

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, February 10, 2014, 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. Presentation by the Robotics Team.
  - 2. Director of Technology Proposal.
- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Renewal of Capital Roof Bonds.
    - 2. Proposed Rescheduling of Full Day Closures.
    - 3. Resolution Requiring the Administration to make Recommendations regarding Programming and Staffing for Next Year.
  - B. Items for Consent Grouping
    - 1. Greenvale Park Elementary Overnight Field Trip.
    - 2. Personnel Items.
- VIII. Items for Information
  - 1. Enrollment Report – February 2014.
- IX. Future Meetings
  - Monday, February 24, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
  - Monday, March 10, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, February 10, 2014, 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 February 10, 2014, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes  
Minutes of the Organizational School Board meeting and Regular School Board meeting held on January 27, 2014, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
  1. Presentation by Robotics Team.  
The High School Robotics team will be doing a short presentation. The team's advisor is High School Industrial Technology Teacher Steve Taggart.
  2. Director of Technology Proposal.  
Director of Administrative Services Matt Hillmann will outline the proposal to add a full-time Director of Technology Services position. The proposal was shared at the January 27<sup>th</sup> Board meeting. An additional copy is included in the packet.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Renewal of Capital Roof Bonds.  
The District is asking consideration, as highlighted at the January 27, 2014 Board meeting, to replace an existing General Obligation Capital Facility Bond paid off on February 1, 2014, with new General Obligation Capital Facilities Bonds in the same amount (\$1,525,000) for the purpose of continuing the District's roof replacement schedule. The Minnesota Department of Education (MDE) is currently evaluating the District's "Review and Comment" document. The District would like the authority to begin the process once MDE approves the project. The District pays for the bonds through existing capital projects funding.  
  
**Superintendent's Recommendation:** Motion to approve the Resolution Stating the Intention of the School Board to Issue General Obligation Capital Facilities Bonds to Finance Certain Capital Projects; Covenanteeing and Obligating the District to be bound by and to use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and Interest on the Bonds.
    2. Proposed Rescheduling of Full Day Closures.  
As discussed at the last Board meeting, the ability to add make-up days to the 2013-14 or 2014-15 calendar are very limited due to the length of winter break and the Memorandum of Understanding with the Northfield Education Association (NEA) regarding the prohibition of converting teacher work days at the quarter breaks to make-up student contact days. Since Spring break and Saturdays do not appear to be viable options, we believe the options are limited to the end of the school year as described in the enclosed proposal. The recommendation is to approve each year's proposed modifications in a separate motion.

In the 2015-16 school year, we can address make-up days differently when a shortened winter break would allow the placement of make-up days during February, March and April of 2016. Even then because Labor Day falls on September 7<sup>th</sup>, the calendar would need to extend to June 10, the end of the first full week in June.

**Superintendent's Recommendation:** Motion to approve:

- a) 2013-14 proposed teacher and student make up days if there are 5 or more full day closures during the 2013-14 school year.
- b) 2014-15 proposed teacher and student make up days if there are 4 or more full day closures during the 2014-15 school year.

3. Resolution Requiring Administration to make Recommendations regarding Programming and Staffing for Next Year.

A copy of the resolution is enclosed. The Board passes this Resolution at this time each year to allow the process to begin regarding making changes in the budget. This Resolution must be in place in the eventuality that staff positions are discontinued.

**Superintendent's Recommendation:** Motion to authorize the administration to make recommendations for additions and reductions in program and for adding or discontinuing positions.

B. Items for Consent Grouping

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

1. Greenvale Park Elementary Overnight Field Trip.

The Board is asked to approve an overnight field trip for fourth graders at Greenvale Park Elementary School. The students will be attending a Science Museum of Minnesota Camp-In on March 13 and 14 in St. Paul. They will also visit the Minnesota State Capitol. Flint Hills Resources is paying all of the costs for the students to participate. Please see the enclosed materials.

2. Personnel Items.

a. Appointments\*

1. Alicia Griesert, Assistant Girls Softball Coach (Hourly - 9<sup>th</sup> Grade) at the High School beginning 03/10/2014 – 06/06/2014; \$12.00/hour.
2. Ella Stromme, Community Services Basketball staff beginning 02/08/2014 – 03/15/2014; \$7.50/hour.
3. Shannon Tassava, Special Education Educational Assistant-PCA (Class IV) at Sibley Elementary for 3 hours/day beginning 02/04/2014 – 06/06/2014; Class IV, Step I - \$13.49/hour.
4. Event Workers – Activities: Bielenberg, Brent; Grosse, Abigail; Leal, Alexander; Warner, Dylan

b. Increase/Decrease/Change in Assignment

1. Trisha Beacom, Early Ventures Site Assistant at Longfellow, change from 19 hours/week to 37.75 hours/week beginning 02/03/2014 – 06/06/2014.
2. John Buteyn, LTS Social Studies Teacher at the High School – BA 30, Step 1, correction to BA 30, Step 0, beginning 02/19/2014 – 06/06/2014.
3. Danielle Crase, Targeted Services PLUS Site Assistant at Sibley, change from 4 days/week to 3 days/week Monday-Wednesday for 1.25 hours/day beginning 01/06/2014 – 04/24/2014.

c. Leaves of Absence

1. Julie Biewer-Beckhechi, Middle School Teacher, Medical Leave of Absence beginning 02/20/2014 – 03/19/2014.
2. Sherry Schwaab, Elementary Teacher at Bridgewater, FMLA Leave of Absence beginning August 25, 2014 through January 4, 2015.

- d. Termination / Resignation
  - 1. Ratification of termination of employment.
  - 2. Quinnesha Johnson, Special Education EA-PCA (Class IV) at Greenvale Park; rejected offer of employment effective 2/3/2014.

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

VIII. Items for Information

- 1. Enrollment Report – February 2014.

