

**NORTHFIELD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**Memorandum**

**TO:** Board of Education  
**FROM:** L. Chris Richardson, Ph.D., Superintendent  
**RE:** Table File Items for February 10, 2014, Regular School Board Meeting

VII. Superintendent's Report

B. Items for Consent Grouping

1. Greenvale Park Elementary Overnight Field Trip.

After the Board packet was mailed last Thursday, the Science Museum offered the Camp-In to the fifth grade at Greenvale Park as well. Therefore, this overnight field trip request has been expanded to include both the fourth and fifth grades at Greenvale Park. This is a great opportunity for these students at Greenvale Park.

2. Personnel Items.

a. Appointments \*

5. Andrew Allison, Community Services Basketball Staff Saturdays beginning 02/08/2014 – 04/01/2014; \$9.00/hour.
6. James (Bradley) Kluver, 1.0 FTE Long-Term Substitute First Grade Companeros Teacher at Bridgewater beginning 02/07/2014 – 04/11/2014; BA, Step 0.
7. Kristy Severson (Endersby), Long Term Substitute Third Grade Teacher at Sibley Elementary beginning -02/10/2014 – 04/25/2014; MA, Step 6.

b. Increase/Decrease/Change in Assignment

4. Katherine Woodstrup, Targeted Services PLUS Teacher at Bridgewater, add 3.75 hours/week beginning 1/28/2014 – 04/24/2014.

d. Termination / Resignations

3. Jane Dolan, Middle School Track Assistant Coach, resignation effective 2/5/2014.
4. Hope Langston, RTI Coach & Targeted Services PLUS Teacher at Bridgewater, resignation from Targeted Services PLUS program effective 1/29/2014.
5. Joey Muszel, Accounting Generalist in the District Office, resignation effective 02/05/2014.

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

3. Financial Reports – October, November and December 2013.

Director of Finance Val Mertesdorf requests that the Board approve the following:

- Paid bills totaling \$1,696,144.65, payroll checks totaling \$2,474,941.82, and the financial reports for October 2013. There were no bond payments in October 2013.
- Paid bills totaling \$1,534,753.02, payroll checks totaling \$2,436,855.50 and the financial reports for November 2013. There were no bond payments made in November 2013.
- Paid bills totaling \$1,354,771.96, payroll checks totaling \$2,374,299.44 and the financial reports for December 2013. There were no bond payments made in December 2013.

**TO: L. Chris Richardson, Superintendent**

**FROM: Val Mertesdorf, Director of Finance** VM

**DATE: February 10, 2014**

**RE: Board Approval of Financial Reports – October 2013**

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of October 2013.

Bills totaling \$1,696,144.65 were paid in October 2013.

Payroll checks totaling \$2,474,941.82 were issued in October 2013.

There were no bond payments in October 2013.

At the end of October 2013 Total Cash and Investments amounted to \$24,276,560.77.

All funds ended October with positive cash balances.

No wire transfers were initiated by the district during October 2013:

The following financial reports for October 2013 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

# October 2013 Treasurer's Report

<b>FUNDS</b>	<b>BALANCE BEGINNING OF MONTH</b>	<b>RECEIPTS</b>
<b>GENERAL FUND</b>	11,325,734.88	5,346,159.88
<b>FOOD SERVICE</b>	611,657.15	134,150.99
<b>COMMUNITY ED</b>	250,079.09	228,511.67
<b>DEBT SERVICE</b>	3,459,111.62	1,188,109.25
<b>TRUST</b>	116,628.80	-
<b>SELF INSURANCE</b>	1,787,870.40	13.33
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<b>TOTALS</b>	17,551,081.94	6,896,945.12
<b>CERTIFICATE OF DEPOSIT</b>	3,989,932.36	-
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<b>GRAND TOTALS</b>	21,541,014.30	6,896,945.12

### Disbursement Report

ISD 659 - Northfield

October 2013

Disbursements:

Bills Paid:

General Fund	\$ 1,060,581.53	
Food Service Fund	135,452.65	
Community Services Fund	23,363.48	
Trust & Agency Fund	(500.00)	
Self Insurance Fund	<u>477,246.99</u>	
Total Bills Paid		1,696,144.65

Payroll:

General Fund	2,250,479.21	
Food Service Fund	85,632.44	
Community Services Fund	138,830.17	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,474,941.82

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,171,086.47</u></u>

**TO: L. Chris Richardson, Superintendent**  
**FROM: Val Mertesdorf, Director of Finance** *VM*  
**DATE: February 10, 2014**  
**RE: Board Approval of Financial Reports – November 2013**

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of November 2013.

