

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
**Tuesday**, May 27, 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. 1:1 iPad Initiative Survey Results.
  - 2. District Educational Program Advisory Committee (DEPAC) Goals for 2014-2015.
  - 3. 2014-2015 General Fund Budget Development.
- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Proposed Budgets for Capital and Health and Safety.
    - 2. Proposed K-12 Instrumental Music Program Realignment.
  - B. Items for Consent Grouping
    - 1. Co-Curricular Overnight Trips for the 2014-2015 school year.
    - 2. Seventh Grade Overnight Trip to Eagle Bluff – July 28-30, 2014.
    - 3. District Youth Council Membership.
    - 4. Personnel Items.
- VIII. Items for Information
  - 1. July 2014 – June 2015 School Board Meeting Schedule.
  - 2. Upcoming Dates:
    - Area Learning Center Graduation – Friday, May 30, 1:00 PM, Longfellow Gymnasium.
    - High School Graduation – Sunday, June 1, 2:00 PM – Memorial Field.
- IX. Future Meetings
  - Monday, June 9, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
  - Monday, July 14, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Tuesday, May 27, 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 May 27, 2014, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes  
Minutes of Regular School Board meeting held on May 12, 2014, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
  1. 1:1 iPad Initiative Survey Results.  
High School Statistics Teacher, Ray Coudret, and his students will present the results of randomized surveys of parents, staff and students concerning their experiences with the 1:1 iPad initiative that was implemented during the 2013-14 school year. The students surveyed 127 teachers, 190 students, and 160 parents. The questions asked each group are included in the packet of materials.
  2. District Educational Program Advisory Committee (DEPAC) Goals for 2014-2015.  
Kyle Wilkomm, one of 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, teaching and learning, and student services, which are then addressed where appropriate in building and program improvement plans. The council met six times during the school year 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. 2014-2015 General Fund Budget.  
The General Fund budget will be presented by Val Mertesdorf, Director of Finance. Included in the Board materials are the assumptions and parameters for revenue and expenditure used for development of this budget. These assumptions and parameters were presented to the Board on January 27, 2014. The material included in your Board packet presents the financial summary of the original budget plan along with additional Board action that has been taken with respect to program and staffing changes. No action is required on the budget until June 9, 2014.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Proposed Budgets for Capital and Health and Safety.  
Information was presented for the 2014-15 budget at the May 12, 2014, Board meeting. In order to efficiently address summer repair and upgrade projects that were included in the Capital and Health and Safety budgets presented at the May 12, 2014 Board meeting, administration is seeking approval of these budgets so that scheduled work can begin as soon

as possible at several buildings. The Board is asked to approve the following Revenue and Expenditure budget:

	<u>Revenues</u>	<u>Expenditures</u>
Operating Capital	\$1,897,857	\$1,896,339
Health & Safety	164,514	270,452
<b>Total</b>	<b>\$2,062,371</b>	<b>\$ 2,166,791</b>

**Superintendent's Recommendation:** Motion to approve the proposed 2014-15 Operating Capital and Health & Safety Budget.

2. Proposed K-12 Instrumental Music Program Realignment.

High School Principal Joel Leer will present a proposal to realign and increase K-12 instrumental music staffing by 0.2 FTE in order to reflect and support the population of students currently being served in the band and orchestra programs at each level.

**Superintendent's Recommendation:** Motion to approve the proposed realignment of K-12 instrumental Music and addition of 0.2 FTE staffing beginning in the 2014-15 school year.

B. Items for Consent Grouping

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

1. Co-Curricular Overnight Trips for the 2014-2015 School Year.

Activities Director Tom Graupmann has provided the enclosed list dated May 13, 2014, of co-curricular overnight trips for the 2014-15 school year. He is requesting School Board approval.

2. Seventh Grade Overnight Trip to Eagle Bluff – July 28-30, 2014.

Tony Seidl, Eagle Bluff Coordinator, and Director of Community Services Erin Mayberry are requesting approval of the 7th grade environmental education overnight experience to Eagle Bluff Environmental Learning Center in Lanesboro from July 28 – 30, 2014.

3. District Youth Council Membership.

At the March 10<sup>th</sup> School Board meeting, members of the current Mayor's Youth Council presented the Board with a proposal to expand youth leadership in the community through the creation of a District Youth Council (DYC). On April 14<sup>th</sup> the Board approved the formation of a District Youth Council. Applications were made available to all students entering grades 10 – 12 at Northfield High School and the Area Learning Center.

There were more than 100 submitted applications from high school students interested in serving on local boards, including the District Youth Council. Members of the current Mayor's Youth Council (MYC) reviewed the applications using a blind review process, removing the students' names and scoring them using a scoring grid. The 20 youth with the highest average scores were then given their top choices of boards and commissions. The MYC then looked at who would potentially be on each board to see if there were holes (i.e. groups or schools underrepresented, gender imbalance, lack of diversity, etc.). They then looked at students who were the next highest scoring that helped to fill some of those holes and selected additional students.

Following this process, the list of recommended students was shared with the high school administrative team, who reviewed all the recommendations and endorsed the list.

Once selected for the District Youth Council, a student will have the opportunity to serve for the remainder of their high school career.

The following students are being recommended to serve on the District Youth Council:

Rising Seniors: Ben Andrew\*, Courtney Asada, Hanna Bubser, Ahna Chapman, Josiah Cieluch, Annika Peterson\* and Sami Ponder. \* denotes current Mayor's Youth Council member

Rising Juniors: Katie Geary, Andrew Kell, Audrey Kornkven, Alison Langston, Daniel Langehough and Sebastian Lawler.

Rising Sophomores: Abigail Andrade-Flores, Synneva Bratland and Gabriella Estrada.

There will hopefully be one or two Area Learning Center students added this summer. The ALC staff is currently working to recruit potential students.

4. Personnel Items.

a. Appointments\*

1. Erin Brush, 1.0 FTE Long-Term Substitute Math Teacher at the Middle School beginning 08/25/2014 – 06/05/2015; BA, Step 0.
2. Kathleen Casson, .2 FTE German Teacher at the High School beginning 08/25/2014 – 06/05/2015; MA, Step 6.
3. Kelly Distad, Community Services Summer Recreation Intern beginning 05/27/2014 – 08/31/2014; \$13.08/hour.
4. Kelly A. Gandrud, 1.0 FTE Long-Term Substitute 6<sup>th</sup> Grade Science Teacher at the Middle School beginning 08/25/2014 – 06/05/2015; BA, Step 6.
5. Sarah Hubacher, Community Services Super Kids and Swim Aide beginning 05/22/2014 – 08/31/2014; \$7.50/hour.
6. Brenda Kell, Community Services Lifeguard/Swim Aide beginning 05/22/2014 – 08/31/2014; \$8.00/hour.
7. Kimbra Kosak, .55 FTE Read 180 Teacher at Greenvale Park beginning 08/25/2014; MA, Step 3.
8. Alyse Lindholm, 1.0 FTE Primary Class Teacher-Grade 2 at Greenvale Park beginning 08/25/2014 – 06/05/2015; BA, Step 2.
9. Tiffany Malecha, 1.0 FTE Kindergarten Teacher at Greenvale Park beginning 08/25/2014; BA, Step 1.
10. Michael Miller, ESY PCA at Longfellow for 3.5 hours/day beginning 07/01/2014 – 07/31/2014; Class IV, Step 2 - \$14.00/hour.
11. Erica Ness, 1.0 FTE Art Teacher at Sibley Elementary beginning 08/25/2014; MA, Step 6.
12. Janet Otteson, Community Services Summer Aquatics WSI Instructor beginning 05/20/2014 – 08/31/2014; \$10.00/hour.
13. Annika Peterson, Community Services Summer Aquatics WSI Instructor beginning 05/20/2014 – 08/31/2014; \$10.00/hour.
14. Teresa Swenson, Special Education EA-PCA at Bridgewater for 5 hours/day beginning 05/19/2014 – 06/06/2014; Class I EA, Step 1, \$12.59/hour (1 hour); Class IV PCA, Step 1, \$13.49/hour (4 hours).
15. Daniel Taylor, 1.0 FTE Long-Term Substitute Biology Teacher at the High School beginning 08/25/2014 – 06/05/2015; MA, Step 2.