IX. Future Meetings

Monday, February 24, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, March 10, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

School Board Minutes

January 27, 2014

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 Nelson, seconded by Maple, minutes of the Organizational and Regular School Board meetings held on January 13, 2014, were unanimously approved.
- V. Announcements and Recognitions
  - Bubba Sullivan was recently selected as the Minnesota High School Football Power of Influence Award Winner by the Minnesota Football Coaches Association for this year. Along with being the Minnesota winner, Bubba will be considered for the National Power of Influence Award.
  - On January 10, forty-eight DECA students competed at the District competition in St. Paul. Twenty-four of these students will be competing in the DECA State competition on March 2-4 in Minneapolis. This is a first for NHS DECA.
  - The High School Music Listening Team will advance to state competition on February 7 at Augsburg College after winning first place at the Region 2 competition last Friday. The coach, Karen Madsen, and the team are excited to defend their state championship of last year.
  - The Human Rights Commission hosted a very moving program honoring Martin Luther King at St. Dominic's Church on January 20. Bridgewater Principal, Nancy Antoine, was the MC for the event.
  - Board members Anne Maple and Julie Pritchard attended the Service Learning presentations at the High School. They reported that they were amazing and very helpful to the community.
- VI. Items for Discussion and / or Reports
  1. Transformational Technology Initiative Update.  
Director of Administrative Services Matt Hillmann provided a mid-year, high level update on the status of the Transformational Technology initiative. Northfield High School mathematics teachers Paul Eddy and Karl Viesselman presented the strengths, challenges, and opportunities afforded by the 'flipped classroom' approach they have used with some of their courses this year. Mr. Hillmann also presented a potential staffing adjustment to better support the District's instructional technology services. The Board will consider Mr. Hillmann's Director of Technology proposal at its February 10, 2014, meeting.
  2. Financial Forecast and 2014-15 General Fund Budget Plan.  
Val Mertesdorf, Director of Finance, presented the financial forecast and preliminary budget plan parameters and timeline for the 2014-15 school year. The presentation included discussion of the assumptions used for development of the five year financial forecast.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Facilities Study.  
On a motion by Fossum, seconded by Stratmoen, the Board approved the proposal from ATS & R to complete the facilities study at a cost not to exceed \$9,500.

2. 2014-2015 School Year Calendar and Proposed 2013-2014 Staff Make-Up Day.  
2014-2015 School Year Calendar.

On a motion by Fossum, seconded by Nelson, the Board approved the 2014-2015 school year calendar with make-up day modifications as presented.

Proposed 2013-2014 Staff Make-Up Day.

On a motion by Stratmoen, seconded by Pritchard, the Board approved a teacher make-up day on June 9, 2014, should the District have to cancel two more full days prior to the end of the 2013-2014 school year.

Proposed Rescheduling of Full Day Closures

This year's series of polar vortices have prompted the District to develop a clear plan governing the potential scheduling of make up days for full day closures in the 2013-2014 and 2014-2015 school years. A chart was presented to the Board that identified potential make up days when only full days are lost due to closure. Late starts or early releases are not being considered for rescheduling. The Board will discuss and take action on this proposal at its February 10<sup>th</sup> meeting.

3. March 24, 2014, Regular School Board Meeting.

On a motion by Stratmoen, seconded by Maple, the Board approved canceling the March 24, 2014, Regular School Board meeting.

B. Items for Consent Grouping

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

1. Canvas Church Contract Addendum and Gymnasium Use Guidelines.

The School Board approved the addendum to the long-term contract with Canvas Church. This addendum provides for additional time to include a second service and the use of additional spaces in Northfield High School. These spaces include the north balcony gym and a dressing room. This addendum is for the time period of February 2, 2014 to June 30, 2014.

2. Personnel Items.

a. Appointments\*

1. John Buteyn, .8 FTE Long Term Substitute Social Studies Teacher at the High School for 6.4 hours/day beginning 02/19/2014 – 06/06/2014; BA 30, Step 1.
2. Kevin Kowalewski, Community Services Basketball Staff beginning 01/21/2014 – 02/11/2014; \$7.75/hour.
3. Myrna Mibus, Special Education EA-PCA (Class IV) for 3.5 hours/day (Monday-Thursday) beginning 01/29/2014 – 06/06/2014; Class IV, Step 1, \$13.49/hour.
4. Jacob Odell, Special Education EA-PCA (Class IV) at the High School for 4.75 hours/day beginning 01/28/2014 – 06/06/2014; Class IV, Step 1, \$13.49/hour.
5. Brent Rauk, Assistant Baseball Coach (9<sup>th</sup> Grade) at the High School beginning 03/17/2014 – 06/14/2014; Level F, Step 7.
6. Elizabeth Robinson, Early Ventures Site Assistant at Longfellow for 10 hours/week beginning 02/03/2014 – 06/06/2014; Step 1, \$11.25/hour.
7. Anthony Seidl, Community Services Eagle Bluff Coordinator beginning 01/28/2014 – 08/31/2014; \$1500 stipend.
8. Amanda Story, Special Education-PCA (Class IV) for 6 hours/week (Monday & Wednesday) beginning 02/03/2014 – 06/06/2014; Class IV, Step 4, \$14.65/hour.
9. Event Workers – Activities: Monika Burkhead, Matthew Metcalf, Tasha Pasch, Brooke Plotz, Angela Sletten and Brian Szymanski
10. Tory Borovsky, Community Services Tennis Staff for 1 hour/week beginning 01/14/2014 – 02/11/2014; \$11.25/hour.
11. Quinnesha Johnson, Special Education EA-PCA (Class IV) at Greenvale Park for 2 hours/day on student days beginning 02/03/2014 – 06/06/2014; Class IV, Step 1, \$13.49/hour.