Bills totaling \$1,534,753.02 were paid in November 2013.

Payroll checks totaling \$2,436,855.50 were issued in November 2013.

There were no bond payments in November 2013.

At the end of November 2013 Total Cash and Investments amounted to \$24,235,221.66.

All funds ended November with positive cash balances.

Wire transfers initiated by the district during November 2013:

11/4/2013                \$750,000                From MSDLAF Liquid to MDSLAF Accounts Payable Liquid

The following financial reports for November 2013 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

**November 2013 Treasurer's Report**

<b>FUNDS</b>	<b>BALANCE BEGINNING OF MONTH</b>	<b>RECEIPTS</b>
<b>GENERAL FUND</b>	12,847,394.65	2,094,085.97
<b>FOOD SERVICE</b>	528,484.19	396,588.26
<b>COMMUNITY ED</b>	308,598.76	252,932.12
<b>DEBT SERVICE</b>	4,647,220.87	1,180,125.83
<b>TRUST</b>	117,128.80	50.00
<b>SELF INSURANCE</b>	1,837,801.14	12.90
<b>TOTALS</b>	20,286,628.41	3,923,795.08
<b>CERTIFICATE OF DEPOSIT</b>	3,989,932.36	-
<b>GRAND TOTALS</b>	24,276,560.77	3,923,795.08

**Disbursement Report**

ISD 659 - Northfield

November 2013

Disbursements:

Bills Paid:

General Fund	\$ 912,942.44	
Food Service Fund	124,658.37	
Community Services Fund	56,302.20	
Trust & Agency Fund	-	
Self Insurance Fund	<u>440,850.01</u>	
Total Bills Paid		1,534,753.02

Payroll:

General Fund	2,213,984.75	
Food Service Fund	83,113.33	
Community Services Fund	139,757.42	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,436,855.50

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$3,971,608.52</u></u>

**TO: L. Chris Richardson, Superintendent**  
**FROM: Val Mertesdorf, Director of Finance** *VM*  
**DATE: February 10, 2014**  
**RE: Board Approval of Financial Reports – December 2013**

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of December 2013.

Bills totaling \$1,354,771.96 were paid in December 2013.

Payroll checks totaling \$2,374,299.44 were issued in December 2013.

There were no bond payments in December 2013.

At the end of December 2013 Total Cash and Investments amounted to \$23,578,070.39.

All funds ended December with positive cash balances.

Wire transfers initiated by the district during December 2013:

12/5/2013	\$100,000	From MSDLAF Liquid to MDSLAF Accounts Payable Liquid
12/6/2013	\$500,000	From MSDLAF Accounts Payable Max to MSDLAF Accounts Payable Liquid

The following financial reports for December 2013 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report



## December 2013 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS
GENERAL FUND	11,295,968.57	2,500,550.89
FOOD SERVICE	718,547.69	159,624.85
COMMUNITY ED	364,720.57	135,318.69
DEBT SERVICE	5,827,346.70	263,159.09
TRUST	117,178.80	5,000.00
SELF INSURANCE	1,921,526.97	13.33
TOTALS	20,245,289.30	3,063,666.85
CERTIFICATE OF DEPOSIT	3,989,932.36	-
GRAND TOTALS	24,235,221.66	3,063,666.85

**Disbursement Report**

ISD 659 - Northfield

December 2013

Disbursements:

Bills Paid:

General Fund	\$ 801,646.13	
Food Service Fund	102,130.34	
Community Services Fund	31,552.90	
Trust & Agency Fund	-	
Self Insurance Fund	<u>419,442.59</u>	
Total Bills Paid		1,354,771.96

Payroll:

General Fund	2,173,710.77	
Food Service Fund	78,732.65	
Community Services Fund	121,856.02	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,374,299.44

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$3,729,071.40</u></u>