b. Increase/Decrease/Change in Assignment

1. Janet Amundson, Class III SPED EA at the Middle School, add Sped EA-Bus PCA at the Middle School .5 hours/day on Fridays only, and .5 hours/day on 5/21 and 5/22/2014 beginning 5/21/2014 – 06/06/2014.
2. Lindsey Downs, 1.0 FTE Grade 2 Teacher at Bridgewater, change to 1.0 FTE Kindergarten Teacher at Sibley beginning 08/25/2014.
3. Karna Hauck, .8 FTE Art Teacher at the High School, change to .9 FTE Art Teacher at the High School beginning 08/25/2014 – 06/05/2015 for the 2014-15 school year.
4. Gretchen Heil, 1.0 FTE Grade 1 Teacher at Sibley, change to 1.0 FTE Kindergarten Teacher at Sibley beginning 08/25/2014.
5. Rachael Hudson, 1.0 FTE School Psychologist at the Middle School, add .2 FTE Behavior Specialist at the Middle School for 2014-15 school year (one year overload).
6. Heather Kuehl, .4 FTE English Teacher at the Middle School, change to .4 FTE English-8 Teacher at the Middle School beginning 08/25/2014 – 06/05/2015; and .2 FTE Reading Lab Instructor at the Middle School beginning 01/26/2015 – 06/05/2015 (Semester 2).
7. Kimberly Milne, .6 FTE Science Teacher at the High School, change to .8 FTE Science Teacher at the High School beginning 08/25/2014 – 06/05/2015 for the 2014-2015 school year.
8. Amy Moeller, .25 FTE Language Arts Teacher at the High School, and .25 FTE at the ALC, change to .5 FTE Language Arts Teacher at the High School beginning 08/25/2014.
9. Andrea Waldock, Special Ed. PCA at Head Start, decrease .5 hours/day from riding bus in the afternoon beginning 05/22/2014-06/05/2014.

10. Sara Webster, SLP Teacher at Sibley/Longfellow, change to SLP Teacher at Sibley beginning 08/25/2014.

c. Leaves of Absence

1. Mary Hansen, Administrative Assistant at Community Services, Family/Medical Leave of Absence beginning 05/12/2014 – 05/16/2014, with possible reduced schedule and/or intermittent FMLA Leave beginning on 05/19/2014.
2. Amanda Schrader, ELL Teacher at Sibley, Family/Medical Leave of Absence beginning on or about 09/16/2014 and continuing for 8 work weeks.
3. Karleen Sherman, Special Education Teacher at Sibley, Family/Medical Leave of Absence beginning 05/12/2014 – 06/09/2014.
4. Brianna Spittle, EarlyVentures Site Assistant at Longfellow, Family/Medical Leave of Absence beginning 05/01/2014 – 05/09/2014. Extension of Leave through 05/13/2014, with half days (4 hours/day) beginning 05/14/2014 – 05/23/2014.

d. Resignation / Retirement

1. Allison Kopp, SummerVentures Substitute Site Assistant, resignation effective 05/14/2014.
2. Marilyn Neuville, Reading Teacher at the Middle School, retirement effective at the end of the 2014-15 school year.

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

VIII. Items for Information

1. July 2014 – June 2015 School Board Meeting Schedule.
2. Upcoming dates:  
Friday, May 30 – 1:00 PM – Area Learning Center Graduation, Longfellow Gymnasium  
Sunday, June 1 – 2:00 PM – High School Graduation, Memorial Field

IX. Future Meetings

Monday, June 9, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, July 14, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes

May 12, 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  
Coaches Scott Quiring and Tina Dokken and students Lauryn Sellner, Mackenzie Matthews, Katie Brust and Erik Lundstrom spoke in favor of the Clay Target Team becoming a Northfield School District Activity.
- IV. Approval of Minutes  
On a motion by Pritchard, seconded by Maple, minutes of the Regular School Board meeting held on April 28, 2014, were unanimously approved.
- V. Announcements and Recognitions
  - The following students represented Northfield Middle School at State History Day on May 3: Celine Falcon Geist, Emmett Forster, Karissa Freundsuh, Rowen Jasnoch, Elias Kruse, James Muth, Christina Narveson, Lia Pak, Milo Paxton, Kaia Schomburg and Samuel Temple. Congratulations to all of the participants and to Lia Pak and Samuel Temple who each received honorable mention for their individual documentaries.
  - The Northfield Middle School Student Council led a month long effort to examine the impact of cancer upon our school community and the special people in their lives. They also collected \$1646.15 for the American Cancer Society through weekly fun activities at school.
  - Northfield Middle School staff, students, and families teamed up with TORCH and Growing Up Healthy to host the 4th annual Cinco de Mayo celebration. An estimated gathering of over 500 participants enjoyed food, entertainment and games. Tickets for treats and games raised \$500 for a TORCH scholarship.
  - Middle School Social Studies Teacher Earl Weinmann has been named a regional honoree in the WEM Foundation's 2014 Outstanding Educator Awards program. Mr. Weinmann is being honored in the Teacher Achievement category, which recognizes exemplary teachers who support, inspire and assist students to attain greater learning, as evidenced by student achievement.
  - Several Northfield High School music students have been chosen to participate in the 2014-2015 All-State Music Ensembles. These students were selected from over 1900 student recorded auditions. They will participate in a 1-week camp in August and perform at the annual MMEA Midwinter Clinic in February 2015 in Orchestra Hall. Congratulations to the following students: Choir: Jacob Fry, Abigail Goerd, Payton Mansfield, Greta Nelson, Sami Ponder, and Hannah Varley. Orchestra: Henry Beimers. Band: Alison Langston, Miles Broske, and William Beimers.
  - Congratulations to Director of Finance Val Mertesdorf on her selection as the 2014 Minnesota Association of School Business Officials (MASBO) 'Rising Star' award recipient.
  - Maple attended "Science Rocks" at Sibley Elementary School and said it was great.
  - Pritchard thanked the many people and companies for their contributions towards a very successful Prom this year.
- VI. Items for Discussion and / or Reports
  1. Proposed 2014-2015 Budgets.  
Operating Capital, Health & Safety Budgets: Director of Finance, Val Mertesdorf presented the proposed 2014-15 Capital and Health & Safety budget. This budget is part of the District's General Fund budget, but requires separate accounting and fund balance reserves. A comprehensive preliminary budget for all funds will be presented for approval in June; however,

because of the short timeline to complete projects in the summer months before school starts in the fall, administration will request approval of this portion of the budget at the May 27, 2014 meeting.