- b. Increase/Decrease/Change in Assignment
  - 1. Danielle Crase, Educational Assistant at the High School, add Targeted Services PLUS Site Assistant at Sibley for 1.25 hours/day, Monday-Thursday beginning 01/06/2014 – 04/24/2014; Step 1, \$11.25/hour.
  - 2. Alisha Traeder, KidVentures Site Assistant at Greenvale Park, add Special Education EA-PCA (Class IV) for 10.5 hours/week (Tuesday-Wednesday-Thursday) beginning 1/28/2014 – 06/06/2014; Class IV, Step 1, \$13.49/hour.
  - 3. Tyla Christensen, Education Assistant-PCA at Bridgewater for 6.67 hours/day, change to EA-PCA at Bridgewater for 7 hours/day beginning 1/23/2014.
  - 4. Jacob Odell, Special Education EA-PCA (Class IV) at the High School, change start date from 1/28/2014 to 1/29/2014 – 06/06/2014.
  - 5. Lynn Fossum, Asst. Principal Admin. Assistant at the High School change in contract hours from 206 days/year at 6.8 hours/day to 180 days/year at 7.5 hours/day and 15 days/year at 3.4 hours/day. Overall time worked will not change, just how the time is scheduled.
  - 6. Katherine Klein, Long-Term Substitute Life Science Teacher at the Middle School, extend from 1/28/2014 – 02/21/2014.
  - 7. Jane Morrison, Child Nutrition Associate Substitute in the district, change to Child Nutrition Associate Long-Term Substitute beginning 01/16/2014 – 02/14/2014; \$13.82/hour.
  - 8. Terri Quint, Educational Assistant-PCA at Bridgewater for 6.75 hours/day, change to EA Class III for 1 hour/day and EA-PCA Class IV for 5.75 hours/day (total 6.75 hours/day) beginning 01/23/2014.
  - 9. Lindsay Schacht, Educational Assistant-PCA at Bridgewater for 6.67 hours/day, change to EA-PCA for 6.83 hours/day beginning 01/21/2014.
  - 10. Alisha Traeder, Special Education EA-PCA (Class IV) at Longfellow, change start date from 1/28/2014 to 1/30/2014.
- c. Resignation
  - 1. Jerome Larson, Boys/Girls Track Pole Vault Coach, resignation effective 1/24/2014.

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

VIII. Items for Information

1. School Board Committee Appointments.

The list of School Board Committee Appointments for 2014 was distributed.

IX. Future Meetings

Monday, February 10, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, February 24, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Pritchard, the Board adjourned at 9:10 PM.

Noel Stratmoen  
School Board Clerk

## **Director of Technology Proposal**

Prepared by Matt Hillmann, Director of Administrative Services | 01.23.2014

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The Northfield Public Schools combined the Director of Technology and Director of Human Resources position several years ago. In January 2013, the District did further consolidation of District Office level functions when Director of Business Affairs Stephanie Shawback left the District. The Director of Administrative Services position was created from the previous Director of Human Resources and Technology and the Director of Business Affairs position.

Non-cabinet director level positions were identified in each District office department: Buildings and Grounds, Child Nutrition, Finance, and Human Resources. The intent was to also add a non-cabinet director level position in Technology as well. Due to the implementation of the Transformational Technology initiative and in an effort to provide consistency during the beginning of the project, District administration determined to complete the initial student implementation before looking to fill this position.

Over the past year, the District has obviously seen great changes in the Technology department. These changes included the addition of nearly 2,800 student iPads. The Technology department, along with building Media Specialists, has handled this implementation with grace and skill. In order to continue the momentum toward transforming teaching and learning into a more personalized experience, additional leadership is needed. We ask the Board to consider adding a Director of Technology position at the same level in the organizational structure as the Directors of Buildings and Grounds, Child Nutrition, Finance, and Human Resources. The position would report to the Director of Administrative Services and is envisioned to provide leadership in all facets of technology, including: instructional support, infrastructure design, technical services management, and professional development. The position's salary is projected for 2014-15 at \$86,611. The District has approximately \$47,000 in savings remaining from the changes resulting in the Director of Administrative services position.

We will recruit and hire a visionary professional who understands Pre K-12 education and how technology impacts students, staff, families, and the community. The individual will be gregarious and highly skilled in collaboration and communication.

The goal would be to post the position in Mid-February and to hire an individual by April 1st. Ideally, a new director would start this Spring, but most likely will begin on July 1.



**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
**December 2013**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Director of Technology Services	<b>Department:</b> Technology
<b>Immediate Supervisor's Position Title:</b> Director of Administrative Services	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b>	<b>Bargaining Unit:</b> Non Union Administrators Director
<b>Job Summary:</b> Under the direction of the Director of Administrative Services, the Director of Technology Services leads the planning, implementation, review, and evaluation of technology to facilitate the District's educational mission and vision.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duty/Responsibility No:	1	Statement of duty/responsibility: Establish, implement, articulate, institutionalize, and evaluate the vision for technology as an accelerator of student learning.
Percent of Time:	50	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>Leads the District Technology Steering Committee to collaboratively establish the District's technology vision and implementation action plan</li><li>Coordinates with the Director of Administrative Services to plan the financial resource parameters to implement the technology vision</li><li>Coordinates with the Director of Teaching and Learning to ensure integration of District technology with curriculum and staff development plans</li><li>Works with building level technology committees to facilitate District-wide fidelity of the technology plan while allowing for necessary differences based on individual school conditions</li><li>Facilitates planning of large and small scale initiatives to support the District's technology plan implementation</li><li>Facilitates an annual review of the impact and effectiveness of the District technology plan's implementation</li></ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Facilitate the professional development required to support the District's technology vision.
<b>Percent of Time:</b>	22.5	

**Tasks involved in fulfilling above duty/responsibility:**

- Facilitates annual professional development needs analysis based on the components of the District technology plan to establish key priorities for training
- Coordinates with the Director of Teaching and Learning to plan and schedule annual district-wide technology components of the District staff development plan
- Coordinates annual summer Tech Boot Camp professional development series
- Coordinates with building Media Specialists to facilitate regularly scheduled building-level training
- Facilitates annual review of impact and effectiveness of the District's technology professional development plan
- Coordinates with building Media Specialists to provide instructional technology integration support for faculty and staff

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Manages the District's technology support staff to ensure reliable technology that allows the realization of the District's technology vision and supports the day-to-day instructional needs associated with that vision.
<b>Percent of Time:</b>	22.5	

**Tasks involved in fulfilling above duty/responsibility:**

- Manages and directs the District's technology support staff's daily priorities and activities in an effort to provide reliable access to computing that supports the District's mission and vision
- Participates as an active member of the technology support staff, providing instructional support to staff and students across the District as needed
- Annually evaluates the District's technology reliability and support through stakeholder surveys and support staff evaluation

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>	5	

**Tasks involved in fulfilling above duty/responsibility:**

- Awareness of other District technology needs, not directly related to the instructional program but necessary for District operation
- Serves on District committees and task forces as needed

