

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
TUESDAY, May 28, 2013, 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 members of the 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 himself/herself and the group represented, if any. He/She will then state the reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. Please know that this is not a time to debate an issue, but for you to make your comments.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
 - 1. Professional Learning Communities Presentation – Northfield Middle School.
 - 2. District Educational Program Advisory Committee (DEPAC) Goals for the 2013-2014 School Year.
 - 3. 2013-14 General Fund Budget Development.
 - 4. School Board Work Session Relating to Student Learning.
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Activities Advisory Committee Recommendations.
 - B. Items for Consent Grouping
 - 1. Grant Request – Early Ventures Young Explorers.
 - 2. Seventh Grade Overnight Trip to Eagle Bluff – August 21-23, 2013.
 - 3. Middle School Overnight Student Field Trip Request for 2013-2014.
 - 4. Tentative High School Overnight Trips Planned for 2013-2014.
 - 5. Co-Curricular Overnight Trips for the 2013-2014 School Year.
 - 6. Authorization to Waive the Ban of Fireworks or Ammunition on School District Property to Permit Fireworks Display on July 4.
 - 7. Personnel Items.
- VIII. Items for Information
 - 1. Area Learning Center Graduation – Wednesday, May 29, 1:00 PM, Longfellow Gymnasium.
 - 2. High School Graduation – Sunday, June 2, 2:00 PM – Memorial Field.
 - 3. July 2013 – June 2014 School Board Meeting Schedule.
 - 4. Presentation on Legislative Session at June 10, 2013, regular School Board meeting.
- IX. Future Meetings
Monday, June 10, 2013, Regular School Board Meeting, Northfield High School Media Center
Monday, July 8, 2013, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

Closed Negotiation Strategy Session
following the School Board Meeting
District Office Conference Room

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Tuesday, May 28, 2013, 7:00 PM
Northfield High School Media Center

TO: Members of the Board of Education
FROM: L. Chris Richardson, Ph. D., Superintendent
RE: Explanation of Agenda Items for the Tuesday, May 28, 2013, 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 meetings held on May 13, 2013, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. Professional Learning Communities Presentation – Northfield Middle School.
The presentation by Northfield Middle School is the final report on Professional Learning Communities (PLCs) in the Northfield Public Schools this school year. Each month since September, the Board has listened to teachers showcase their efforts in implementing PLCs and the positive impact of their work on students.
 2. District Educational Program Advisory Committee (DEPAC) Goals for the 2013-2014 School Year.
Kyle Wilkomm and Helena Kaufmann, this year's co-chairs of the District Educational Program Advisory Council (DEPAC), will share with the Board the recommended goals that were developed by this committee of citizens and staff members over the last several months.

The DEPAC supports the Continuous Improvement Process by providing the Board of Education with recommended goals in assessment of student achievement, curriculum and staff development, and student support services, which are then addressed where appropriate in building and program improvement plans. The council met monthly and completed the majority of its work in three sub committees that focused on studying and developing goals in one of these three areas. At the end of each meeting they came together to share their progress and at their last meeting reached consensus on the goals to be shared with the Board.
 3. 2013-2014 General Fund Budget.
The General Fund budget will be presented by Val Mertesdorf, Director of Finance. The General Fund is used to account for all of our revenues and expenditures that don't fall into another specified fund. No action is required on the budget until June 10, 2013.
 4. School Board Work Session Relating to Student Learning.
At the May 13th School Board meeting the Board passed a motion to include a discussion item on the May 28th meeting agenda "to develop the focus of and set a date for a work session where the Board could reflect on issues related to student learning arising from the community calendar conversations." Board Chair Ellen Iverson will lead this discussion with the Board
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Activities Advisory Committee Recommendations.
Enclosed are two memorandums from Activities Director Tom Graupmann describing two recommendations being made by the Activities Advisory Committee. The first memorandum discusses the sport of Lacrosse – boys and girls, JV and Varsity levels. The proposed budget for each gender is included as well. The proposed activity fee is \$145. The second memorandum discusses the

decline in the number of participants over the past several years in Middle School Intramural Basketball. The recommendations by the Activities Advisory Committee (AAC) for each activity are part of the memorandums.

Superintendent's Recommendation: Motion to approve the Activities Advisory Committee's recommendation to add the sport of Lacrosse (Boys Lacrosse and Girls Lacrosse with JV and Varsity levels for each gender) beginning with the 2013-2014 school year.

Superintendent's Recommendation: Motion to approve the Activities Advisory Committee's recommendation to discontinue the Middle School Intramural Basketball Program (grades 6-8) beginning with the 2013-2014 school year.

B. Items for Consent Grouping

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

1. Grant Request.

Ventures Coordinator Katie Valek is requesting approval of an Early Ventures grant request to the Southern Minnesota Initiative Foundation (SMIF) for \$5200. If this grant is received it would be used to purchase two (valued at \$2600 each) early childhood kid-friendly early learning computer stations with science, math, reading and literacy-focused software.

2. Seventh Grade Overnight Trip to Eagle Bluff – August 21-23, 2013.

Amy Allin, ELC Trip Coordinator, Middle School Principal Jeff Pesta and Director of Community Services Erin Mayberry are requesting approval of the 7th grade environmental education overnight experience to Eagle Bluff ELC in Lanesboro from August 21 – 23, 2013.

3. Middle School Overnight Student Field Trip Request for 2013-2014.

Middle School Principal Jeff Pesta and Seventh Grade Social Studies Teacher Earl Weinmann are requesting School Board approval of the annual SCOPE trip to Missouri to visit sites connected with the James Younger Gang. This trip will take place June 7 and 8, 2014.

4. Tentative High School Overnight Trips Planned for 2013-2014.

High School Principal Joel Leer has provided the enclosed memorandum dated May 2013 recommending that the Board approve the overnight field trips listed for the 2013-14 school year.

5. Co-Curricular Overnight Trips for the 2013-2013 School Year.

Activities Coordinator Tom Graupmann has provided the enclosed list dated May 16, 2013, of co-curricular overnight trips for the 2013-14 school year. He is requesting School Board approval.

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

The District has been contacted by the sponsors of the July 4th fireworks display, for permission to use the green space between Northfield Middle School and Bridgewater Elementary School for the fireworks display. The School District has granted permission for this activity and waived the ban of fireworks on School District property in the past.

7. Personnel Items.

a. Appointments*

1. Amy Allin, Eagle Bluff Coordinator for Community Services beginning 5/8/2013 through 9/15/2013, \$1500 stipend.
2. Leif Bade, Summer Maintenance Worker for Building & Grounds beginning 6/4/2013, \$9.75/hour.
3. Amy Franklin, Instructional Education Assistant at Greenvale Park Elementary, 3 days/week beginning 5/15/2013 through 6/4/2013, Class II, Step 1, \$12.85/hour.
4. Linda Goozen, ESY PCA at Longfellow for 3.5 hours/day for 16 days beginning 6/26/2013 through 7/25/2013, Class IV, Step 1, \$13.26/hour.