Internal Service Fund Budget: Ms. Mertesdorf then presented the proposed 2014-15 Proprietary or Internal Service Fund Budget. The purpose of the internal service fund is to record the financial transactions of the District's self-insured health and dental plans. The Benefits Advisory Committee is recommending increasing the dental premium 50% to bring premiums half way back to where they were in 2012. The Committee is recommending holding the health premiums flat for the 2014-2015 school year.

No Board action was required at this meeting.

2. Community Services Preliminary FY 15 Budget.

Director of Community Services Erin Mayberry presented Community Services' preliminary FY 15 budget. The FY 15 proposed preliminary budget has been developed with the input from each program coordinator. The Community Services Advisory Council approved the preliminary budget at their April 22, 2014, meeting and recommends this budget to the School Board. The budget reflects revenues of \$1,972,058 and expenditures of \$1,951,395. Staff members are reviewing the Facilities Use Policy and current fees and will bring a recommendation to the Board at a later time. No Board action was required at this meeting.

VII. Superintendent's Report

A. Items for Individual Action

1. Middle School Dance as a Northfield School District Activity.

On a motion by Stratmoen, seconded by Fossum, the Board unanimously approved Middle School Dance as a Northfield School District Activity effective with the 2014-2015 school year, as recommended by the Activities Advisory Committee.

2. Clay Target as a Northfield School District Activity.

On a motion by Hardy, seconded by Pritchard, the Board, on a 5 to 2 vote, approved Clay Target as a Northfield School District Activity effective with the 2014-2015 school year, as recommended by the Activities Advisory Committee. Voting 'yes' was Fossum, Pritchard, Hardy, Stratmoen and Iverson. Voting 'no' was Maple and Nelson.

B. Items for Consent Grouping

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

1. Gift Agreement.

The Board approved the Gift Agreement with the Northfield Wrestling Club. The Club is donating \$7,800 to be used towards the purchase of a new wrestling mat.

2. Middle School Overnight Student Field Trip Request for 2014-2015.

The School Board approved the annual SCOPE trip to Missouri to visit sites connected with the James Younger Gang. This trip will take place June 6 and 7, 2015.

3. Personnel Items.

a. Appointments\*

1. Lynn Krominga, Assistant Director of Special Education for the District, beginning 07/01/2014; Non-Union Administrative (Director); Step 1.
2. Kristy Severson, Long-Term Substitute Special Education LD Teacher with Special Services beginning on date to be determined through 06/06/2014; MA, Step 6.
3. Targeted Services Summer Plus Site Teachers beginning 06/19/2014 – 08/07/2014, Monday-Thursday (staff training day on June 19<sup>th</sup>):
  - Matt Dueffert – at the Middle School for 3 hours/day 9:30 a.m. – 12:30 p.m. – Year 1, \$26.32/hour.

- Megan VanZuilen – at the Middle School for 3 hours/day 9:30 a.m. – 12:30 p.m. – Year 1, \$26.32/hour.
- 4. Targeted Services Summer Plus Site Assistants beginning 06/19/2014 – 08/07/2014, Monday-Thursday (staff training day on June 19<sup>th</sup>):
  - Savanah Bird – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 2, \$11.55/hour.
  - Rachel Clark – at Sibley Elementary for 5.5 hours/day 9:45 a.m. – 3:15 p.m. – Step 1, \$11.25/hour.
  - Tony Daza – at Sibley Elementary for 5.5 hours/day 9:45 a.m. – 3:15 p.m. – Step 1, \$11.25/hour.
  - Callie Gonyea – at Sibley Elementary for 5.5 hours/day 9:45 a.m. – 3:15 p.m. – Step 1, \$11.25/hour.
  - Sophie Guterl – at Sibley Elementary for 5.5 hours/day 9:45 a.m. – 3:15 p.m. – Step 1, \$11.25/hour.
  - Christian Lozada – at Sibley Elementary for 5.5 hours/day 9:45 a.m. – 3:15 p.m. – Step 3, \$11.84/hour.
  - Amanda Malecha – at Sibley Elementary for 5.5 hours/day 9:45 a.m. – 3:15 p.m. – Step 3, \$11.84/hour.
  - Frank Meyer – at Sibley Elementary for 5.5 hours/day 9:45 a.m. – 3:15 p.m. – Step 2, \$11.55/hour.
- 5. Seasonal Building & Grounds Workers in the District for 8 hours/day, Monday-Friday 7:00 a.m. – 3:30 p.m.:
  - Leif Bade – beginning 05/19/2014 – 09/01/2014; \$12.00/hour.
  - Matthew Bettinger – beginning 05/13/2014 – 09/01/2014; \$12.00/hour.
  - Megan Christophersen – beginning 05/19/2014-09/01/2014; \$9.25/hour.
  - David Piper – beginning 06/16/2014 – 08/22/2014; \$12.25/hour.
  - Nikole Webster – beginning 05/19/2014 – 09/01/2014; \$9.25/hour.
- 6. Community Services Recreation Positions:
  - Sam Coleman, Soccer Skills Now Staff beginning 04/29/2014 – 05/16/2014; \$7.50/hour.
  - Kendrick Paulson, Volleyball staff beginning 04/22/2014 – 05/15/2014; \$10.00/hour.
  - Eli Regnier, Soccer Skills Now Staff beginning 04/29/2014 – 05/16/2014; \$10.00/hour.
- 7. Daniel Langan, Community Services Recreation, Soccer Skills Now Staff \$7.50/hour beginning 05/12/2014 – 05/16/2014. Outdoor Pursuits Supervisor \$10.00/hour; Summer Soccer Staff \$7.50/hour; Summer Track Supervisor \$10.00/hour; Adventure Mania Supervisor \$10.00/hour; Family Frenzy Supervisor \$10.00/hour; beginning 05/12/2014 – 08/31/2014.
- 8. Event Workers – Activities: Brandy Green, Ryan Pietsch and Rose Turnaclyff
- b. Increase/Decrease/Change in Assignment
  1. Ray Coudret, 1.0 FTE Math Teacher at the High School; change to Interim Assistant Principal at the Middle School beginning 07/01/2014 – 06/30/2015.
  2. Mauricio Lozada, Middle School Youth Center Site Assistant at the Middle School, extended additional two weeks from 05/08/2014 – 05/22/2014.
  3. Maelynn Rosas, Middle School Youth Center Site Assistant at the Middle School, extended additional two weeks/hours from 05/08/2014 – 05/22/2014.
  4. John Sand, .9 FTE PE/Health Teacher at the High School, change to 1.0 FTE PE/Health Teacher at the High School beginning 08/25/2014.
  5. Andria Schwalbe, Hand in Hand/ECFE Preschool teacher at Longfellow for 20 hours/week, add ECCE Family School Teacher at the NCRC for additional 10 hours/week beginning 12/1/2013.
  6. Alisha Traeder, Special Education PCA at Longfellow for 10.5 hours/week , change to 10 hours/week beginning 05/05/2014 – 06/06/2014.
  7. Judi Vitito, 1.0 FTE 4<sup>th</sup> Grade Teacher at Sibley, change to 1.0 FTE RtI Coach at Bridgewater beginning 07/01/2014 through June 2015.