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT:</b> Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)			<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)
	less than high school diploma		Bachelor's Degree required. Master's Degree preferred
	High school diploma or GED.		<b>Major field of study or degree emphasis:</b> Education, education technology, or educational leadership
	1 year college	2 years college	
	3 years college	x 4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Expertise in how technology can accelerate educational objectives</li> <li>• Prolific relationship builder with expertise in interpersonal skill development</li> <li>• Expertise in planning and implementing small and large scale projects that can impact multiple stakeholder groups</li> <li>• Expertise in facilitating change in a school environment</li> <li>• Expertise in managing and motivating people</li> <li>• Understanding of how to collaborate with vendors, staff, and administration to solve problems</li> <li>• Expertise in adult learning strategies in order to effectively train staff</li> </ul>
	2nd year graduate level		
	Doctorate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> <ul style="list-style-type: none"> <li>• K-12 teaching experience preferred</li> </ul>			
<b>Required Supervisory Experience:</b> <ul style="list-style-type: none"> <li>• Previous supervisory experience preferred</li> </ul>			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b> <ul style="list-style-type: none"> <li>• K-12 teaching license and/or administrative license preferred</li> </ul>	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Interpersonal relationship development</li> <li>• Collaborative leadership</li> <li>• Organizational psychology</li> <li>• Systems planning and administration</li> <li>• Delegation of appropriate duties as needed</li> <li>• Needs assessment and evaluation</li> <li>• Self awareness</li> <li>• Technology systems and their relationship to teaching, learning, and youth development</li> </ul>	

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
1 Network Manager	1
2 Technology Specialists	2
3 Workstation Specialists	2
<b>TOTAL</b>	<b>5</b>

<b>INDIRECT SUPERVISION:</b>	
Number of employees indirectly supervised: 0	Total: 0

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit		x		
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

**PHYSICAL JOB REQUIREMENTS:** Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Signature – Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

Classification History:

## **Capital Facility Bond Narrative | 2014A Series | Replacement of 2004B**

February 10, 2014 | by Matt Hillmann and Val Mertesdorf

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The District recently completed payment on a capital facility bond that was originally issued in 2004. District administration is recommending replacing this expired bond with a new one dedicated to funding roof replacement for the M and D Wings at Northfield High as well as a complete roof replacement and exterior repair at Greenvale Park Elementary. The bond we are proposing is the exact same amount as the bond that just expired (\$1,525,000) and will be paid back over 11 years.

### **What is a capital facility bond?**

A capital facility bond is a financing strategy school districts use to fund larger capital projects, such as roofs and other exterior projects, that could not normally be paid for from the annual operating capital budget.

The District sells the bond and is provided immediate funding to cover the cost of a larger project. The annual payment is dedicated from the District's operating capital funds.

### **What projects will be completed with this bond?**

- The roofs over the M and D Wings at Northfield High School along with a few other repairs in other sections of the building.
- The entire roof at Greenvale Park along with several exterior wall repairs, such as wall flashing and tuck pointing.

### **How much will it cost?**

The \$1,525,000 bond will have a true interest cost of 2.16% over the life of the bond. It will be paid off in 2025. The annual payment will be made using our operating capital budget.

### **When will the work be completed?**

The work will be completed in the spring/summer of 2014.

CERTIFICATION OF MINUTES  
RELATING TO  
GENERAL OBLIGATION  
CAPITAL FACILITIES BONDS, SERIES 2014A

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 659  
(NORTHFIELD PUBLIC SCHOOLS)  
NORTHFIELD, MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held February 10, 2014, at \_\_\_\_\_ o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD  
TO ISSUE GENERAL OBLIGATION CAPITAL FACILITIES BONDS TO  
FINANCE CERTAIN CAPITAL PROJECTS; COVENANTING AND  
OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE  
PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE  
THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THE BONDS**

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

WITNESS MY HAND officially as such recording officer this \_\_\_\_ day of February, 2014.

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

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

HELD: FEBRUARY 10, 2014

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 659, State of Minnesota, was duly held on February 10, 2014, at \_\_\_\_\_ o'clock p.m.



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

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD  
TO ISSUE GENERAL OBLIGATION CAPITAL FACILITIES BONDS TO  
FINANCE CERTAIN CAPITAL PROJECTS; COVENANTING AND  
OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE  
PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE  
THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THE BONDS**

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

1. The Board hereby finds and declares that it is necessary and expedient for Independent School District No. 659 (the "District") to issue its fully registered general obligation bonds pursuant to Minnesota Statutes, Section 123B.62 and Chapter 475, as amended, to provide funds for the following capital improvements and related financing costs:

- exterior improvements and roof replacement at the Greenvale Elementary School facility; and
- roof replacement at the Northfield High School facility.

The General Obligation Capital Facilities Bonds, Series 2014A (the "Bonds") would be issued in the total aggregate principal amount of not to exceed \$1,525,000 and would mature within fifteen (15) years of the date of issuance. The Board hereby expresses its intent to issue and tentatively authorizes the issuance of said Bonds. The issuance of said Bonds shall become finally authorized, subject to the approval of the Commissioner of Education, unless a petition calling for a referendum on the question of whether to issue said Bonds, signed by more than fifteen percent (15%) of the voters of the District, is filed with the Board within thirty (30) days of the date of the adoption of this resolution. A petition must be in the form required by law. The minimum number of valid signatures for such a petition shall be determined as of the last day before the petition is filed with the Board.

2. The administration is authorized and directed to submit such additional information as may be necessary to the Commissioner of Education to secure any further approval of the Commissioner for the issuance of these Bonds that may be required by Minnesota Statutes, Section 123B.62. The submission of information and a request for approval prior to the date of this resolution is ratified and approved in all respects.

3. The clerk is hereby authorized and directed to cause a notice substantially in the form of the Notice attached hereto as EXHIBIT A and incorporated herein by reference to be published as a legal notice one (1) time in the official newspaper of the District as soon as

reasonably practicable after the date of adoption of this resolution. Any publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

4. Any actions of the administration in consulting with the Minnesota Department of Education, causing a proposal to be prepared for submission on behalf of the board to the Commissioner of Education for the Commissioner's Review and Comment, if necessary, and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby ratified and approved in all respects. Any application for an exemption from that Review and Comment requirement pursuant to Minnesota Statutes, Section 123B.71, subdivision 8, is ratified and approved in all respects.

