

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

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

VII. Superintendent's Report

B. Items for Consent Grouping

1. Personnel Items.

a. Appointments \*

13. Katherine Ford, .4 FTE 7<sup>th</sup> Grade Life Science Teacher at the Middle School, Correction to MA+15, Step 6. (Additional transcripts provided.)

b. Increase/Decrease/Change in Assignment

3. Janet Larimore-Rockne, .75 Title Teacher at Bridgewater, add EA-PCA at Afterschool Ventures beginning 03/11/2014 – 06/06/2014 for 2.17 hours/day on Monday, Tuesday and Wednesday's only.

4. Mary Robia, Junior Class Co-Advisor, dropping position for 2013-2014 school year. Stipend to be split by other two co-advisors.

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

2. Student Activity Account – Girls Golf.

Activities Director Tom Graupmann is requesting Board approval to designate up to \$1,200 from the Girls Golf Team's student activity account to pay for additional golf coach to work with participants. The Girls Golf Team intentionally fundraised so that more coaches could be secured.

3. Grant Application.

Community Services has submitted a \$92,208 grant request to the MN Department of Education on behalf of Northfield Public Schools, Northfield Healthy Community Initiative and the PRIMETIME Out-of-School Network. If this grant is received, it will dramatically expand out-of-school-time programming at Greenvale Park Elementary School by increasing the number of Greenvale students who can access the free after school programming from 67 students this year to 175 students next year. The name of this project is GECKO (Greenvale Enrichment & Community from Kindergarten On).

# Northfield

Public Schools 1.S.D. 659 MINNESOTA

Northfield High School  
1400 Division St. South  
Northfield, MN, 55057  
507-663-0632 507-645-3455 (fax)

**Tom Graupmann, Activities Director**

To: Dr. Chris Richardson  
From: Tom Graupmann  
RE: Student Activity Account/ Girls Golf Team  
Date: March 7, 2014

This memo explains the procedure of transferring Student Activity Funds into a payroll account to help pay for a stipend for volunteer coaches/advisors. This procedure was explained to Marian Tise and me by an auditor in July, 2003. The auditor said that it is appropriate to allocate and disperse from student activity accounts monies to individuals who perform a necessary service to our students/school district. The items necessary for such action are: 1.) Fundraising monies need to be designated for a stipend(s); students in the activity/sport need to understand and agree to the spending of student activity monies for salary. 2.) Upon school board approval (it was noted by the auditor that approval should occur before the work performed, but approval could also occur during or after the service) the designated monies should be transferred to a payroll account and dispersed in that manner. 3.) The coach/advisor should fill out a payroll claim form to receive payment.

I have a request from the Girls Golf Team to designate up to \$1,200.00 from their Girls Golf Team student activity account to pay for an additional golf coach. The rate of pay will be \$12 per hour. The Girls Golf team intentionally fundraised so that this coach could be secured. This would be for School-year 2013-14.

If you have any questions, please contact me.

Thanks!

# Grant Application Approval Form

March 10, 2014


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	GECKO Initiative (Greenvale Enrichment & Community from Kindergarten On)
Project Period	From: September 8, 2014 To: June 30, 2017
Funding Source	Minnesota Department of Education
Application Deadline	March 10, 2014
List all Grant Applicants	Northfield Public Schools, Northfield Healthy Community Initiative and the PRIMEtime Out-of-School Network
School/Department	Northfield Community Services
Contact Person	Erin Mayberry Phone No. 507-664-3652
Project Information	
Brief Proposal Description	The Greenvale Enrichment & Community from Kindergarten On. (GECKO) initiative serves students in grades K-5 attending Greenvale Park Elementary School in Northfield, Minnesota
Project Goal (in one Sentence)	GECKO will dramatically expand out-of-school-time programming at Greenvale. It will increase the number of Greenvale students who can access the free after school programming from 67 students this year to 175 students next year. Moreover, by offering after school programming four days per week, evening programming twice per week, programming during school breaks, and expanded summer programming, GECKO will increase the number of programming hours from 212 hours to over 650 hours..
List All Personnel Involved in Application	Erin Mayberry, Daryl Kehler, David Craft, Zach Pruitt, Leah Eby, Laura Berdahl, Janet Lewis Muth, Claudia Kinville
Budget Information	
Amount Requested	\$92,208.00
Matching Funds	
Source of Matching Funds	

Required Documents Attached:  Completed Application  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 \_\_\_\_\_