8. Targeted Services Summer Plus Site Assistants beginning 06/19/2014 – 08/07/2014, Monday-Thursday (staff training day on June 19<sup>th</sup>):
  - Amy Atkinson – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 1, \$11.25/hour.
  - Sheila Atkinson - at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 1, \$11.25/hour.
  - Elizabeth Brewer – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 3, \$11.84/hour.
  - Stephanie Diamond – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 1, \$11.25/hour.
  - Javier Kell – at Sibley Elementary and the Middle School for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 1, \$11.25/hour.
  - Bonnie Klamm – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 4, \$12.15/hour.
  - Rustianna Mechura – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 2, \$11.55/hour.
  - Arlette Nelson – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 4 - \$12.15/hour.
  - Maelynn Rosas – at the Middle School for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 1, \$11.25/hour.
  - Dee Tomczik – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 4, \$12.15/hour.
  - Kim Tousignant – at Sibley Elementary for 5.5 hours/day 9:45 a.m.-3:15 p.m. – Step 1, \$11.25/hour.
9. Targeted Services Summer Plus Teachers beginning 6/19/2014 through 08/07/2014, Monday-Thursday for 3 hours/day from 9:30 a.m. – 12:30 p.m. (staff training day on June 19<sup>th</sup>):
  - Ruben Alvarez – at the Middle School – Year 6 - \$26.92/hour.
  - Christa Danielson – at Sibley Elementary – Year 10, \$27.39/hour.
  - Brittany Ellerbusch – at Sibley Elementary – Year 4, \$26.92/hour.
  - Robert Garcia – at Sibley Elementary – Year 4, \$26.92/hour.
  - Jessica Jessen – at Sibley Elementary – Year 4, \$26.92/hour.
  - Brent Rauk – at Sibley Elementary – Year 1, \$26.32/hour.
  - Amanda Schrader – at Sibley Elementary – Year 10, \$27.39/hour.
  - Paula Seeberg – at Sibley Elementary – Year 1, \$26.32/hour.
  - Melissa Spitzack – at Sibley Elementary – Year 3, \$26.32/hour.
  - Gina Swenson – at Sibley Elementary – Year 1, \$26.32/hour.
  - Diane Torbensohn – at Sibley Elementary – Year 1, \$26.32/hour.
  - Lily Trelstad – at Sibley Elementary – Year 1, \$26.32/hour.
  - Peg Witt – at Sibley Elementary – Year 6, \$26.92/hour
  - Katherine Woodstrup – at Sibley Elementary – Year 4, \$26.92/hour.
10. Ann Dybvik, 1.0 FTE SLP/NB Teacher at Longfellow, change to 1.0 FTE SLP teacher at Sibley/Longfellow beginning 08/25/2014.
11. Cecelia Green, Child Nutrition Manager I at GVP for 7.5 hours/day, change to Child Nutrition Manager II at the High School for 8 hours/day beginning 05/19/2014 for periodic training.
12. Nancy Gunderson, Child Nutrition Associate III at the HS for 7.5 hours/day, change to Interim Child Nutrition Manager II at the HS for 8 hours/day beginning 04/21/2014 – 06/06/2014.
13. MaryDee Kuklok, 1.0 FTE D/HH Teacher at Bridgewater, change to 1.0 FTE D/HH Teacher at the Middle School beginning 08/25/2014.
14. Amanda Schrader, correction from Targeted Services Summer Plus Teacher to Summer Plus Substitute Teacher.

15. Sara Webster, .90 FTE SLP Teacher at Sibley/Longfellow, change to 1.0 FTE SLP Teacher at Sibley beginning 08/25/2014.

c. Leaves of Absence

1. Melissa Bernhard, Family/Medical Leave of Absence beginning on or about 09/19/2014 and returning to work on 10/31/2014.
2. Ray Coudret, 1.0 FTE Leave of Absence from High School Math teaching position for the 2014-15 school year. He will serve as the Interim Assistant Principal at the Middle School for the 2014-15 school year.
3. Gabriela Nieves Marquez, Family/Medical Leave of Absence beginning 04/25/2014 as needed for up to 60 work days.
4. Brianna Spittle, EarlyVentures Site Assistant at Longfellow, Family/Medical Leave of Absence beginning 05/01/2014 – 05/09/2014.

d. Advancement of Licensed Staff to Tenure Status 2014-15

Geoff Staab, Rafael Estrella, Jamie Wiebe, Tina Holum, Stephani Carlson, Shari Karlsrud, Ann Jerdee, Claiborne Day, Laura McManus, Karleen Sherman and Gina Swenson

Advancement of Licensed Staff to Third Year Probationary Status

Elaine Harries, Hope Langston, Wendy Shampine, Natalie Czech, Jessica Jessen, Dana Sonnicksen, Ann Ackerman, Lily Trelstad, Scott Stanina, Kimberly Milne, Joseph Jorgensen, Michelle Gaertner and Annette Cerreta

Advancement of Licensed Staff to Second Year Probationary Status

Sara Anderson, Elizabeth Ryan, Stefanie Bothun, Maren Wacholz, Anita Sasse and Mary Coyne

e. Resignations

1. Jane Dolan, Assistant Cross Country Coach at the High School, resignation effective 05/12/2014.
2. Sarah Van den Akker, Middle School EL & Social Studies Teacher, resignation effective at the end of the 2013-14 school year.

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

VIII. Items for Information

1. Enrollment Report – May 2014.
2. Upcoming dates:  
Friday, May 30 – 1:00 PM – Area Learning Center Graduation, Longfellow Gymnasium  
Sunday, June 1 – 2:00 PM – High School Graduation, Memorial Field

IX. Future Meetings

Tuesday, May 27, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, June 9, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Maple, seconded by Fossum, the Board adjourned at 8:40 PM

Noel Stratmoen  
School Board Clerk

**Student Administering Survey****Name of student administering survey.****Which school do you teach at?**

- ☐ High School
- ☐ Middle School
- ☐ Both Middle School and High School

**In which area do you teach?**

- ☐ Core (Science, Math, English, Social Studies, Geography)
- ☐ Specials (Music, Art, PE, Vocational, FACS)
- ☐ Support (EL, Special Ed, etc.)
- ☐ World Languages
- ☐ Other (please specify)

**Can you access the internet at home through your iPad?**

- ☐ Yes
- ☐ No

**Do you have access to the internet through a computer at home?**

- ☐ Yes
- ☐ No

## In what ways are you utilizing iPads for your classes?

Check all that apply.

	No Class This Hour	Post Assignment Info	Send Documents	Collect Work	Give Quiz/Test	Online Discussions	Web Based Activities	Send Messages
Period 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (please specify)

## How often do you use each of the following with your students via Schoology or other online methods?

	Never	Rarely	Sometimes	Frequently
Give Quizzes/Tests	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Send Messages	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Send Documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online Discussions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Web Based activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collect Student Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post Assignment Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment

I feel the iPad has made \_\_\_\_\_ on my students' organization for school.