If a Review and Comment is required, the clerk is hereby authorized and directed to cause the Commissioner's Review and Comment to be published in the legal newspaper of the school district at least twenty (20) days but not more than sixty (60) days before the solicitation of bids for an approved project.

5. The Board, having been advised by Public Financial Management, Inc., its independent financial advisor, hereby determines that the Bonds shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, as amended.

6. If the issuance of the Bonds is approved, the Board shall meet at the time and place specified in the Terms of Proposal to receive and consider proposals for the purchase of the Bonds. The terms and provisions of the Terms of Proposal in substantially the form included in the Official Statement are hereby adopted as the terms and conditions of the Bonds and of the sale thereof and shall be made available to all prospective purchasers of the Bonds. Public Financial Management, Inc., is authorized to prepare an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

7. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on its General Obligation Capital Facilities Bonds, Series 2014A (the "Bonds") and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota

Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

**EXHIBIT A**

**NOTICE OF INTENT TO ISSUE  
GENERAL OBLIGATION CAPITAL  
FACILITIES BONDS, SERIES 2014A**

**INDEPENDENT SCHOOL DISTRICT NO. 659  
(NORTHFIELD PUBLIC SCHOOLS)  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the School Board of Independent School District No. 659 (Northfield Public Schools), State of Minnesota (the "District"), adopted a resolution (the "Resolution") on February 10, 2014, stating the intention of the School Board to issue the District's General Obligation Capital Facilities Bonds, Series 2014A (the "Bonds") in the total aggregate principal amount of not to exceed \$1,525,000 and for a term not to exceed fifteen (15) years from the date of original issue thereof, pursuant to Minnesota Statutes, Section 123B.62 and Chapter 475, as amended.

The proceeds of the Bonds will be used to finance the following capital improvements and related financing costs:

- exterior improvements and roof replacement at the Greenvale Elementary School facility; and
- roof replacement at the Northfield High School facility.

The total amount of District indebtedness as of February 10, 2014, was \$42,940,000. If the proposed Bonds were issued, the total indebtedness of the District would be \$44,465,000.

Pursuant to Minnesota Statutes, Section 123B.62, as amended, the Bonds will be finally authorized for issuance, subject to the approval of the Commissioner of Education, unless a petition calling for a referendum on the question of whether to issue said Bonds, signed by more than fifteen percent (15%) of the registered voters of the District, is filed with the School Board within thirty (30) days of the date of the School Board's adoption of the Resolution. A petition must be in the form required by law. The minimum number of valid signatures for such a petition shall be determined as of the last day before the petition is filed with the School Board.

Dated: February 10, 2014

BY ORDER OF THE SCHOOL BOARD

/s/

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

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## SOURCES AND USES OF FUNDS

Northfield ISD No. 659, Minnesota  
\$1,525,000 General Obligation Capital Facility Bonds, Series 2014A  
Preliminary Schedules - February 5, 2014  
Based on current market rates plus 25 basis points  
Ten Principal Payments - No Capitalized Interest

Dated Date	04/22/2014
Delivery Date	04/22/2014

### Sources:

Bond Proceeds:	
Par Amount	1,525,000.00
	<hr/>
	1,525,000.00
	<hr/>

### Uses:

Project Fund Deposits:	
Greenvale Elementary Roof	750,000.00
High School Roof	580,000.00
Greenvale Elementary Exterior Walls	145,000.00
	<hr/>
	1,475,000.00

Delivery Date Expenses:	
Cost of Issuance	39,250.00
Underwriter's Discount	9,150.00
	<hr/>
	48,400.00

Other Uses of Funds:	
Contingency	1,600.00
	<hr/>
	1,525,000.00
	<hr/>

## BOND DEBT SERVICE

Northfield ISD No. 659, Minnesota  
 \$1,525,000 General Obligation Capital Facility Bonds, Series 2014A  
 Preliminary Schedules - February 5, 2014  
 Based on current market rates plus 25 basis points  
 Ten Principal Payments - No Capitalized Interest

Dated Date                      04/22/2014  
 Delivery Date                04/22/2014

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
08/01/2014			7,357.63	7,357.63	
02/01/2015			13,377.50	13,377.50	20,735.13
08/01/2015			13,377.50	13,377.50	
02/01/2016	145,000	0.600%	13,377.50	158,377.50	171,755.00
08/01/2016			12,942.50	12,942.50	
02/01/2017	145,000	0.750%	12,942.50	157,942.50	170,885.00
08/01/2017			12,398.75	12,398.75	
02/01/2018	145,000	1.050%	12,398.75	157,398.75	169,797.50
08/01/2018			11,637.50	11,637.50	
02/01/2019	150,000	1.350%	11,637.50	161,637.50	173,275.00
08/01/2019			10,625.00	10,625.00	
02/01/2020	150,000	1.700%	10,625.00	160,625.00	171,250.00
08/01/2020			9,350.00	9,350.00	
02/01/2021	150,000	2.000%	9,350.00	159,350.00	168,700.00
08/01/2021			7,850.00	7,850.00	
02/01/2022	155,000	2.250%	7,850.00	162,850.00	170,700.00
08/01/2022			6,106.25	6,106.25	
02/01/2023	160,000	2.400%	6,106.25	166,106.25	172,212.50
08/01/2023			4,186.25	4,186.25	
02/01/2024	160,000	2.500%	4,186.25	164,186.25	168,372.50
08/01/2024			2,186.25	2,186.25	
02/01/2025	165,000	2.650%	2,186.25	167,186.25	169,372.50
	1,525,000		202,055.13	1,727,055.13	1,727,055.13

# BOND SUMMARY STATISTICS

Northfield ISD No. 659, Minnesota  
 \$1,525,000 General Obligation Capital Facility Bonds, Series 2014A  
 Preliminary Schedules - February 5, 2014  
 Based on current market rates plus 25 basis points  
 Ten Principal Payments - No Capitalized Interest

Dated Date	04/22/2014
Delivery Date	04/22/2014
Last Maturity	02/01/2025
Arbitrage Yield	2.056279%
True Interest Cost (TIC)	2.157810%
Net Interest Cost (NIC)	2.164680%
All-In TIC	2.602722%
Average Coupon	2.070900%
Average Life (years)	6.398
Weighted Average Maturity (years)	6.398
Duration of Issue (years)	5.986
Par Amount	1,525,000.00
Bond Proceeds	1,525,000.00
Total Interest	202,055.13
Net Interest	211,205.13
Total Debt Service	1,727,055.13
Maximum Annual Debt Service	173,275.00
Average Annual Debt Service	160,283.54
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	6.000000
Total Underwriter's Discount	6.000000
Bid Price	99.400000