5. Candace Hard, Eagle Bluff Chaperone for Community Services beginning 8/21/2013 through 8/23/2013, \$500 Stipend.
 6. Craig Johnson, Eagle Bluff Chaperone for Community Services beginning 8/21/2013 through 8/23/2013, \$500 Stipend.
 7. Andi Matre, Instructional Education Assistant at Greenvale Park Elementary, 2 days/week beginning 5/16/2013 through 6/4/2013, Class II, Step 1, \$12.85/hour.
 8. Katrina Meehan, Eagle Bluff Chaperone for Community Services beginning 8/21/2013 through 8/23/2013, \$500 Stipend.
 9. Melvin Miller, Community Services Summer Recreation Softball Umpire for 4-5 hours/day, 16-20 days, beginning 5/2013 through 8/2013, \$13.25/hour.
 10. Michael Miller, ESY PCA at Longfellow for 3.5 hours/day beginning 6/26/2013 through 7/25/2013, Class IV, Step 1, \$13.26/hour.
 11. Cassandra Paulsen, Community Services WSI/Lifeguard & Summer Program Substitute, beginning 5/21/2013 through 8/2013, \$10.75/hour.
 12. Steven Pfhaning, Community Services Summer Lifeguard beginning 5/21/2013 through 8/2013, \$8.25/hour.
 13. Lori Rossmiller, .8 FTE Spanish Teacher at the High School beginning 8/26/2013, MA-9.
 14. Ellen Windschitl, Community Services Summer Intern beginning 5/21/2013 through 8/2013, for 5 days/40 hours/week, \$13.08/hour.
 15. Diana Wokson, ESY PCA at Longfellow for 3.5 hours/day beginning 6/26/2013 through 7/25/2013, Class IV, Step 1, \$13.26/hour.
- b. Increase/Decrease/Change in Assignment
1. Carolyn Duba, School Psychologist/ECSE Team Leader at Longfellow, change to School Psychologist at the High School beginning 8/26/2013.
 2. Jacque Ims, School Psychologist at the High School, change to School Psychologist at Greenvale Park Elementary, beginning 8/26/2013.
 3. Jessica Jessen, 1.0 FTE Kindergarten Teacher at Greenvale Park, change to 1.0 FTE 1st Grade Teacher at Greenvale Park, beginning 8/26/2013.
 4. Melissa Larsen, School Social Worker at Bridgewater Elementary, change to School Social Worker at Greenvale Park Elementary, beginning 8/26/2013.
 5. Ashley Northrup, School Psychologist at Greenvale Park Elementary, change to School Psychologist/ECSE Team Leader at Longfellow, beginning 7/1/2013.
 6. Patsy Ophaug, Special Education Instructor at Bridgewater Elementary, change to Special Education Instructor at the Middle School, beginning 8/26/2013.
 7. Stephani Parlin, Special Education Instructor (NB) at the High School, change to Special Education Instructor (EBD/NB) at Greenvale Park Elementary, beginning 8/26/2013.
 8. Lori Peterson, Special Education Instructor (EBD) at Greenvale Park Elementary, change to Special Education Instructor (EBD) at Sibley Elementary, beginning 8/26/2013.
 9. Steven Taggart, 1.0 FTE Industrial Technology Teacher at the High School, change to .2 FTE Industrial Technology teacher at the High School, in addition to .8 FTE at the Middle School beginning 8/26/2013.
 10. Jamie Wiebe, Long-Term Substitute School Social Worker at Greenvale Park Elementary, change to Long-Term Substitute School Social Worker at Bridgewater Elementary, beginning 8/26/2013.
 11. Stephanie Mahal, ESY Occupational Therapist at Longfellow/High School beginning 6/26/2013 through 8/30/2013.
 12. Katie Auge, ESY ECSE Teacher at Longfellow beginning 6/26/2013 through 7/25/2013.
 13. Anne Balluff, ESY Homebound Teacher at Longfellow/High School beginning 6/26/2013 through 8/30/2013.
 14. Ann Dybvik, ESY Pre-School ASD Teacher at Longfellow beginning 6/26/2013 through 7/25/2013.
 15. Elaine Harries, ESY DCD Teacher at the High School beginning 6/26/2013 through 7/25/2013.
 16. Debra Herman, ESY DCD Teacher at Longfellow beginning 6/17/2013 through 7/25/2013.

17. Joseph Jorgensen, ESY Work-Based Learning teacher at the High School beginning 6/26/2013 through 7/25/2013.
 18. Laurie Larson, ESY Physical Therapist at Longfellow/High School beginning 6/26/2013 through 8/30/2013.
 19. Lori Peterson, ESY Kindergarten Teacher at Longfellow beginning 6/26/2013 through 7/25/2013.
 20. Kim Rohr, ESY Elementary ASD Teacher at Longfellow beginning 6/26/2013 through 7/25/2013.
 21. John Schnorr, ESY Speech Pathologist at Longfellow/High School beginning 6/26/2013 through 8/30/2013.
 22. Debra Seitz, ESY Multi-License Teacher at Longfellow beginning 6/26/2013 through 7/25/2013.
 23. Lydia Tilstra, ESY DCD Teacher at Longfellow beginning 6/26/2013 through 7/25/2013.
 24. Bridges to Kindergarten support beginning 7/25/2013 through 8/25/2013:
 - Katie Auge, B2K Teacher at Greenvale Park Elementary
 - Kristen Cade, B2K Teacher at Bridgewater Elementary
 - Stephanie Hagburg, B2K Teacher at Greenvale Park Elementary
 - Gretchen Heil, B2K Teacher at Sibley Elementary
 - Darren Lofquist, B2K Teacher at Bridgewater, Greenvale Park and Sibley Elementary
 - Patricia Rogne, B2K Teacher at Sibley Elementary
 - Angie Schewe, B2K Teacher at Bridgewater Elementary
 - Amanda Schrader, ELL B2K Teacher at Sibley, Bridgewater and Greenvale Park Elementary
 - Lahna Tran, B2K Teacher at Bridgewater Elementary
 25. Extended School Year (ESY) PCA Positions at Longfellow, beginning 6/26/2013 through 7/25/2013:

• Janet Amundson	• Darla Neufeldt
• Mary Boyum	• Deb Pack
• Shari Bridley	• Amy Pantze
• Teresa Findlay	• Laurel Sargent
• Marilyn Frey	• Tammy Schwagerl
• Cindy Huschle	• Peggy Sheehy
• Shelly Kruger	• Angie Sletten
• Jacqueline Meyer	• Amanda Story
• Jackie Moon	• Pamela Swanson (Hanson)
• Lauren Murtha	• Corina Zick
- c. Leave of Absence
1. **Correction:** Kevin Dahle, Leave of Absence beginning February 21, 2014 through the end of the 2013-14 school year. (change from February 1, 2014)
- d. Retirement/Resignations
1. Karen Bublitz, ECPE Education Assistant, retirement effective May 24, 2013.
 2. Jessica Chrisman, Middle School Instructional EA, resignation effective May 22, 2013.
 3. Colleen DeWall, Special Education PCA, resignation effective the end of the 2012-13 school year.
 4. Kelli Hohm, Educational Assistant at Bridgewater Elementary, resignation effective the end of the 2012-13 school year.
 5. Adam Murphy, High School Assistant Wrestling Coach, resignation effective May 21, 2013.
 6. Melissa Taucher, Early Childhood Special Education Instructor, resignation effective May 21, 2013.

*Conditional offers of employment are subject to successful completion of a criminal background check.

VIII. Items for Information

1. Area Learning Center Graduation – Wednesday, May 29, 1:00 PM, Longfellow Gymnasium.
2. High School Graduation – Sunday, June 2, 2:00 PM – Memorial Field.
3. July 2013 – June 2014 School Board Meeting Schedule.
4. Presentation on Legislative Session at June 10, 2013, regular School Board meeting.

IX. Future Meetings

Monday, June 10, 2013, Regular School Board Meeting, Northfield High School Media Center
Monday, July 8, 2013, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

**Closed Negotiations Strategy Session To Follow
District Office Conference Room**

School Board Minutes

School Board Minutes

May 13, 2013

Northfield High School Media Center

- I. Call to Order.
Board Chair Ellen Iverson called the Regular meeting of the Northfield Board of Education to order at 7:00 PM. No one was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was no one.
- IV. Approval of Minutes
On a motion by Fossum, seconded by Hardy, the minutes of the Regular School Board meeting held on April 22, 2013, were unanimously approved.
- V. Announcements and Recognitions
 - The end of the year celebration for the PLUS program was held on April 25th. Over 250 students and their parents attended.
 - Several NHS music students will be participating in the 2013-2014 All-State Music Ensembles. They will participate in a 1-week camp in August and at the annual MMEA Midwinter Clinic in February 2014. Congratulations to the following students!

<u>All-State Orchestra:</u> Ian Iverson, Double Bass <u>All-State Band:</u> Miles Broske – Clarinet Emily Swanson – Bass Clarinet William Beimers – French Horn Jonathan Van Roekel – French Horn Ryan Walser-Kuntz – Trombone	<u>All-State Choir:</u> Abigail Goerdt – Soprano I Sasha Middeldorp – Soprano II Amber Barksdale – Alto II Scout Gregerson – Alto II Steven Pfahning – Tenor II Nathan Berthelsen – Baritone
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
 - Bridgewater Elementary School students Alivia Kortuem, Elliot Ness, and Griff Dahle will have their artwork featured on digital billboards in the Twin Cities for the next month. They are three of twenty-six students whose artwork was selected to be featured on the billboards as part of the 2013 Flint Hills International Children's Festival, presented by the Ordway, in St. Paul. Kortuem, Ness and Dahle's artwork was submitted by Bridgewater's art teacher Kate Woodstrup.
 - The Minnesota Association of Secondary School Principals (MASSP) has recognized the Northfield Middle School TEAM UP project as a 2013 Star of Innovation Award Winner. TEAM UP is an acronym for Teaching English Language Learners Action Model to Unite Professionals. The team members Ruben Alvarez, Krista Betcher, Katrina Meehan, Chris O'Neill, and Sarah Van den Akker are completing their third year of a project to model best practices for their peers and create an inclusive school culture. As evidence of their progress, well over 300 students, families, and guests participated in the Cinco de Mayo Fiesta that they hosted on May 6th.
 - The National League of Cities has released a new report on "Municipal Leadership for Children and Families in Small and Mid-Sized Cities". Northfield's PRIMETIME out-of-school-time collaborative is one of the 40 initiatives profiled in this national report.
 - The Northfield Area United Way has provided a \$26,000 award for PRIMETIME, \$15,000 to support TORCH and \$10,000 to support the contract the school district has with Sarah Shippey from OMADA.
 - The Eat, Talk, Connect Challenge is a school-community program that started in February to encourage families to connect by eating five meals together each week for three months. "Meals together" means when all or most family members in the same household sit down anywhere together to eat a meal - breakfast, lunch or dinner. The winner of a participation award in Northfield is Sibley Elementary School for the highest percentage of participating students. Each winning school will be receiving up to \$500 to put on a family outreach event of their choosing at their school.

