4	F	6,333	\$4,679.00	\$9,476.00	15.00		Longevity
58	Occupational Therapist	0	3	F	6,333	\$4,679.00	\$9,476.00	15.00		Longevity



## Job Class Data Entry Verification List

LGID 1741

Case: 2018DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
59	Educ Speech&Lang Patho	1	7	F	6,333	\$4,679.00	\$9,476.00	15.00		Longevity
60	Director of Child Nutrition	0	1	F	6,333	\$6,861.00	\$7,461.00	4.00		
61	Assistive Technology Spec	0	1	F	6,333	\$4,679.00	\$9,476.00	15.00		Longevity
62	School Psychologist	0	5	F	6,750	\$4,679.00	\$9,476.00	15.00		Longevity
63	Licensed Public School Nu	0	1	F	6,750	\$4,679.00	\$9,476.00	15.00		Longevity
64	Director of Assessment Se	0	1	F	7,250	\$7,773.00	\$8,268.00	4.00		
65	Director Technology Servic	0	1	F	7,667	\$8,155.00	\$8,653.00	4.00		
66	Director Student Activities	1	0	M	7,667	\$10,259.00	\$10,819.00	4.00		
67	Director Buildings & Groun	1	0	M	7,667	\$8,017.00	\$8,512.00	4.00		
68	Director ALC	1	0	M	7,667	\$9,220.00	\$9,781.00	4.00		
69	Asst Secondary Principal	1	0	M	7,667	\$10,457.00	\$11,654.00	4.00		
70	Asst Secondary Principal	1	1	B	7,667	\$10,831.00	\$12,029.00	4.00		Longevity
71	Asst Director Special Servi	0	1	F	7,667	\$9,426.00	\$9,921.00	4.00		
72	Director Human Resources	0	1	F	7,667	\$9,426.00	\$9,921.00	4.00		
73	Director Finance	0	1	F	7,667	\$9,426.00	\$9,921.00	4.00		
74	Director Comm Ed&Comm	0	1	F	8,000	\$9,594.00	\$10,027.00	4.00		
75	Elementary School Princip	2	1	B	8,333	\$11,126.00	\$12,233.00	4.00		Longevity
76	Middle School Principal	1	0	M	8,750	\$11,344.00	\$12,450.00	4.00		Longevity
77	High School Principal	1	0	M	9,250	\$11,566.00	\$12,672.00	4.00		Longevity
78	Director Teacher & Learnir	0	1	F	9,750	\$10,277.00	\$10,710.00	4.00		
79	Director Special Services	0	1	F	9,750	\$10,277.00	\$10,710.00	4.00		
80	Superintendent	1	0	M	11,250	\$14,441.00	\$14,441.00		1.00	

Job Number Count: 80

**DISTRICT OFFICE**

1400 Division Street South

Northfield, MN 55057

PH 507.663.0600 • Fax 507.663.0611

[www.northfieldschools.org](http://www.northfieldschools.org)

To: Dr. Matt Hillmann, Superintendent  
From: Val Mertesdorf, Director of Finance  
Date: January 4, 2018  
RE: Network Administration Expenditure Reassignment

At the time the Board of Education approved the addition of the Behavior Interventionist (PALS) positions, the Administration proposed moving the assistant network administrator's salary and benefits to the capital budget as an offset to the additional general fund cost.

There are two positions funded by the capital budget that total approximately \$206,170. During our annual capital committee meeting there were requests for \$1.2 million dollars and we are projecting available funding of \$400,000. With the voter approved increase to the operating referendum we have additional general fund support to reclassify the network administrator's salary and benefits from the capital fund to the general fund. This would allow the committee an additional \$200,000 to make needed purchases.

I am recommending this reclassification for the 2018-19 budget. We can reassess during our next capital committee meeting if the needs still outweigh the funding available.