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Bond Component	1,525,000.00	100.000	2.071%	6.398	892.55
	1,525,000.00			6.398	892.55

	TIC	All-In TIC	Arbitrage Yield
Par Value	1,525,000.00	1,525,000.00	1,525,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount	-9,150.00	-9,150.00	
- Cost of Issuance Expense		-39,250.00	
- Other Amounts			
Target Value	1,515,850.00	1,476,600.00	1,525,000.00
Target Date	04/22/2014	04/22/2014	04/22/2014
Yield	2.157810%	2.602722%	2.056279%

## BOND PRICING

Northfield ISD No. 659, Minnesota  
 \$1,525,000 General Obligation Capital Facility Bonds, Series 2014A  
 Preliminary Schedules - February 5, 2014  
 Based on current market rates plus 25 basis points  
 Ten Principal Payments - No Capitalized Interest

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Bond Component:					
	02/01/2016	145,000	0.600%	0.600%	100.000
	02/01/2017	145,000	0.750%	0.750%	100.000
	02/01/2018	145,000	1.050%	1.050%	100.000
	02/01/2019	150,000	1.350%	1.350%	100.000
	02/01/2020	150,000	1.700%	1.700%	100.000
	02/01/2021	150,000	2.000%	2.000%	100.000
	02/01/2022	155,000	2.250%	2.250%	100.000
	02/01/2023	160,000	2.400%	2.400%	100.000
	02/01/2024	160,000	2.500%	2.500%	100.000
	02/01/2025	165,000	2.650%	2.650%	100.000
		1,525,000			

Dated Date	04/22/2014	
Delivery Date	04/22/2014	
First Coupon	08/01/2014	
Par Amount	1,525,000.00	
Original Issue Discount		
Production	1,525,000.00	100.000000%
Underwriter's Discount	-9,150.00	-0.600000%
Purchase Price	1,515,850.00	99.400000%
Accrued Interest		
Net Proceeds	1,515,850.00	



**Northfield Public Schools**  
**Detail Payment Register By Check No.**  
**Fund Summary**

Fund Description		Total
01	General	\$46,902.59
02	Food Services	\$4,929.64
04	Community Services	\$6,097.28
15	Grant Management	\$1,270.60
16	Carry-Over	\$1,080.38
<b>Report Total</b>		<b>\$60,280.49</b>

## Northfield Public Schools | Proposed Rescheduling of Full Day Closures

This year's series of polar vortices have prompted the District to develop a clear plan governing the potential scheduling of make up days for full day closures in the 2013-14 and 2014-15 school year. The charts below are intended to identify potential make up days. These charts refer only to full days lost due to closure. Late starts or early releases are not being considered for rescheduling.

### 2013-14

Days Missed	Proposed Make Up Plan
2*	No make up days.
3*	No make up days.
4*	Teacher workshop day (1) Target date: June 9, 2014.
5	Teacher workshop days (2). Target dates: June 9 & 10, 2014
6	Student contact days (3) in place of teacher work days. Target dates: June 9, 10, and 11, 2014.

### 2014-15

Days Missed	Proposed Make Up Plan
2*	No make up days.
3 - third day cancelled on or before February 13, 2015*	February 16, 2015 converts from teacher workshop day into student contact day.
3 - third day cancelled after February 13, 2015*	Teacher workshop day (1) Target date: June 8, 2015.
4	Teacher workshop day (1) Target dates: June 8, 2015 if third cancellation was on or before February 13, 2015. June 9, 2015 if third cancellation was after February 13.
5	Teacher workshop days (2). Target dates: June 8 & 9th, 2015 if third cancellation was on or before February 13, 2015. June 9 & 10, 2015 if third cancellation was after February 13, 2015.
6	Student contact days (3) in place of teacher work days. Target dates: June 8, 9, and 10, 2015 regardless of when the third cancellation occurred. If the third day closure and beyond take place after February 13, 2015, June 11, 2015 will be added as a teacher workshop day as well.

\* indicates approved by the Board on 01.27.2014

Another way to look at the possible make up days for the **2014-15** school year is outlined below.

<i>Day 3 on or before February 13, 2015</i>	February 16, 2015 student contact day	<i>Day 3 after February 13, 2015</i>	June 8, 2015 teacher workshop day
4*	June 8, 2015 teacher workshop day	4*	June 8 & 9, 2015 teacher workshop days
5	June 8 & 9, 2015 teacher workshop days	5	June 8, 9, & 10, 2015 student contact days
6	June 8, 9, & 10, 2015 student contact days	6	June 8, 9, & 10, 2015 student contact days  June 11, 2015 teacher workshop day

## **RESOLUTION REQUIRING THE ADMINISTRATION TO MAKE RECOMMENDATIONS REGARDING PROGRAMMING AND STAFFING FOR NEXT YEAR**

WHEREAS, the financial condition of the school district dictates that the school district may require reallocation of resources between programs for the 2014-2015 school year, and

WHEREAS, there may be reductions in student enrollments within specific programs and/or grade levels, and,

WHEREAS, this reduction in expenditures may require discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and the administration to consider the reduction and/or discontinuance of programs or positions to accomplish economies in the school district as a result of reductions in enrollment and/or funding and to make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

Dated: February 10, 2014

OVERNIGHT STUDENT FIELD TRIPSProposal

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: March 13-14, 2014  
 Purpose of Trip: Science education at the Science Museum

Attach Dates and Itinerary of Proposed Trip.

Describe the educational benefits of the proposed trip. Students are exposed to Science Museum displays with tour guides, given class instruction on hands on science and given a tour of the State Capital  
 List staff involved in planning and organizing the trip. Tony Seidl - 4th Gr., Doug Raney - Director, Programs Science Museum

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. Thursday 12 PM to Friday 12 PM. All arrangements designed by Science Museum Staff.