- ☐ A negative impact  
☐ No impact  
☐ A positive impact

**From my observation, I believe the iPads have made a \_\_\_\_\_ impact on my students' ability to be engaged in class.**

- ☐ Neutral
- ☐ Negative
- ☐ Positive

**I feel the iPad has had a \_\_\_\_\_ impact on my ability to teach.**

- ☐ Neutral
- ☐ Positive
- ☐ Negative

**Rank the following apps according to how often you direct your students to use them for your class.**

	Never	Rarely	Sometimes	Consistently
Sketchbook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calendar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reminders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iMovie	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quick Office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dictionary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calculator on the iPad	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Camera	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safari	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Google Translator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Google Drive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iBooks or other textbooks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schoology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Choose the option that best represents your opinion.**

- ☐ I believe that we should be MORE strict about the use of games in school.
- ☐ I believe that our current practice for limiting the use of games in school is about right.
- ☐ I believe that we should be LESS strict about the use of games in school.

Other (please specify)

**Is the iPad a distraction for your STUDENTS in the classroom?**

- ☐ Yes
- ☐ No

Comments

**Do you have any additional comments, questions, or concerns regarding the 1-to-1 iPad Initiative?**

# Transformational Technology Student Survey 2014

## Access

This set of questions is about your access to technology.

### 1. What is your gender?

- ☐ Male  
☐ Female

### 2. Can you access the internet at home through your iPad?

- ☐ No  
☐ Yes

### 3. Do you have access to the internet through a computer at your home?

- ☐ No  
☐ Yes

## Usage

### 4. Which do you prefer to use when taking notes?

- ☐ iPad  
☐ Paper  
☐ This depends on the class

Comment

### 5. How many of your classes utilize a textbook of any form (either paper copy or online)?

- |                         |                         |
|-------------------------|-------------------------|
| <input type="radio"/> 0 | <input type="radio"/> 4 |
| <input type="radio"/> 1 | <input type="radio"/> 5 |
| <input type="radio"/> 2 | <input type="radio"/> 6 |
| <input type="radio"/> 3 | <input type="radio"/> 7 |

# Transformational Technology Student Survey 2014

## 6. How many of your classes have a textbook available on the iPad?

- |                         |                         |
|-------------------------|-------------------------|
| <input type="radio"/> 0 | <input type="radio"/> 4 |
| <input type="radio"/> 1 | <input type="radio"/> 5 |
| <input type="radio"/> 2 | <input type="radio"/> 6 |
| <input type="radio"/> 3 | <input type="radio"/> 7 |

## 7. Rank the following apps according to how much you have used each for school work.

	Never	Rarely	Sometimes	Consistently
Educreations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SketchBook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calendar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reminders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iMovie	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quick Office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skyward	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dictionary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calculator on the iPad	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Camera	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safari	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Google Translator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Google Drive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iBooks or other textbook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schoology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 8. How many apps on your iPad are not used for schoolwork?

- ☐ Barely any
- ☐ Equal number to school related apps
- ☐ The Majority

## Usage

The following questions relate to how the iPad is used for school work.



## Transformational Technology Student Survey 2014

**9. In a typical school week, how many days per week do you use your iPad for schoolwork AT HOME?**

- ☐ 5 Days or more
- ☐ 4 Days
- ☐ 3 Days
- ☐ 2 Days
- ☐ 1 Day
- ☐ 0 Days

**10. In a typical school week, how many days per week do you use your iPad for schoolwork IN SCHOOL?**

- ☐ 5 Days
- ☐ 4 Days
- ☐ 3 Days
- ☐ 2 Days
- ☐ 1 Day
- ☐ 0 Days

### Impact on Educational Experience

Fill in the blank by choosing the option that best represents your opinion.

**11. I feel that iPads have made \_\_\_\_\_ on my organization for school.**

- ☐ a positive impact
- ☐ a negative impact
- ☐ no impact

**12. I am \_\_\_\_\_ likely to be engaged in class because I have access to the iPad.**

- ☐ more
- ☐ less
- ☐ just as

## Transformational Technology Student Survey 2014

**13. I believe the iPad has had a \_\_\_\_\_ impact on my education.**

- ☐ negative
- ☐ positive
- ☐ neutral/no

**14. Do you have any other comments, questions, or concerns regarding the 1-to-1 iPad initiative?**

**15. What grade are you in?**

- ☐ Six
- ☐ Seven
- ☐ Eight
- ☐ Nine
- ☐ Ten
- ☐ Eleven
- ☐ Twelve

**16. When using your iPad in school, how often do you use NON SCHOOL RELATED apps?**

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Frequently

## Transformational Technology Student Survey 2014

**17. During an average school day, how often are you distracted by OTHER STUDENTS misuse of their iPad?**

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Frequently

**18. During an average school day, how often are you distracted by your own use of the iPad?**

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Frequently

**19. Choose the option that best represents your opinion.**

- ☐ I believe that we should be MORE strict about the use of games in school.
- ☐ I believe that we should be LESS strict about the use of games in school.
- ☐ I believe that our current practice for limiting the use of games in school is about right.
- ☐ I believe that we should be more restrictive for students who have difficulty managing their own use.

Comment

Hello, my name is \_\_\_\_\_ and I am a student at Northfield High School calling for a project in Mr. Coudret's statistics class. May I speak to a head of the household?

*If person only speaks Spanish: "Lo siento, yo no hablo español, pero alguien que habla español le va a llamar".*

Phonetically:

**Low see-en-to yo no ah-blow español, parrow all-gee-en kay ah-bla español lay vah ah yah-mar**

(I'm sorry, I do not speak Spanish, but someone who speaks Spanish will call you)

*(When you have the head of household)* **Do you have a few minutes to answer some questions regarding the Northfield Public Schools iPad initiative?**

*If "no":* "Thank you for your time, have a great day."

*If "yes":* "As they plan for the 2014-2015 school year, the School Board wants to provide an opportunity for parents to give feedback about the iPad initiative in Northfield Public Schools this past year. Your response will be presented to the Board of Education by members of my class. This information will be used to inform the Board and staff as they work to improve the use of iPads in the coming years."

1. What school do your students go to?
2. Can your student access the internet at home through her or his iPad?  
Yes or No
3. Does your child have access to the internet through a COMPUTER at home?  
Yes or No
4. Do you feel that the iPad has allowed your family to save money on school supplies for this year?  
Yes    No    Unsure
5. Do you feel that the iPad will allow your family to save money on school supplies in the future?  
Yes    No    Unsure
6. What kind of impact have the iPads made on your child's organization this year?  
A positive impact                      A negative impact                      No impact
7. What kind of impact have the iPads made on your child's educational experience?  
A positive impact                      A negative impact                      No impact
8. Do you have any additional comments about the iPad initiative that you would like to share?

*When Completed:* "Thank you for your time, have a nice day."

#### General Guidelines

No matter what, be polite. You are representing yourself, your school, and your teacher.

Do not make any calls before noon, or after 8 p.m.

If you do not reach anyone at the number during class, you should call again up to a total of four tries on different days and time of day.

Do not leave messages on answering machines.

If you call someone who only speaks Spanish, make a note of that and we will have a Spanish Speaker call them back.

Make a note of the day and time for each attempted phone call.

**DEPAC**  
District Educational Program Advisory  
Committee

Goals for 2014-15

**DEPAC**

Meetings: 6 times (Oct., Nov., Feb., Mar.,  
April, May)

Committees:

Assessment  
Teaching and Learning  
Student Services

**Assessment**

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 to implement and evaluate holistic strategies leading to individual student growth.