- Board member Pritchard thanked the community for its support of the Prom activities. She thanked Terry and Julie Heilman who for years have opened Jesse James Lanes to provide a safe and fun after-Prom party. The Prom Committee Chairs Joan Spaulding and Kim Bardwell who harnessed the energies of many parents to provide food and prizes for the party and the After Prom Committee: Kathy Edwards, Shelly and Dave Buffington, Wendy Cloak and Ellen Iverson. She also thanked the local businesses who generously donated gifts and in-kind support and the staff at the high school for chaperoning the dance. And a thank you to Rice County Chemical Health Coalition's Enforcement Team, Rice County Attorney Paul Beaumaster, Northfield's Mayor's Youth Task Force on Youth Alcohol and Drug Use, Rice County Safe Roads Coalition and Rice County MADD for sponsoring the mailing that went to parents in the District with important tips for helping kids have a safe Prom.

VI. Items for Discussion and / or Reports

1. Proposed 2013-14 Budgets.

The following proposed budgets for 2013-14 were presented by Val Mertesdorf, Director of Finance:

- Internal Service Fund accounts for the School District's self-funded Health and Dental Programs. Revenues represent premiums paid by the District and employees. Expenditures represent actual claims cost and administrative expenses to run the program. Due to a large balance in the dental fund, a 50% reduction in the dental premium is being recommended to help offset the approximate 8% increase in the health insurance premium. The increase in the health insurance premium is a result of large claims and costs associated with the Affordable Care Act.
- Capital Budget is used to account for the revenue and expenditures of the District's Operating Capital, Health & Safety, Lease Levy, Capital Projects Levy and Deferred Maintenance projects. The Capital Budget is a portion of the General Fund budget that will be presented at the May 28, 2013, Board Meeting.

No action was required by the Board.

2. Community Services Preliminary FY 14 Budget.

Director of Community Services Erin Mayberry presented the FY 14 proposed preliminary budget. It has been developed with the input from each program coordinator. The Community Services Advisory Council approved the preliminary budget at their April 30th meeting and recommends this budget to the School Board. The budget reflects revenues of \$1,892,965 and expenditures of \$1,872,468. Pritchard asked when the facility use fees will be evaluated. Mayberry responded that they are evaluated every 3 to 4 years and will probably be evaluated in the next 2 years.

3. Evaluation Process Update.

Director of Administrative Services Matt Hillmann updated the Board about the District's participation in the Minnesota Department of Education pilot principal evaluation project. He was then joined by NEA President Mark Thornton and together they spoke about the District's progress toward meeting the requirements for the State's teacher evaluation system that is expected to go into effect beginning with the 2014-15 school year.

4. Results of Calendar Discussion and Next Steps.

Mary Hanson, Director of Teaching and Learning, and Superintendent Richardson reviewed the Calendar Conversation process conducted in three sessions held in March and April. They provided information about the agenda, process and results of each meeting and copies of all of the documents created as part of each evening's small group activities with community participants and posted on the school calendar website. Dr. Richardson also shared the results of the Seven Calendar Concepts Online Straw Poll that was conducted between May 8th and May 13th. The straw poll asked participants to indicate which of the calendar options they felt merited more consideration. Straw poll results were posted on the website from approximately 475 participants.

Board Chair Ellen Iverson then led a discussion during which each Board member expressed their thoughts on what they learned from the Community Conversations and how they felt the Board should

respond. Individual Board opinions ranged from maintaining the current calendar format for the foreseeable future to implementing a year round calendar with shorter breaks throughout the school year.

Based on the diverse perspectives shared during the discussion, the Board added an agenda item under "Items for Individual Action." See item 2 under Superintendent's Report – Items for Individual Action.

VII. Superintendent's Report

A. Items for Individual Action

1. School Bus Transportation Contract with Benjamin Bus Inc. 2013-2017.

On a motion by Pritchard, seconded by Stratmoen, the Board unanimously approved the School Bus Transportation Contract with Benjamin Bus Inc for 2013-2017 as presented. The agreement includes no increase to regular routes or field trips for the first three years and a three percent increase to regular routes and field trips for the last year of the agreement. Rates for other transportation, such as special education routes, will increase two percent in each of the first three years of the agreement with a three percent increase in the final year of the agreement.

2. Calendar Discussion Next Steps.

Nelson moved and Maple seconded to include a discussion item on the School Board's May 28, 2013, meeting agenda to develop the focus of a work session where the Board could reflect on issues related to student learning arising from the community calendar conversations.

Nelson then moved to amend the motion, seconded by Pritchard, to include "setting a date". The Board approved on a six to one vote to amend the motion. Voting 'yes' was Maple, Nelson, Pritchard, Hardy, Stratmoen and Iverson. Fossum voted 'no.'

The Board then approved on a six to one vote to include a discussion item on the School Board's May 28th meeting agenda to develop the focus of and set a date for a work session where the Board could reflect on issues related to student learning arising from the community calendar conversations. Voting 'yes' was Maple, Nelson, Pritchard, Hardy, Stratmoen and Iverson. Fossum voted 'no.'

B. Items for Consent Grouping

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

1. Student Activity Account Transfers.

The Board approved:

- Designating up to \$1,000 from the Girls Golf Team's student activity account to pay for an additional golf coach. The rate of pay will be \$14 per hour. The Girls Golf Team intentionally fundraised so that this coach could be secured. This would be for the 2012-2013 school year only.
- Designating \$2000 from the Robotics Team's student activity account to pay for Steve Taggart's work with the participants. The Robotics team intentionally fundraised so that Steve Taggart could receive a stipend.

2. Financial Reports – January, February and March 2013.

The Board approved the following:

- Paid bills totaling \$1,515,268.02, payroll checks totaling \$2,293,913.74, debt service payments totaling \$4,866,512.13 and the financial reports for January 2013.
- Paid bills totaling \$1,142,897.07, payroll checks totaling \$2,307,818.99, debt service payments totaling \$15,000 and the financial reports for February 2013.
- Paid bills totaling \$1,489,740.85, payroll checks totaling \$2,278,976.21, debt service payments totaling \$4,055.00 and the financial reports for March 2013.

3. Personnel Items.

a. Appointments*

1. Laura McManus, 1.0 FTE Elementary Teacher-Companeros Program at Sibley Elementary beginning 8/26/2013, MA-7.
2. Melissa Taucher, 1.0 FTE Early Childhood Special Education Teacher at Longfellow beginning 7/1/2013, MA-30, Step 6.
3. William Kaul, Summer Grounds/Maintenance Technician for the district beginning 5/1/2013 through 10/31/2013, \$12.25/hour.
4. Anne Jerdee, 1.0 FTE English-8 Teacher at the Middle School beginning 8/26/2013, MA6.
5. Geoffrey Staab, 1.0 FTE Mathematics Instructor at Longfellow/ALC beginning 8/26/2013, MA-45, Step 10.
6. Anita Sasse, 1.0 FTE First Grade Teacher-Companeros Program at Sibley Elementary beginning 8/26/2013, BA-0.
7. Matthew Bettinger, Summer Maintenance Worker for Building & Grounds beginning 5/13/2013, \$9.75/hour.
8. Jeffrey Fowler, Summer Maintenance Worker for Building & Grounds beginning 5/13/2013, \$9.75/hour.
9. Nikole Webster, Summer Maintenance Worker for Building & Grounds beginning 5/13/2013, \$9.00/hour.
10. Maren Wacholz, 1.0 FTE Elementary Teacher-Kindergarten at Sibley Elementary beginning 8/26/2013, BA-4
11. Stefanie Berkopce, 1.0 FTE Instrumental Teacher at the Middle School and Sibley Elementary beginning 8/26/2013, BA-0.
12. Jared Stowe, Summer Maintenance Worker for Building & Grounds beginning 5/14/2013, \$12.00/hour.
13. Megan Christophersen, Summer Maintenance Worker for Building & Grounds beginning 6/3/2013, \$9.00/hour.