What arrangements will be made for transportation? Arranged w/ <sup>Hasting Bus Co</sup> ~~Benjamin~~ Bus & cost paid entirely by Science Museum

What arrangements will be made for lodging? Arranged w/ Science Museum - lodging = camp in Science Museum displays!

Attach a summary of the budget for the proposed trip, including funding source(s), and proposed fundraising activities. Entire cost of trip, transportation, admission, food & lodging pd. for by Flint Hills Resource

Describe the availability of scholarships. No scholarships necessary - 0 cost to trip.

Number of anticipated student participants. 78  
 Number of school staff chaperones. 5  
 Number of parent chaperones. 5

Attach a description of activities scheduled for nonparticipating students.

## 2014 Flint Hills Resources Science Matters Outreach Tour & Camp-In Information

*Back in December 2013, your school applied for the opportunity to take part in a very special program sponsored by Flint Hills Resources. Selected schools would have the chance to have a Science Museum of Minnesota Outreach Tour program at their school, and travel to St. Paul for a giant sleepover at the museum. Almost 100 schools applied for only 15 slots. Because of the great interest, we chose 18 schools this year...the most ever! Congratulations on your school's selection as a 2014 Flint Hills Resources Science Matters participant!*

### **What's It All About?**

The Science Museum of Minnesota's Camp-In program provides a fun, welcoming environment that encourages science through exploration. Camp-In participants become immersed in the excitement and wonder of science, while investigating the museum's exhibit halls, watching a live science demonstration, and viewing the museum's current Omnitheater film. Participants also attend an hour-long **Explore Science**



**Workshop** in which they are engaged in hands-on science activities. But the fun and learning doesn't stop there! Added to all of this is the magic of spending the night in the Science Museum of Minnesota's exhibit halls.

A Flint Hills Resources Science Matters Camp-In includes the following for all participants:

- **Admission to the Science Museum of Minnesota's exhibit halls & Omnitheater.**
- **A one-hour Explore Science Workshop: "Digging Dinosaurs".**
- **A Science LIVE theater production.**
- **An overnight stay in selected museum exhibit halls with museum staff.**
- **A special pizza dinner buffet.**
- **A late-night snack and continental breakfast.**
- **A Minnesota State Capitol Visit.**
- **A FREE Science Matters Camp-In T-shirt.**
- **And a whole lot of fun!!!**

Each of the schools will also receive a special Science Museum of Minnesota Outreach Tour program, at their school, before or shortly after their scheduled Camp-In.

### **Who is Coming?**

A normal Science Museum of Minnesota Camp-In program is designed for youth grades 3 to 8 and their adult chaperones. The Science Matters Camp-Ins are designed for 4<sup>th</sup> and 5<sup>th</sup> graders from selected schools. An adult-to-youth ratio of 1:8 is required.

### **What Does It Cost?**

**ABSOLUTELY NOTHING!** Flint Hills Resources is paying all of the costs for your school to take part in this program. Costs that are covered include: Camp-In fees, food and beverage at SMM, transportation, Capitol visit costs, and all Outreach Tour costs. Costs not included: teacher sub reimbursements, extra activity/location costs, individual or personal expenses.

## Science Matters Camp-In Schedule (tentative)

### Thursday

4:00-5:00 PM	Arrival/Sign-in and brief introduction to the Camp-In
5:30-6:00 PM	Pizza buffet dinner
6:00-6:25 PM	Introductions & Welcome
6:30-7:25 PM	Explore the museum galleries and exhibits
7:30-8:30 PM	Explore Science Workshop
10:00-10:30 PM	Snack and break
10:30-10:55 PM	Campsite set-up on the exhibit floors
11:00 PM	Lights out!



### Friday

6:30-7:00 AM	Campsite cleanup & gear storage
7:00-7:30 AM	Continental breakfast
7:30-8:00 AM	Science LIVE presentation: Super Cool Science
8:00-8:45 AM	Exhibit halls exploration / Explore Store visit
9:00-9:45 AM	Omnitheater presentation: "Dinosaurs Alive!"
10:00 AM	Camp-In concludes

## When Are We Coming to SMM?

All three of the Flint Hills Resources Science Matters Camp-Ins will be a Thursday to Friday event. Schools will arrive between 4:00 – 5:00 PM on their respective Thursday, and will depart the museum the following Friday morning around 10:00 AM. Minnesota State Capitol visits (if occurring), will be scheduled before your Camp-In starts on Thursday afternoon, or the following Friday morning, after you depart the museum. The three 2014 Flint Hill Resources Science Matters Camp-Ins dates, with invited schools are:

- ***February 20-21, 2014 (4:00 PM Thursday – 10:00 AM Friday)***

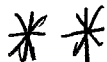
**Schools Invited:** Jenny Lind (Minneapolis), Paideia Academy (Apple Valley), Linwood Elementary (Wyoming), Keewaydin (Minneapolis), and Randolph Elementary (Randolph).

- ***March 13-14, 2014 (4:00 PM Thursday – 10:00 AM Friday)***

**Schools Invited:** Greenvale Park Elementary (Northfield), Homecroft Elementary (Duluth), Sacred Heart (East Grand Forks), St. Bernard's (Thief River Falls), Breckenridge Elementary (Breckenridge), Talahi Community School (St. Cloud), and St. Alphonsus School (Brooklyn Center).

- ***April 10-11, 2014 (4:00 PM Thursday – 10:00 AM Friday)***

**Schools Invited:** Indus School (Birchdale), Park Christian (Moorhead), Pacelli Catholic (Austin), Eagle Ridge Academy (Eden Prairie), Alden-Conger Elementary (Alden), Jordan Middle School (Jordan).