**Teaching and Learning**

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 as it is integrated into best practices of instruction.

The District will develop continuous, accurate, and separate measurements of each student's progress toward academic mastery, work habits, and behavior standards.

### **Student Services**

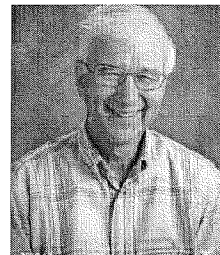
The District will refine the implementation of the MTSS model: tiered systems of support for academic, behavior, and social emotional learning.

The District will investigate systems and services that will provide a coordinated, comprehensive approach to children's mental health within the MTSS model.

The District will enhance engagement through school connectedness that promotes mutual respect and responsibility with students, families, and staff.

## Special Thanks to Our Retirees:

Dr. Gary Lewis  
Dr. Roger Jenni



Thank you!

Questions?



## General Fund | 2014-15 Proposed Budget | May 27, 2014

Val Mertesdorf, Director of Finance

**Revenue Assumptions:** The most notable change with the general fund budget is the additional funding for all day Kindergarten. To facilitate this change the state chose to simplify the weightings that are applied to our average daily membership calculation. The legislature has also added an additional \$25 per pupil in the current session. We are still seeing sequestration of our federal funding. Our Title I funding has been sequestered significantly with a 13% reduction in FY13-14 and a 7% reduction in FY14-15. The amounts for the levy were taken from our 2013 Pay 2014 Levy Certification. We had a very minimal decline in our property tax levy. We do not anticipate any major changes in our local sources of revenue. The state is also in the process of modernizing the revenue calculation for special education. We will see a slight increase in revenue for FY15 due to the phase in of the cross subsidy revenue. The legislature also included a onetime allocation to help offset some of the cost of the teacher evaluation implementation. This will be \$302 for each FTE.

**Enrollment:** Average daily membership is the count of our student's attendance throughout the school year. The state takes our ADM and multiplies each grade setting by a pre-determined weighting. For 2014-15 the weightings are simplified and the kindergarten weighting is 1.0 for all day funding. The same enrollment projection used for the financial forecast in January was used to prepare this budget. We are planning for roughly 4,157 WADM's for the 14-15 school year.

It is important to note that due to the change in the weighting factors the state increased all the formula allowances. Our WADM's are lower than previous weighting calculations and therefore higher formula allowances were created so all districts receive at least the same amount of funding they had in FY 13-14. This can be very confusing for people in the community because it appears as though the state increased our funding dramatically. This is not the case. We simply have a lower WADM to use as a multiplier. The increases in funding are largely due to the increase in funding for all day Kindergarten.

**Expenditure Assumptions:** Salaries had an aggregate increase of 5.4%, this is a combination of settled agreements as well as assumptions for contracts to be negotiated this summer. Benefits had an aggregate increase of 3.4%, factors include a .5% increase in TRA , a .25% increase in PERA and a 4% increase in the district's health contribution. We increased our utilities budget significantly. Historically we've add 2% across the board to non-salary items but this was not keeping up with the increasing utility rates. We also have a \$15,000 assessment from the city for repaving work to be completed by Sibley. Non-salary and other operational costs were only increased by 1% this year.

**Budget Plan:** When all the assumptions come together we have a proposed general fund budget with revenues of \$43.8M and expenditures of \$44.2M. We are planning to spend down roughly \$338K of our fund balance. This is better than forecasted in January. We had originally projected spending down \$780K.

The detailed chart has a few items to note. First, the increase in District Support Services is partially due to the new Director of Technology position. The other portion of that increase is actually just a coding change. We are just shifting dollars from the Site & Buildings program area to the District Support Services program area. This is not new salary and benefits. This change is mandated by UFARS (Uniform Financial Accounting and Reporting Standards). Second, there is a pretty significant increase in the special education expenditures. Most of the increase is due to salary and benefits, but we do have a significant increase in our contracted placement costs due to some students we have attending an inpatient facility. Some of this cost will be offset with tuition billing revenue which is included in the special education revenue increase.

We are projecting to end FY15 with a 20% unrestricted fund balance which is above the board's recommendation.

**Fund Balance History:** This year we also included a chart showing our fund balance history, the board goal of 16% and our total fund balance. This chart is a great visual of the excellent stewardship of district resources. You can see the district was in financial trouble and year after year have made the commitment to meet and exceed the board goal of 16%. We have increased our unrestricted fund balance every year for the last 9 years. This is truly remarkable considering the state has not provided an increase in funding that has kept up with inflation in the last decade, salaries and benefits typically always increase and just normal inflation on everything else. The district has not only maintained world class programming during this time but also implemented several new initiatives along the way. That being said we need to be realistic. We are coming to the point where it will be difficult to keep up going forward. We've provided the same message for the last several years, the 15-16 school year will be the turning point. While we are spending down our fund balance slightly this year, 15-16 will likely result in us dipping below the 16% goal without some intentional budget adjustments.

Overall, we were fortunate to get additional funding from the state that is not typically in the second year of the biennium. Our expenditures are on target with what we expected in January. We are operating slightly better than projected which is always the place we want to be!

## 2014-15 PROPOSED BUDGET SUMMARY

General Fund

### Revenue Assumptions

- ☐ General Education Aid
  - ☐ All-Day Kindergarten
  - ☐ Change in pupil unit calculation
  - ☐ Enrollment
- ☐ Federal Sequestration
- ☐ Levy
- ☐ Local Sources
- ☐ Other Considerations:
  - ☐ Special Education
  - ☐ Teacher Evaluation – One time funding of \$302 per Teacher

## Average Daily Membership

- ADM is calculated over the entire school year.
- A weighting is applied to each ADM to calculate our WADM (weighted ADM).

	Pre-K	SPED KG	KG	1-3	4-6	7-12
13-14 Weights	1.25	1.0	.612	1.115	1.06	1.3
14-15 Weights	1.0	1.0	1.0	1.0	1.0	1.2

## Enrollment Projections

Weighted Average Daily Membership (WADM)							
	Pre-K	KG	1-3	4-6	7-12	Total	Change
2013-14	44.5	143.0	913.1	900.5	2,423.6	4,424.7	-
WADM calculation using new weights							
2013-14	35.6	223.8	818.9	849.6	2,237.2	4,165.0	-
2014-15	35.8	238.7	807.1	839.5	2,253.6	4,174.7	.23%
2015-16	31.7	211.6	800.0	836.3	2,277.8	4,157.3	(.42%)
2016-17	30.7	204.9	728.9	859.9	2,297.6	4,122.0	(.85%)
2017-18	30.0	188.7	666.7	845.5	2,329.4	4,065.4	(1.37%)

Note: The new weights will be effective beginning in 2014-15. The 2013-14 WADM with the new weights is for comparison purposes only.