b. Increase/Decrease/Change in Assignment

1. Sheila Bird, Office Specialist III at Longfellow/ALC (202 days) change to Administrative Support Assistant – Class IV (220 days) at Longfellow/ALC beginning 7/1/2013.
2. Jacque Meyer, Special Ed PCA at the High School for 8.0 hours/day, change to Special Ed PCA at EPIC for 6.75 hours/day.
3. Angie Timperley, Special Education Educational Assistant at Bridgewater for 4 hours/day, change to Special Education Educational Assistant at Bridgewater for 5 hours/day beginning 4/29/2013 through 6/4/2013.
4. Steve Taggart, 1.0 FTE Industrial Technology Teacher at the High School change to .8 FTE Industrial Technology Teacher at the Middle School beginning 8/26/2013.
5. Amanda Tracy, .8 FTE Spanish teacher at the high school, voluntary reduction to .2 FTE Spanish teacher at the high school beginning September 1, 2013.
6. Katherine Norrie, 1.0 FTE Visual Art Teacher at the high school, voluntary reduction to .8 FTE Visual Art teacher beginning 8/26/2013.
7. *Correction* - Kevin Dahle – .8 FTE Long Term Substitute Social Studies Teacher at the High School beginning 5/21/2013 through 6/4/2013, MA-14.
8. *Correction* - Karl Tise – .8 FTE Long Term Substitute Social Studies Teacher at the High School beginning 5/1/2013 through 5/20/2013.
9. Janet Larimore-Rockne, 1.0 FTE 4th Grade Companeros at Bridgewater, voluntary reduction to .75 FTE Title Teacher at Bridgewater beginning 8/26/2013.
10. Rustianna Mechura, Middle School Youth Center (MSYC) Site Assistant at the Middle School extended hours 10 hours/week through 5/23/2013.

c. Leaves of Absence

1. Katie Parks, 1.0 FTE leave of absence for the 2013-2014 school year.
2. Jennifer Josephson, 1.0 FTE leave of absence for the 2013-2014 school year.
3. Amanda Heinritz, 1.0 FTE leave of absence from the HS FACS for the 2013-2014 school year to serve as a 1.0 FTE Media Specialist at Greenvale Park Elementary School.
4. Rebecca Glassing, .3 FTE leave of absence for the 2013-2014 school year.

5. Kevin Dahle, leave of absence beginning February 1, 2014 through the end of the 2013-14 school year.
6. James Murray, FMLA Leave of Absence beginning 5/29/2013 through 8/20/2013.
7. Rebecca Glassing, Medical Leave of Absence beginning 5/13/2013 to the end of the 2012-13 school year.

d. Resignation

1. Lee Thorson, High School Guidance Office Specialist, resignation effective June 5, 2013.

*Conditional offers of employment are subject to successful completion of a criminal background check.

VIII. Items for Information

1. Enrollment Report – May 2013.
2. Superintendent Richardson provided a legislative update as the legislature approaches the end of the session.

IX. Future Meetings

Tuesday, May 28, 2013, Regular School Board Meeting, Northfield High School Media Center
Monday, June 10, 2013, Regular School Board Meeting, Northfield High School Media Center

- X. On a motion by Stratmoen, seconded by Nelson, the Board adjourned at 10:00 PM.

Noel Stratmoen
School Board Clerk

District Education Program Advisory Committee (DEPAC)

Annual Goals

Purpose

- ☐ To provide a forum where community members and professional staff collaboratively study, evaluate and make recommendations to improve the educational program.
- ☐ To support the continuous improvement process by providing the Board of Education with recommended goals to be addressed in Building and Program Improvement Plans.

DEPAC Membership

- ☐ Community Members
- ☐ Staff Members
- ☐ Administrators
- ☐ School Board Members
- ☐ Each member belongs to a subgroup:
 - ☐ Assessment
 - ☐ Teaching and Learning
 - ☐ Student Services

Members are responsible for:

- ☐ Periodically reviewing the assessment of student achievement, teaching & learning, and student services.
- ☐ Developing annual goals related to student achievement, curriculum and staff development, and student services.
- ☐ Reporting annual goal recommendations to the Board of Education and school community.

Assessment Goals

- ☐ We will partner with community agencies that serve students by providing meaningful data support, emphasizing key transitions young people make on the 'cradle to career' continuum.
- ☐ Students, teachers and parents will collaborate by using a broad range of student information to select individual approaches for personal growth, aligned with student strengths and challenges.

Teaching & Learning Goals

- ☐ The District will continue implementation of a system of academic and behavioral interventions (RtI) at the elementary level, and begin implementing that system at the secondary level in 2013-14.
- ☐ The District will implement consistent standards-based grading strategies and procedures at the elementary level, and continue studying standards based grading at the secondary level during 2013-14.

Teaching & Learning Goals

- ☐ The District will provide curricular and staff development support in the implementation of the tablet initiative using the Substitution, Augmentation, Modification and Redefinition (SAMR) model.

Student Services Goals

- ☐ The District will establish specific behavioral expectations, train staff, and teach pro-social behaviors to all students that promote respect, responsibility and self-regulation.
- ☐ The District will foster school connectedness among students, families and staff, promoting mutual respect and enhancing emotional health.

2013-14 PROPOSED BUDGET SUMMARY

General Fund

Revenue Assumptions

- ☐ General Education Aid
- ☐ Federal Sequestration
- ☐ Levy
- ☐ Local Sources
- ☐ Other Considerations:
 - ☒ Special Education
 - ☒ Career & Technical Levy
 - ☒ Safe Schools

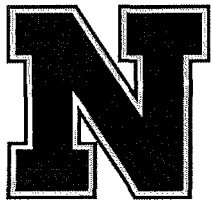
Expenditure Assumptions

- ☐ Salaries
- ☐ Benefits
- ☐ Transportation
- ☐ Transformational Technology
- ☐ Property & Casualty Insurance
- ☐ Non-Salary & Other Operational
- ☐ Fund Balance Goal = 16% of total expenditures

Budget Plan for 2013-14

- ☐ Estimated Revenue = \$41.6 M
- ☐ Estimated Expenditures = \$41.3 M
- ☐ Provides \$300,000 to increase fund balance
- ☐ Better than the financial forecast in January
- ☐ Aggregate revenue increase = 1.93%
- ☐ Aggregate expenditures increase = .92%

	2013-14 PROPOSED BUDGET	2012-13 REVISED BUDGET	2011-12 AUDIT RESULTS	2010-11 AUDIT RESULTS
REVENUE:				
PROPERTY TAXES	9,394,586	8,967,148	8,451,103	11,431,430
STATE SOURCES	29,910,717	29,476,530	28,432,139	25,425,225
FEDERAL SOURCES	1,243,816	1,316,304	1,799,156	2,070,514
LOCAL SOURCES	1,100,800	1,100,000	1,359,137	1,289,067
TOTAL	41,649,919	40,859,982	40,041,535	40,216,236
EXPENDITURES:				
ADMINISTRATION	1,544,795	1,512,193	1,453,890	1,430,612
DISTRICT SUPPORT SERVICES	1,258,586	1,058,520	1,001,147	1,057,361
REGULAR INSTRUCTION	21,658,722	20,692,167	19,380,302	18,803,916
VOCATIONAL INSTRUCTION	208,852	202,498	292,242	295,245
SPECIAL EDUCATION	7,248,907	7,106,423	7,049,278	7,305,729
INSTRUCTIONAL SUPPORT	1,418,059	1,468,270	1,368,330	1,295,152
PUPIL SUPPORT	3,329,282	3,435,802	3,206,581	3,291,338
SITE & BUILDINGS	4,514,583	5,349,467	4,583,247	4,502,954
FISCAL & OTHER FIXED COSTS	161,022	140,019	138,016	121,548
TOTAL	41,342,808	40,965,359	38,473,033	38,103,855
DIFFERENCE	307,111	(105,377)	1,568,502	2,112,381
BEGINNING FUND BALANCE	14,357,265	14,462,642	12,894,140	10,781,759
ENDING FUND BALANCE	14,664,376	14,357,265	14,462,642	12,894,140
UNRESTRICTED FUND BALANCE	9,936,277	9,691,088	8,882,788	7,776,724
FUND BALANCE PERCENTAGE	24%	24%	23%	20%



NORTHFIELD HIGH SCHOOL

Raiders

Activities Office

1400 Division St. Northfield, MN 55057

507-663-0632

To: Dr. Chris Richardson
From: Tom Graupmann
NHS Activities Director
Date: May 16, 2013
Re: Lacrosse

The purpose of this memo is to ask the board to take action to add the sport of Lacrosse (Boys Lacrosse and Girls Lacrosse including JV & Varsity levels for each gender) beginning with the 2013-14 school year. Lacrosse is a spring sport and is a Minnesota State High School League athletic activity. The Athletic Interest Survey conducted each year and most recently this past February, indicates a significant interest level by our 6th -11th grade students in Lacrosse. In addition to the survey results are the “real numbers” of those middle school and high school students in Northfield already participating with the Northfield Lacrosse Association. The number of participants currently playing Lacrosse and those at even younger levels will certainly maintain and sustain this sport within our high school.