**If you have any questions, please contact Doug,  
at (651) 221-4553 or [draney@smm.org](mailto:draney@smm.org)**

# Northfield Public Schools Enrollment Report

2/3/2014

Sibley

Grade

Teacher

## Longfellow

### Early Childhood

Auge	5
Dop	17
Dybvik	5
James	6
Kruse	11
Schnorr	9
Sorenson	12
Webster	4
<b>TOTAL</b>	<b>69</b>

\*\*

## Greenvale Park

K	Flicek	22	
K	Hagberg	22	
K	Malecha AM	23	
K	Ziemann/Morales	15	C
1	Bakke	26	C
1	Jessen	20	
1	Youngblut	20	
1	Zach	21	
2	Amundson	25	C
2	Dueffert	20	
2	Larson	18	
2	Lindholm	20	
3	Nelson	23	
3	Ryan	21	
3	Trelstad	23	C
4	Bulfer	19	
4	Garcia	23	C
4	Johnson	19	
4	Seidl	17	
5	Harding	15	C
5	Sickler	23	
5	Swanson	22	
5	Tacheny	18	C
<b>TOTAL</b>		<b>475</b>	

## Bridgewater

K	Erickson	22	
K	Otte	21	
K	Wacholz AM	18	
K	Wacholz PM	16	
1	Day Treatment	1	
1	Heil	28	
1	Sasse	27	C
1	Sieger	26	
1	Swenson	26	
2	Pfefferle	25	
2	Schuerman	27	C
2	Seeberg	24	
2	Witt	25	
3	Guggisberg	22	
3	Jandro	23	
3	Johnson	19	C
3	Spitzack	22	
4	Fox	25	
4	Haar	25	
4	McManus	25	C
4	Vivito	25	
5	Baragary	30	
5	Day	29	
5	Foley	27	
5	Ostermann	25	C
<b>TOTAL</b>		<b>583</b>	
K	Cade-AM	14	
K	Danielson	20	
K	Tran	20	
K	Wisdorf AM	16	
K	Wisdorf PM	10	
1	Day Treatment	1	
1	Ellerbusch	27	
1	Johnson	26	
1	Lane	26	
1	Seifert	28	C
2	Born	25	C
2	Day Treatment	1	
2	Downs	18	
2	Lofquist	18	
2	Schwaab	19	
3	Larson	26	C
3	Sickler	26	
3	Temple	26	
3	Truman	27	
4	Danielson	25	
4	Holden	25	
4	Schuster	25	C
4	Swenson	25	
5	Anderson	16	C
5	Duchene	29	
5	Kohl	18	C
5	Rauk	27	
<b>TOTAL</b>		<b>564</b>	

## Middle School

Grade 6 -2020	294
Grade 7 (*inc. 15 - 1/2 day)-2019	349.5
Grade 8 (*inc. 13 - 1/2 day)-2018	280.5
<b>TOTAL</b>	<b>924</b>

\*28 (14) St. Dominic's students attend 1/2 day

## High School

Grade 9-2017	326
Grade 10-2016	310
Grade 11-2015	299
Grade 12-2014	288
<b>TOTAL</b>	<b>1223</b>

Early Childhood**	69	
Kindergarten-2026	239	
Grade 1-2025	303	
Grade 2-2024	265	
Grade 3-2023	258	
Grade 4-2022	278	
Grade 5-2021	279	
<b>Total K-5</b>	<b>1691</b>	<b>1691</b>
<b>Total Middle School</b>	<b>924</b>	
<b>Total High School</b>	<b>1223</b>	
<b>GRAND TOTAL</b>	<b>3838</b>	
<b>ALC 9-12**</b>	<b>62</b>	
<b>GRAND TOTAL with ALC</b>	<b>3900</b>	

F/T=44 P/T=2 I/S=16

Enrollments represent 100% enrolled except where indicated by \*\*

Half day St. Dominic's students are represented by \*



							2013-2014						
School and	September	September	September	September	October	November	December	January	February	March	April	May	End of Year
Grade Level	3rd	6th	13th	20th	1st	1st	2nd	6th	1st	1st	1st	1st	6/6/2014
Longfellow													
Early Childhood	61	59	64	65	63	61	62	67	69				
Total	61	59	64	65	63	61	62	67	69	0	0	0	0
Greenvale Park													
Grade K-2026	84	80	80	79	79	81	82	81	82				
Grade 1-2025	87	85	86	86	86	87	88	88	87				
Grade 2-2024	85	85	85	84	83	83	83	82	83				
Grade 3-2023	72	69	69	68	67	67	67	67	67				
Grade 4-2022	83	79	79	79	79	79	78	78	78				
Grade 5-2021	80	79	79	79	80	79	80	79	78				
Total	491	477	478	475	474	476	478	475	475	0	0	0	0
Sibley													
Grade K-2026	74	74	74	75	75	75	76	77	77				
Grade 1-2025	109	110	110	110	109	109	108	108	108				
Grade 2-2024	97	97	97	98	98	98	99	99	101				
Grade 3-2023	84	86	86	87	87	87	86	87	86				
Grade 4-2022	102	100	100	100	100	101	101	100	100				
Grade 5-2021	113	113	113	113	113	113	111	111	111				
Total	579	580	580	583	582	583	581	582	583	0	0	0	0
Bridgewater													
Grade K-2026	81	82	81	81	81	79	81	80	80				
Grade 1-2025	99	103	103	104	105	106	107	107	108				
Grade 2-2024	87	86	86	85	85	82	83	82	81				
Grade 3-2023	101	101	101	101	101	103	105	105	105				
Grade 4-2022	97	99	99	99	99	99	99	100	100				
Grade 5-2021	86	86	86	86	85	87	89	89	90				
Total	551	557	556	556	556	556	564	563	564	0	0	0	0
Middle School													
Grade 6-2020	296	296	295	295	296	293	293	294	294				
Grade 7-20119	345	346	347	347	347	346	345	342	342				
Grade 8-20118	274	272	272	273	269	269	269	269	274				
St. Dominics	14	14	14	14	14	14	14	14	14				
Total	929	928	928	929	926	922	921	919	924	0	0	0	0
High School													
Grade 9-2017	330	328	329	329	328	327	326	325	326				
Grade 10-2016	312	311	311	312	310	311	312	311	310				
Grade 11-2015	303	298	297	297	296	296	297	299	299				
Grade 12-2014	300	295	296	295	295	294	294	294	288				
Total	1245	1232	1233	1233	1229	1228	1229	1229	1223	0	0	0	0
ALC													
Grade 9-2017	2	2	2	2	2	3	2	3	3				
Grade 10-2016	7	9	9	9	9	11	11	11	12				
Grade 11-2015	5	10	10	10	10	9	9	8	8				
Grade 12-2014	14	30	31	31	31	37	36	38	39				
Grand Total	3884	3884	3891	3893	3882	3886	3893	3895	3900	0	0	0	0