## Expenditure Assumptions

- ☐ Salaries
- ☐ Benefits
- ☐ Utilities
- ☐ Special Education
- ☐ Special Assessments
- ☐ Non-Salary & Other Operational
- ☐ Fund Balance Goal = 16% of total expenditures

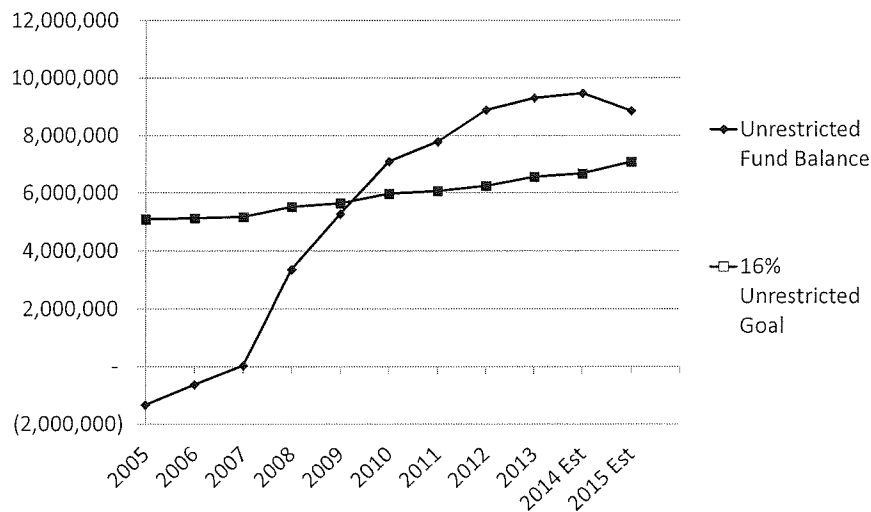
## Budget Plan for 2014-15

- ☐ Estimated Revenue = \$43.8 M
- ☐ Estimated Expenditures = \$44.2 M
- ☐ \$338K spend down of fund balance
- ☐ Better than the financial forecast in January
- ☐ Aggregate revenue increase = 5.45%
- ☐ Aggregate expenditures increase = 6.0%

# General Fund Proposal

	2011-12 AUDIT RESULTS	2012-13 AUDIT RESULTS	2013-14 REVISED BUDGET	2014-15 PROPOSED BUDGET
<b>REVENUE:</b>				
PROPERTY TAXES	8,451,103	9,437,019	9,379,914	9,378,076
STATE SOURCES	28,432,139	29,119,590	29,911,977	32,194,380
FEDERAL SOURCES	1,799,156	1,368,795	1,203,528	1,111,559
LOCAL SOURCES	1,359,137	1,143,873	1,109,500	1,144,375
<b>TOTAL</b>	<b>40,041,535</b>	<b>41,069,277</b>	<b>41,604,919</b>	<b>43,828,390</b>
<b>EXPENDITURES:</b>				
ADMINISTRATION	1,453,890	1,521,038	1,547,954	1,596,614
DISTRICT SUPPORT SERVICES	1,001,147	1,127,420	1,108,040	1,323,398
REGULAR INSTRUCTION	19,380,302	20,211,610	21,696,075	23,160,105
VOCATIONAL INSTRUCTION	292,242	226,816	208,851	217,315
SPECIAL EDUCATION	7,049,278	7,595,077	7,659,045	8,158,869
INSTRUCTIONAL SUPPORT	1,368,330	1,477,009	1,514,982	1,580,100
PUPIL SUPPORT	3,206,581	3,338,933	3,319,443	3,375,967
SITE & BUILDINGS	4,583,247	5,372,014	4,495,246	4,637,695
FISCAL & OTHER FIXED COSTS	138,016	139,080	161,022	162,632
<b>TOTAL</b>	<b>38,473,033</b>	<b>41,008,997</b>	<b>41,710,658</b>	<b>44,212,695</b>
<b>DIFFERENCE</b>	<b>1,568,502</b>	<b>60,280</b>	<b>(105,739)</b>	<b>(384,305)</b>
<b>BEGINNING FUND BALANCE</b>	<b>12,894,140</b>	<b>14,462,642</b>	<b>14,522,922</b>	<b>14,417,183</b>
<b>ENDING FUND BALANCE</b>	<b>14,462,642</b>	<b>14,522,922</b>	<b>14,417,183</b>	<b>14,032,878</b>
<b>RESTRICTED FUND BALANCE</b>	<b>5,579,854</b>	<b>5,227,114</b>	<b>4,954,310</b>	<b>5,182,246</b>
<b>UNRESTRICTED FUND BALANCE</b>	<b>8,882,788</b>	<b>9,295,808</b>	<b>9,462,873</b>	<b>8,850,632</b>
<b>PERCENTAGE OF EXPENDITURES</b>	<b>23%</b>	<b>23%</b>	<b>23%</b>	<b>20%</b>

## Fund Balance History



	2011-12 AUDIT RESULTS	2012-13 AUDIT RESULTS
<b>REVENUE:</b>		
PROPERTY TAXES	8,451,103	9,437,019
STATE SOURCES	28,432,139	29,119,590
FEDERAL SOURCES	1,799,156	1,368,795
LOCAL SOURCES	1,359,137	1,143,873
TOTAL	40,041,535	41,069,277
<b>EXPENDITURES:</b>		
ADMINISTRATION	1,453,890	1,521,038
DISTRICT SUPPORT SERVICES	1,001,147	1,127,420
REGULAR INSTRUCTION	19,380,302	20,211,610
VOCATIONAL INSTRUCTION	292,242	226,816
SPECIAL EDUCATION	7,049,278	7,595,077
INSTRUCTIONAL SUPPORT	1,368,330	1,477,009
PUPIL SUPPORT	3,206,581	3,338,933
SITE & BUILDINGS	4,583,247	5,372,014
FISCAL & OTHER FIXED COSTS	138,016	139,080
TOTAL	38,473,033	41,008,997
DIFFERENCE	1,568,502	60,280
BEGINNING FUND BALANCE	12,894,140	14,462,642
ENDING FUND BALANCE	14,462,642	14,522,922
RESTRICTED FUND BALANCE	5,579,854	5,227,114
UNRESTRICTED FUND BALANCE	8,882,788	9,295,808
PERCENTAGE OF EXPENDITURES	23%	23%

2013-14 REVISED BUDGET	2014-15 PROPOSED BUDGET
9,379,914	9,378,076
29,911,977	32,194,380
1,203,528	1,111,559
1,109,500	1,144,375
41,604,919	43,828,390

1,547,954	1,596,614
1,108,040	1,323,398
21,696,075	23,160,105
208,851	217,315
7,659,045	8,158,869
1,514,982	1,580,100
3,319,443	3,375,967
4,495,246	4,637,695
161,022	162,632
41,710,658	44,212,695

(105,739)	(384,305)
14,522,922	14,417,183
14,417,183	14,032,878

4,954,310	5,182,246
9,462,873	8,850,632
23%	20%



## **Proposed K-12 Instrumental Music Realignment – Joel Leer, High School Principal**

### **Proposal Background and Detail**

As K-12 music administrator, I, and the other building administrators, ask you to consider and approve a request to grow the K-12 music program by a 0.4 FTE for the 2014-15 school year and beyond. The last few years has seen a significant increase in the number of students participating in orchestra, and consistent number of students participating in band.

Currently, the 6-12 orchestra is led by a single instructor at 1.0 FTE. The additional 0.4 FTE would be used to better balance the staffing between 6-12 orchestra and 6-12 band. Additionally, we are asking you to consider and approve a shift of 0.2 FTE from MS band to 6-12 orchestra, and of .1 MS band to elementary band. This shift will further balance the staffing between the two programs and allow the instructors in both programs to provide for their students equally.