The Activities Advisory Committee (AAC) researched, discussed at length, and conducted their vote at the May 8, 2013 AAC meeting unanimously moving this recommendation to the School Board for approval.

The proposed budget (for each gender) is outlined on the following pages.

In addition to the AAC research, discussion, and recommendation, the Co-Curricular Committee provided input for the placing of the coach's salaries.

As the Activities Director, I support the AAC recommendation and ask our school board to take action to add the sport of Lacrosse (Boys Lacrosse and Girls Lacrosse with JV & Varsity levels for each gender) beginning with the 2013-14 school-year. Adding Lacrosse also increases the overall budget for the Activities Department. The total financial addition is \$38,302.

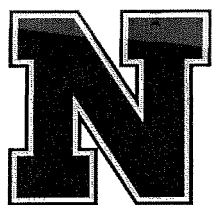
The Activity Fee I propose is \$145. This fee placement is the same as another spring sport: Golf. If we have 30 boys and 30 girls in our Lacrosse program our school district will receive \$8,700 in activity fees.

Let me know if there are questions.

Cc: Joel Leer

2013-14 BOYS LACROSSE BUDGET				
<u>Officials</u>				
Varsity	6 @ 150	\$900.00		
Lower Level	6 @ 55	\$330.00		
Total Officials				\$1,230.00
Coaches	Varsity - Level C Step 1		\$3,997.00	
	JV - Level F Step 1		\$2,827.00	
	Benefits + 13%		\$887.00	
Total Coaching				\$7,711.00
<u>Equipment</u>				
To Be Determined				
Total				\$5,000.00
Athletic Training Services	6 games X \$60 per			\$360.00
Transportation	7 trips X \$400 per			\$2,800.00
	3 Section trips X \$400 per			\$1,200.00
Miscellaneous				\$500.00
Coaches Association/Clinics				\$200.00
Entry Fees				\$0.00
Travel Account				
Repair/In-Season	nets/etc.			\$150.00
Reconditioning				\$0.00
Total				\$19,151.00
Uniform Account				
Capital Expenditure				
Total Capital				

2013-14 GIRLS LACROSSE BUDGET				
<u>Officials</u>				
Varsity	6 @ 150	\$900.00		
Lower Level	6 @ 55	\$330.00		
Total Officials				\$1,230.00
<u>Coaches</u>				
	Varsity - Level C Step 1		\$3,997.00	
	JV - Level F Step 1		\$2,827.00	
	Benefits + 13%		\$887.00	
Total Coaching				\$7,711.00
<u>Equipment</u>				
To Be Determined				
Total				\$5,000.00
<u>Athletic Training Services</u>				
	6 games X \$60 per			\$360.00
<u>Transportation</u>				
	7 trips X \$400 per			\$2,800.00
	3 Section trips X \$400 per			\$1,200.00
<u>Miscellaneous</u>				
				\$500.00
<u>Coaches Association/Clinics</u>				
				\$200.00
<u>Entry Fees</u>				
				\$0.00
<u>Travel Account</u>				
<u>Repair/In-Season</u>				
	nets/etc.			\$150.00
<u>Reconditioning</u>				
				\$0.00
Total				\$19,151.00
<u>Uniform Account</u>				
<u>Capital Expenditure</u>				
Total Capital				



NORTHFIELD HIGH SCHOOL

Raiders

Activities Office

1400 Division St. Northfield, MN 55057

507-663-0632

To: Dr. Chris Richardson
From: Tom Graupmann
NHS Activities Director
Date: May 16, 2013
Re: Middle School Intramural Basketball

The purpose of this memo is to ask the board to take action to discontinue Middle School Basketball effective with 2013-14 school-year. The number of participants in the Middle School Intramural Basketball Program has consistently dropped for the past several years. Middle school level basketball players are choosing to participate in the Northfield Basketball Association (NBA) program, rather than the school intramural program.

The Activities Advisory Committee (AAC) discussed at length, and conducted their vote at the May 8, 2013 AAC meeting, unanimously moving this recommendation to the School Board for approval. This recommendation also has the support of the Northfield High School Head Basketball coaches, Tony Mathison and Andy Berkvam. Coaches Mathison and Berkvam are confident the opportunities for basketball provided by the NBA will meet the needs of those students who want to play basketball. In addition, the AAC believes the well established Northfield Middle School Strength and Conditioning program will fulfill the need for an after school fitness activity for those interested in being physically active.

The cost savings back to the school district in coaching salaries is outlined below:

Session 1

6 th Grade Salary	= \$1,255.00
6 th Grade Hourly	= \$546.00
7 th /8 th Grade Salary	= \$1,255.00
7 th /8 th Grade Hourly	= \$546.00
Total	= \$3,602.00

Session 2

6 th Grade Salary	= \$1,255.00
6 th Grade Hourly	= \$546.00
7 th /8 th Grade Salary	= \$1,255.00
7 th /8 th Grade Hourly	= \$546.00
Total	= \$3,602.00

Total (both sessions) = \$7,204.00

As the Activities Director, I support the AAC recommendation and ask our school board to take action to discontinue the Middle School Intramural Basketball Program (Grades 6-8) beginning with the 2013-14 school-year.

Let me know if there are questions.

Cc: Joel Leer

Grant Application Approval Form

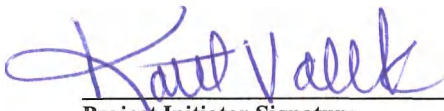
Date 5/1/13

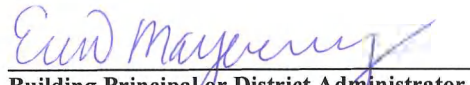
Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with a copy of the completed grant proposal. All proposals must:

- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

Grant Proposal Information	
Project Title	EarlyVentures Young Explorers
Project Period	From: 8/13 To: 9/13
Funding Source	SMIF Southern Minnesota Initiative Foundation
Application Deadline	5/24/13
List all Grant Applicants	EarlyVentures Learning Center –Katie Valek
School/Department	Longfellow-Community Services
Contact Person	Katie Valek Phone No. 507.664.3653
Project Information	
Brief Proposal Description	We are applying for two early childhood kid-friendly early learning computer stations with science-, math-, reading- and literacy-focused software; this grant is available through a partnership with IBM Corporation and SMIF. We are hoping to create and a technology base for preschool students and incorporate technology into our curriculum.
Project Goal (in one Sentence)	We are hoping to receive two Young Explorer computers for our preschool classrooms.
List All Personnel Involved in Application	Katie Valek, Roberta Schmidtke, and Tami Brings
Budget Information	
Amount Requested	Each computer is worth \$2,600.00
Matching Funds	<input type="checkbox"/> Are Required <input checked="" type="checkbox"/> Not Required X
Source of Matching Funds	

Required Documents Attached: ☒ Completed Application X ☐ Rough Draft ☐ Summary of Application


 Project Initiator Signature


 Building Principal or District Administrator Signature

☐ Approved by the School Board ☐ Not Approved by the School Board Date _____

Young Explorer Grant Application

Click in the boxes below to type your information. Use the Tab key to navigate through full application. Save and/or print the full application to submit to Southern Minnesota Initiative Foundation (SMIF).

I. Applicant Organization

Organization Northfield Public School Community Services Division-EarlyVentures Learning Center		Federal Employer ID # (FEIN) 41-6008327
Primary Contact Person Katie Valek		Title Ventures Coordinator
Address 1651 Jefferson Pkwy	City Northfield	Zip 55057
	County Rice	Telephone 507 664-3653
Email Address Katie.valek@nfl.d.k12.mn.us		Facsimile 507-664-3651
Tax Status (Eligible organizations are tax exempt 501(c) organizations, units/agencies of local, state or federal government and public schools): <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)(<u> </u>) <input type="checkbox"/> Unit of Government <input type="checkbox"/> Public Agency (Government Created) <input checked="" type="checkbox"/> Public school/Higher Education Institution <input type="checkbox"/> Ineligible organization (must have eligible fiscal agent as listed in Section II)		
If Project Contact person is different from above, please provide that information.		
Project Contact Person		Title
Organization		
Address	City	Zip
	County	Telephone
Email Address		Facsimile

For Office Use Only

Date Received _____ Grant Number _____

- ☐ Completed Application received
☐ All supporting documents received
☐ Replied

II. Fiscal Agent (if applicable)

Organization Northfield Public Schools Community Services Division		Federal Tax ID # (FEIN) 41-6008327
Primary Contact Person Erin Mayberry		Title Director of Community Services
Address 1651 Jefferson Pkwy	City Northfield	Zip 55057
	County Rice	Telephone 507 664-3652
Email Address Erin.mayberry@nfl.k12.mn.us		Facsimile 507 664-3651
Tax Status (Eligible organizations are tax exempt 501(c) organizations, units/agencies of local, state or federal government and public schools): <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> Unit of Government <input checked="" type="checkbox"/> Public school/Higher Education Institution <input type="checkbox"/> 501(c)() <input type="checkbox"/> Public Agency (Government Created)		

III. Project Basics

SMIF Counties served:

- | | | | | |
|-------------------------------------------|-----------------------------------|-----------------------------------|------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Blue Earth | <input type="checkbox"/> Fillmore | <input type="checkbox"/> Le Sueur | <input type="checkbox"/> Olmsted | <input type="checkbox"/> Wabasha |
| <input type="checkbox"/> Brown | <input type="checkbox"/> Freeborn | <input type="checkbox"/> Martin | <input checked="" type="checkbox"/> Rice | <input type="checkbox"/> Waseca |
| <input type="checkbox"/> Dodge | <input type="checkbox"/> Goodhue | <input type="checkbox"/> Mower | <input type="checkbox"/> Sibley | <input type="checkbox"/> Watonwan |
| <input type="checkbox"/> Faribault | <input type="checkbox"/> Houston | <input type="checkbox"/> Nicollet | <input type="checkbox"/> Steele | <input type="checkbox"/> Winona |
| <input type="checkbox"/> All of the Above | | | | |

Focus Area:

Early Childhood Development: Strengthen children's social and emotional health and school readiness

Mandatory Impact Measures: (Required to measure and report)

- Identify how many children have been impacted by your project
- Identify the increased connections and communications with parents
- Identify the number of parents impacted
- At least 75% of children served demonstrate an increase in literacy skills according to the MDE developmental milestones checklist (Organizations must use the attached evaluation form as part of their project in order to track this.)

IV. Narrative (Please limit to 2 pages)

I. ORGANIZATION INFORMATION

A. Brief summary of organization history, including the date your organization was established

EarlyVentures Learning Center is a child care center licensed by the Minnesota Department of Human

Services. EarlyVentures is located at Longfellow School in Northfield and is under the Community Services umbrella as a part of the Northfield Public Schools. EarlyVentures became a licensed child care center in 2006 when the district discovered we had the need of child care for children of the students attending the Area Learning Centers (ALC). The Northfield Area Learning Center is also located in Longfellow School. In 2006 EarlyVentures was only opened to children of the ALC students. This was and continues to be an incredibly important feature for these students. Having child care in the same school that they are completing their education in increased the likelihood of receiving high school diploma for some high school students. As EarlyVentures was granted more space we have opened to the community for child care as well.

B. Brief summary of organization mission and goals

EarlyVenture's first mission is to provide quality care to children for teen parents attending high school. In addition to providing quality child care to children of the High School students and the community we offer educational benefits to the children and parents. EarlyVentures supports and nurtures children as they grow, learn, and develop. We provide professional quality care to meet each child's physical, emotional, social, and developmental needs while in our center. We do this by allowing children the space to grow, to be themselves, and to enjoy their time with other children and staff. We strive to keep parents actively involved in the care of their children while they are pursuing their own goals. We have an open door policy for parents and guardians to observe and participate in the daily activities with their children, and learn new things to take home.

C. Brief description of organization's specific programs or resources offered to children ages 3 to 7 (include program names & descriptions, hours of operation, ages of children served) and organization's strengths or accomplishments.

EarlyVentures serves children 6 weeks old to Kindergarten, and is open from 6:30 a.m. to 6:00 p.m. Monday-Friday. EarlyVentures is unique to other child care centers because of its location in the Longfellow school and collaboration with the Area Learning Center. Our location and affiliation with Northfield Public Schools allows us to collaborate with a number of different programs to offer as many opportunities for experience and exploration to young children. At EarlyVentures we offer wrap around child care for Hand in Hand Preschool. Hand in Hand is an integrated preschool that serves children ages 3-5 who are typically developing, have special needs, and/or have been identified as at-risk. We offer our families a vast amount of resources in the community by providing information to them about upcoming events, holding special events, and supporting them in every early childhood venture that should arise. Our program is extremely beneficial to children who are receiving services through Early Childhood Special Education because the students can receive these services in the middle of their day and not have to leave our building. Our staff has been trained in the Early Childhood Indicators of Progress; it's very helpful to be able to provide families with the knowledge of important developmental milestones. Our program is recommended to families who need all day child care and early intervention.

II. PURPOSE OF GRANT

A. Project Details

1. How many children (ages 3-7) do you serve annually? 50
2. How many children do you anticipate will be impacted by this Young Explorer Grant? 50
3. How many children are income-eligible for other services? 20
4. How many children speak a language other than English at home? 5

B. Young Explorer Systems:

1. How many Young Explorers are currently installed in your facility? 0
2. How many Young Explorers are you requesting? 2
3. Does your staff have access to the Internet? ☒ Yes ☐ No
4. Does your program have the ability to measure the outcomes stated in the guidelines?
☒ Yes ☐ No

5. What are your plans to integrate the Young Explorer into your classroom curriculum or into your site?

The Young Explorer would become a part of our daily routine at EarlyVentures. We currently have two preschool rooms, one for 3 year olds and the other for 4 and 5 year olds. Technology is one educational aspect that we have not been able to provide for our students thus far. During a typical day we have stations/centers where students go around to different areas to learn new concepts and practice skills such as writing, cutting, and counting. We would integrate The Young Explorer computer into our station/center time as a technology addition to this educational time.

We would also be able to integrate The Young Explore computer in to our whole group learning time by creating an engaging approach. We can do research on specific topics and have the students come up and model/learn how to use different features of the computer. We know that children learn best when they are engaged, and feel this would be a huge attention grabber for students during this time.

Another way we would integrate The Young Explorer into the classroom is having it be an option at choice time. With all different types of learning styles in the room it's best to have as many options for the students as possible. Having the option of a computer at choice time would be a fun experience and a learning experience together. The students can really take charge of their learning at this time.

6. How will this technology expand or improve the program?

A Young Explorer computer would benefit EarlyVentures in a variety of different ways. The first things would be simply introducing computer technology to the students. This is very important in this day and age for students to learn about how to use computers at a young age, because they will be using them their entire life. Our school district is initiating iPad technology for students starting as young as Kindergarten, and students as young as Kindergarten are also expected to use computers in school. In addition, all classrooms in the elementary schools have SMART Boards. I feel we really need to get these preschool age children acquainted with technology to give them the confidence they need to operate computers when they walk into Kindergarten. Some students do have access to computers at home, but others do not and it would be really great to put all the pre-kindergarten students on the same level when it comes to technology, so there is not a disadvantage to some.

We know that children learn the best when they are able to engage so having a computer in the classroom will improve the learning and engagement. The Young Explore really makes learning fun, and also provides opportunities for students to demonstrate a variety of important skills. A few skills the computers would help with are; cooperation, fine-motor skills, problem solving skills, following directions, teamwork, and independent thinking.

7. What strategies will you use to increase parent connections & communication?

If we were to be granted this wonderful opportunity to receive the Young Explorer computer the first thing we would do is make sure our staff was trained to use them. Next, we would train all the 3-5 students to use them by modeling and gradual introduction. Once our students know how to use the Young Explorer computer we would invite parents to come in and check them out by holding a

celebration. Students would essentially teach their parents how to use the Young Explorer while a teacher is present to help if needed. It will be exciting for the parents to see the kids excited about learning and teaching them!

After the gradual introduction we would make the Young Explorer available to all parents and children at drop off and pick up times. Parents and children can sit together and work on the computer to play and learn. This will be extremely beneficial to the parents who are not quite sure what their children should be working on at home or are working on at school at this age. ALC students who have children at EarlyVentures will be invited to use the computer anytime with their children throughout the day (if the classroom is not using them) since they are located in the same building and sometimes have breaks. We would like to make this time with families important and encourage families to pick at least one time per week to spend with their child doing an activity on the Young Explorer.

We would also make sure we were communicating with parents about the benefits of having technology in the classroom. We will communicate with parents regarding the progress the students are making as we assess their overall literacy, reading, science, and math skills before and after the Young Explorer exposure.

V. Proposal Checklist – Required Documents from Fiscal Agent/Applicant Organization

Nonprofit Organization:

- ☐ Completed application
☐ IRS Determination Letter (if 501(c) organization)

All boxes above must be checked or application will be rejected.

Unit of Government, Public Agency or Public School:

- ☒ Completed application

All boxes above must be checked or application will be rejected.

I have read **thoroughly** and **comply** with the Young Explorer Grant Program Guidelines. To the best of my knowledge, all information provided in this application is true and correct.

Authorized Signature

Katie Valek

Date

5/14/13

Print Name

Katie Valek

Title

Ventures Coordinator

VI. Application Submittal

Grant applications submitted or postmarked after the deadline will be rejected.

APPLICATION AND ALL SUPPORTING DOCUMENTATION ARE DUE BY THE DEADLINE.

Deadline for application is May 24, 2013.

Email application to jenniferh@smifoundation.org.

Fax application to 507-455-2098

Send application via postal service to:

Southern Minnesota Initiative Foundation

Attn: Grants Associate

PO Box 695

Owatonna, MN 55060

All applicants will be contacted via email or telephone to confirm receipt of their application.

Please contact the Grants Associate if you have any questions:

Jennifer Heien

Grants Associate

507-455-3215 x133

jenniferh@smifoundation.org

OVERNIGHT STUDENT FIELD TRIPS

Proposal

Overnight student field trips must receive prior approval by the Board of Education. Proposals for overnight student field trips should be submitted first to the Building Principal and include the following:

Date of Proposal: May 5, 2013

Purpose of Trip: The trip will allow students to have a 3 day residential stay at an environmental learning center. The environment at the center allows for students to develop a sense of stewardship. In addition, they are living and working with a group and challenging themselves everyday.

Attach Dates and Itinerary of Proposed Trip.

Describe the educational benefits of the proposed trip. As stated above, students will be given the opportunity to develop a sense of place and how they work together with the whole planet. Students will also receive instructional time in areas of science and social studies.

List staff involved in planning and organizing the trip. Amy Allin and Erin Mayberry.

Outline the time commitment anticipated and state the arrangements made to assure that these activities are manageable and will not unduly distract staff from their primary duties.

Time commitments will be high in May and vary over the summer. This in large part due to the lack of a staff member to be coordinator. Amy Allin has agreed to lead the trip for this year only.

What arrangements will be made for transportation? Benjamin Bus Company

What arrangements will be made for lodging? dorms

Attach a summary of the budget for the proposed trip, including funding source(s), and proposed fundraising activities. The cost per student will be \$220.

Describe the availability of scholarships. Scholarships will be available on request. Criteria will be considered when looking at the awarding of scholarships.

Number of anticipated student participants. 64

Number of school staff chaperones. 4

Number of parent chaperones. 8 to 10

7th Grade Eagle Bluff Proposal 2013

I am proposing a continuation of environmental education overnight experience for seventh grade students. The trip will be to the Eagle Bluff ELC in Lanesboro, MN, and will take place from August 21 to August 23, 2013.

The intents of the program are to build an understanding of stewardship, to learn how to work and live together as a team, and to experience environmental education in a residential (overnight) setting. Due to the space available at the ELC, the number of participants is limited to 64 students, 8 female teachers and/or chaperones and 8 male teachers and/or chaperones. The program's classes will cover environmental science, social history, outdoor skills and team-building. This dovetails with classroom and academic needs.

The late summer timing will allow students to learn team-building skills that they can take throughout the rest of their seventh grade year as well as the remainder of their academic career. The most significant activities in regards to team-building involve the initiative games and the high ropes adventure course.

Amy Allin
NMS ELC trip coordinator

SUBMITTED BY: EARL WEINMANN - NORTHFIELD MIDDLE SCHOOL

Policy IICA-E

OVERNIGHT STUDENT FIELD TRIPS

Proposal

Overnight student field trips must receive prior approval by the Board of Education. Proposals for overnight student field trips should be submitted first to the Building Principal and include the following:

Date of Proposal: Saturday, June 7 - Sunday, June 8, 2014

Purpose of Trip: To visit sites connected with the James and Younger Gang

Attach Dates and Itinerary of Proposed Trip.

Describe the educational benefits of the proposed trip. To further educate student tour guides on the life of the James and Younger Gang

List staff involved in planning and organizing the trip. Earl Weinmann

Outline the time commitment anticipated and state the arrangements made to assure that these activities are manageable and will not unduly distract staff from their primary duties. No staff will be affected

What arrangements will be made for transportation? Schmitty & Sons Bus - Lakeville

What arrangements will be made for lodging? Ramada - St. Joseph

Attach a summary of the budget for the proposed trip, including funding source(s), and proposed fundraising activities. School pays transportation costs. All other costs shared by the students and the Northfield Historical Society

Describe the availability of scholarships. None

Number of anticipated student participants. 15 - 25

Number of school staff chaperones. 2-3 (depending on the number of participants)

Number of parent chaperones. 0

Attach a description of activities scheduled for nonparticipating students.
None - summer trip

ST. JOSEPH - KEARNEY, MISSOURI HISTORICAL SOCIETY TRIP
Itinerary – all times approximate

Total Miles 842

Saturday, June 7, 2014

BUS ARRIVES AT APPROXIMATELY 7:15 A.M.

LEAVE NORTHFIELD APPROXIMATELY - 7:30 A.M.

- 1ST STOP - 9:05 – 9:20: Snack/Bathroom Break.
Clear Lake: Exit 194
Park at “Kum & Go”
- 2ND STOP - 10:50 – 11:45 Gas and Lunch
Exit 92, Ankeny, IA
Drop kids off at Arby’s. Many places to go.
Gas up at Kum and Go
- 3RD STOP - 1:30 - 1:50 Ice Cream / Bathroom Break.
Dairy Queen
Exit 92, Bethany, Missouri
- 4TH STOP - 3:05 - 4:50 (This is the time we arrive...make arrangements with Farm)
Kearney Family Farm.
Exit 26 (Hwy 92)
- 5TH STOP - 4:50 ish Jesse James’ Grave
Directions: Coming from Farm to Mt. Olivet Cemetery –
Take left to second entrance
Grave on the right side of road near pointy evergreen tree.
- 6TH STOP - 6:00 – 7:10 Supper
Cracker Barrel Parking Lot (I-29, Exit # 47-I-29 & Frederick Blvd-915 N. Woodbine Rd)
(Next door to Ramada)
Everyone eats at Cracker Barrel
- 7TH STOP - 7:15 Arrive at Hotel
Ramada St. Joseph: 4016 Frederick Ave

Sunday, June 8, 2014

Students will eat breakfast at the Ramada - St. Joseph Buffet which starts at 6:30 a.m.

1ST STOP: 9:00 a.m. Patee House Museum / Jesse James House
Be on bus by 10:30

On the way to Antique Market drive by hill which once held Jesse's house: Go to 13th Street (left from Japanese Tea Garden near Patee House) and take a right on Lafayette. It is on the right side with a marker.

2ND STOP: 11:00ish: St. Joseph Antique Market.
3600 S Leonard Road – St. Joseph

Leave St. Joseph around 12:00 to 12:30 (depending on when we get to Antique Market)

3RD STOP: 1:10 – 2:00: Bethany Dairy Queen Exit 92 for food.
On the east (MacDonalds, KFC, Taco Bell)
On the west side (Subway, Sonic, Wendy's, Breadoux Pizza, Mexican Restaurant)
We went to the west.

4TH STOP 5:10 – 5:30 Clear Lake (Exit 193) Kum and Go
Last grab at snacks and gas.

5TH STOP: 5:50 – Sightseeing – Forest City Exit (Hwy 9) to 205th Avenue to Pilot Knob Park
(14 miles)
2nd Highest Point in Iowa (up the trail to lookout tower.
Leave Tower at 6:15

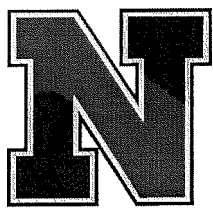
Have students call parents on cell phones to inform that we are one hour away from the museum.

HOME: Approximately 8:00 p.m. arrive in Northfield

MEMO TO: Dr. Chris Richardson
FROM: Joel Leer
DATE: May 2013
REGARDING: Tentative Overnight Trips Planned for 2013-14

I recommend for school board approval the overnight field trips listed below for the 2013-14 school year. Some dates are tentative and there is a possibility that there may be other trips planned at a later date. Any additional trips will be forwarded to the school board for approval.

SPANISH	-	June 2014 to Spain; no school days missed; approximate cost \$4000.
FRENCH	-	June 7-21, 2014 to France; no school days missed; approximate cost \$4200.
DECA CONFERENCE	-	Oct. 27-28, 2013 to Minneapolis; one school day missed, Oct. 28 th ; approximate cost is \$75.
DECA TOURNAMENT	-	March 2-4, 2014 to Minneapolis; two school days missed, March 3 rd & 4 th ; approximate cost is \$125.
YOUTH IN GOVERNMENT	-	Early January 2014 to State Capitol; 1½ days missed; approximate cost is \$400.
CONCERT CHOIR	-	Early Fall 2013 to Camp Omega; no school days missed; approximate cost is \$100.
CONCERT CHOIR	-	March 21-26, 2014 to Memphis/New Orleans; one school day missed, March 21; cost is \$800.
AP CHEM & AP PHYSICS	-	May 15 & 16, 2014 to Chicago; one school day missed – May 16 th ; approximate cost is \$350.



NORTHFIELD HIGH SCHOOL

Raiders

Activities Office

1400 Division St. Northfield, MN 55057

507-663-0632

May 16, 2013

Co-Curricular Trips List of Overnight trips for 2013-14

Boys Soccer – Grand Rapids (August 17-19)
Girls Soccer – Duluth (August 19-21)
Cross Country – Decorah (September 13)
Girls Swim & Dive – Edina (September 20)
Volleyball – Marshall (September 6, 7)
Volleyball – Rochester (October 18, 19)
Boys Hockey – Grand Rapids (December 26-28)
Girls Hockey – TBD (December 26, 27)
Boys Basketball – St. Cloud (December 26, 27, 28)
Nordic Ski – Giant's Ridge (January 3, 4 or 10, 11) – dependant on snow
Nordic Ski – Site TBD (January 24, 25) – dependant on snow
Alpine Ski – Giant's Ridge (January 10)
Dance Team – St. Paul (February 14, 15)
Wrestling – Rochester (February 21)
Weight Lifting (National Tournament) – March, 2014—exact location and date TBD)
Softball – Rochester (April 25)
Girls Golf – Lake City (May 5)

All trips are self-funding except for those who qualify for state tournament competition.

Schedule for School Board Meetings

July 2013 – June 2014

School Board meetings begin at 7:00 PM

Location: Northfield High School, Media Center

Monday, July 8
Monday, August 12
Monday, August 26
Monday, September 9
Monday, September 23
Monday, October 14
Monday, October 28
Tuesday, November 12 (due to Monday, November 11 being Veterans Day)
Monday, November 25
Monday, December 9
Monday, January 13
Monday, January 27
Monday, February 10
Monday, February 24
Monday, March 10
Monday, March 24
Monday, April 14
Monday, April 28
Monday, May 12
Tuesday, May 27 (due to Monday, May 26 being Memorial Day)
Monday, June 9

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: L. Chris Richardson, Ph.D., Superintendent
RE: Table File Items for May 28, 2013, Regular School Board Meeting

VII. Superintendent's Report

B. Items for Consent Grouping

7. Personnel Items.

a. Appointments *

16. Savannah Bird, Summer PLUS Site Assistant at the Middle School beginning 6/13/2013 through 7/25/2013, Monday-Thursday, for 5 hours/day (10-3:00 p.m.), Step 1 - \$11.14/hour.
17. Savannah Dimick, Community Services Summer Recreation Track & Super Kids beginning 5/30/2013 through 8/31/2013, \$7.50/hour.
18. Matthew Dueffert, Summer PLUS Site Assistant at the Middle School beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 5 hours/day (10-3:00 p.m.), Step 3 - \$11.73/hour.
19. Bailey DuPay, Community Services Summer Recreation Lifeguard beginning 5/28/2013 through 8/31/2013, \$8.00/hour.
20. Eric McDonald, High School Summer School Teacher-BWCA Trip beginning 6/10/2013 through 6/14/2013 for 40 hours, \$110/day for 5 days.
21. Diane Nagy, .65 FTE Reading & Math Support at Bridgewater Elementary beginning 8/26/2013 through 6/6/2014, MA-7.
22. Lindsay Schacht, Summer PLUS Site Assistant at the Middle School beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 5 hours/day (10-3:00 p.m.), Step 1 - \$11.14/hour.
23. Claire Walters, Community Services Summer Recreation Water Safety Instructor beginning 5/28/2013 through 8/31/2013, \$10.00/hour.

b. Increase/Decrease/Change in Assignment

26. Amy Anderson, Educational Assistant at Longfellow, working as Summer PLUS Site Assistant at Middle School beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 5 hours/day (10-3:00 p.m.)
27. Allyson Bernsdorf, Educational Assistant PCA for 7.0 hours/day at Bridgewater, working as EA-PCA LI Room 6.75 hours/day, Supervisory .25 hours/day at Sibley Elementary beginning 6/3/2013.
28. Renee Burnham, ALC English Teacher at Longfellow, working as High School Summer School Teacher at Longfellow, beginning 6/10/2013 through 7/18/2013, Monday-Thursday for 24 hours/week (8-2:00 p.m.)
29. Kathy Clark, High School Office Generalist for 7.5 hours/day, 174 work days/year, change to HS Guidance Office Specialist 6.5 hours/day, 206 work days/year, beginning 6/6/2013.
30. Christa Danielson, Elementary Teacher at Bridgewater, working as Summer PLUS Program Teacher at the Middle School, beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 3 hours/day.
31. Jeanne Mahoney-Hanzlik, Science Teacher at the High School, working as High School Summer School Teacher at Longfellow, beginning 6/10/2013 through 7/18/2013, Monday-Thursday for 24 hours/week (8-2:00 p.m.)
32. Cheryl Mathison, ALC Small Business Teacher at Longfellow, working as High School Summer School Teacher-BWCA Trip beginning 6/10/2013 through 6/14/2013 for 8 hours/day (40 hours).

OVER

33. Lauren Murtha, Personal Care Assistant-EBD at the Middle School 9/2013 through 6/4/2013, change to Personal Care Assistant-EBD at the Middle School for 6.75 hours/day on ongoing time basis.
 34. Arlette Nelson, Manager/Head Cook at Bridgewater, working as Summer PLUS Site Assistant at the Middle School, beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 5 hours/day (10-3:00 p.m.)
 35. Allison Otte, Elementary Teacher at Sibley, working as Summer PLUS Program Teacher at the Middle School, beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 3 hours/day.
 36. Brittany Rathbun, Elementary Teacher at Bridgewater, working as Summer PLUS Program Teacher at the Middle School, beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 3 hours/day.
 37. Amanda Schrader, EL Teacher at Sibley, working as Summer PLUS Program Teacher at the Middle School, beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 3 hours/day.
 38. Darcy Seurer, ALC Social Studies Teacher at Longfellow, working as High School Summer School Teacher at Longfellow, beginning 6/10/2013 through 7/18/2013, Monday-Thursday for 24 hours/week (8-2:00 p.m.).
 39. Dana Sonnicksen, EL Teacher at Greenvale Park, working as Summer PLUS Program Teacher at the Middle School, beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 3 hours/day.
 40. Carina Zick, Supervisory EA Greeter at Greenvale Park for 7 hours/day, change to EA-PCA, DCD Room for 6.5 hours/day & Supervisory for .17 hours/day at Sibley Elementary (6.67 hours/day), beginning 6/3/2013.
- d. Retirement / Resignations
7. Nate Basinger, Boys JV Soccer Coach at the High School, resignation effective 5/25/2013.
 8. Jerome Jarvis, Custodial Engineer at Longfellow, resignation effective 6/7/2013.
- e. Advancement of Licensed Staff to Tenure Status 2013-14
 Paul Bernhard, Brittany Rathbun, Linda Temple, Jerry Johnson, Briana Bulfer, Jaclyn McKay, Diane Nagy, Lori Rossmiller, Annie Oftedahl, Stephanie Mahal, Sarah Klemmensen, Sarah Van den Akker, Jane Dolan
- Advancement of Licensed Staff to Third Year Probationary Status
 Jamie Wiebe, Tina Holum, Eric Sandberg, Stephani Parlin, Karleen Sherman, Claiborne Day
- Advancement of Licensed Staff to Second Year Probationary Status
 Elaine Harries, Hope Langston, Wendy Shampine, Natalie Czech, Jessica Jessen, Dana Sonnicksen, Ann Burkhardt, Lily Trelstad, Scott Stanina, Joni Karl, Kimberly Milne, Joseph Jorgensen, Rachael Heisterkamp, Annette Cerreta, Michielle Gaertner

*Conditional offers of employment are subject to successful completion of a criminal background check.