Half of the 0.4 FTE we will "recapture" from the dissolution of a skills class currently taught by the MS media specialist. The remaining .02 FTE would require Board approval of an increased staffing allocation for 6-12 instrumental music.

The approval of this request would allow us to move to the following 6-12 instrumental music staffing:

<b>Current</b>	<b>2014-15</b>
HS Orchestra 0.4 FTE	HS Orchestra 0.8 FTE (+ .4)
MS Orchestra 0.6 FTE	MS Orchestra 0.8 FTE (+ .2)
HS Band 1.0 FTE	HS Band 1.0 FTE (Same)
MS Band 1.7 FTE	MS Band 1.4 FTE (- .3)
Elementary Band 0.9 FTE	Elementary Band 1.0 FTE (+ .1)

A chart showing details of current and proposed staffing, program enrollment, numbers of ensembles and teaching sections and lesson options is attached for your review

### **Recommended Action**

With the approval of this proposal, we would immediately post a new 1.0 secondary instrumental music position that would include both band and orchestra programs. This position would include the 0.6 FTE vacated by Roger Jenni and the proposed additional 0.4 FTE (0.2 FTE transferred from elimination of Middle School Skills class).

# Proposed K-12 Instrumental Music Realignment

Current

Proposed

Proposed  
FTE Change

Band			
HS FTE Grades 9-12	1.0	1.0	0.0
HS Staff	Mary 1.0 FTE	Mary 1.0 FTE	
HS Enrollment	129	129	???
# Ensembles/Tchg sections	2	2	
Lesson Arrangement	Weekly Individual Lesson	Weekly individual lesson	

MS FTE Grades 6-8	1.7	1.4	-0.3
MS Staff	Ethan 1.0 FTE, Stephanie 0.7 FTE	Ethan 1.0 FTE, TBD 0.4 FTE	
MS Enrollment	245	245	???
# Ensembles/Tchg sections	3	3	
Lesson Arrangement	6 Day Rotation 4 students/lesson	Six Day Rotation	

Elementary FTE Grade 5	0.9	1.0	0.1
Elem Staff	Roger 0.6 FTE, Stephanie 0.3 FTE	Stephanie 1.0 FTE	
Elem Enrollment	137	137	???

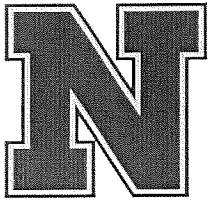
Total Enrollment Band	511	511	???
Total FTE Band	3.6	3.4	-0.2
Enrollment Band/Total Music	0.58	0.58	
Calculated FTE Band	3.3	3.5	

Orchestra			
HS FTE Grades 9-12	0.4	0.8	0.4
HS Staff	Heather 0.4 FTE	Heather 0.8 FTE	
HS Enrollment	99	99	???
# Ensembles/Tchg sections	2	2 or 3	
Lesson Arrangement	None	Weekly individual lesson	

MS FTE Grades 6-8	0.6	0.8	0.2
MS Staff	Heather 0.6 FTE	Heather 0.2 FTE, TBD 0.6 FTE	
MS Enrollment	118	118	???
# Ensembles/Tchg sections	3	3	
Lesson Arrangement	8 Day Rotation 5-6 students/lesson	Six Day Rotation	

Elementary FTE Grades 4-5	1.0	1.0	0.0
Elem Staff	Natalie 1.0 FTE	Natalie 1.0 FTE	
Elem Enrollment	146	146	???

Total Enrollment Orchestra	363	363	???
Total FTE Orchestra	2.0	2.6	0.6
Enrollment Orchestra/Total Music	0.42	0.42	
Calculated FTE Orchestra	2.3	2.5	
Total FTE Change Music			0.4



# NORTHFIELD HIGH SCHOOL

*Raiders*

e

1400 Division St. Northfield, MN 55057

507-663-0632

May 13, 2014

## **Co-Curricular Trips List of Overnight trips for 2014-15**

Boys Soccer – Grand Rapids (August 15-18)  
Girls Soccer – Duluth (August 18-20)  
Cross Country – Decorah (September 12)  
Girls Swim & Dive – Edina (September 19)  
Volleyball – Marshall (September 5)  
Volleyball – Rochester (October 17)  
Girls Hockey – Brainerd (November 7, 8)  
Girls Hockey – Lakeville (December 29, 30)  
Nordic Ski – Giant's Ridge (January 9, 10) – dependant on snow  
Nordic Ski – Site TBD (January 23, 24) – dependant on snow  
Alpine Ski – Giant's Ridge (January 9)  
Dance Team – St. Paul (February 13, 14)  
Wrestling – Rochester (February 20)  
Weight Lifting (National Tournament) – March, 2015—exact location and date TBD)

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

# **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 14, 2014

**Purpose of Trip:** The trip will be to Eagle Bluff Environmental Learning Center in Lansboro, MN. The intent of the program is 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.

**Attach Dates and Itinerary of Proposed Trip.** July 28 – 30, 2014. The program's classes will cover environmental science, social history, outdoor skills and team-building.

**Describe the educational benefits of the proposed trip.** This environmental education overnight experience for seventh grade students will provide engaging classes in an outdoor setting. The three-day experience promotes learning in a manner that dovetails with classroom and academic needs. The trip to Eagle Bluff will foster a sense of respect for the community, provide positive outdoor experiences, impart life skills such as teamwork and problem solving, increase environmental awareness and science literacy and spark an interest in and appreciation for the natural world.

**List staff involved in planning and organizing the trip.**

Erin Mayberry, Community Services Director

Tony Seidl, Eagle Bluff Coordinator

2-3 Additional Licensed Staff

**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.**

The trip takes place July 28-30, 2014 and does not interfere with the school year or work talking place during the school year.

**What arrangements will be made for transportation?** Benjamin Bus will provide transportation.

**What arrangements will be made for lodging?** Eagle Bluff provides dorm space for the residential (overnight) program.

**Attach a summary of the budget for the proposed trip, including funding source(s), and proposed fundraising activities.** Please see attached.

**Describe the availability of scholarships.** The cost to participate in this trip is \$220.00 per student and scholarships are available. If a family qualifies for free lunches through the food service program, the cost of the trip is \$25. If a family qualifies for reduced lunches through the food service program, the cost of the trip is \$50.

**Number of anticipated student participants. 45**

**Number of school staff chaperones. 3-4**

**Number of parent chaperones. 2-3**

**Attach a description of activities scheduled for nonparticipating students.**

Not applicable.

10/01

4.21.14

Environmental Learning Center Trip

July 28-30, 2014

Expenses

Costs – based on 45 students participating

Eagle Bluff	\$112/person	\$5,040
Bus		\$1,200
Chaperones	\$500/person	\$1,000
Coordinator	\$1,500/person	\$1,500 (includes attending the trip)
Background checks	\$40/person	\$120 (3 background checks)
Parent Fees	\$112/person	\$336 (3 parent chaperones)
Snacks	\$.85/person	\$45 (2 snacks per person)
Registration	\$5.00/person	\$225
Postage		\$200
		-----
		\$9,666.00

Revenue

45 participants x \$220	\$9,900.00
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# **Schedule for School Board Meetings**

**July 2014 – June 2015**

**School Board meetings begin at 7:00 PM**

**Location: Northfield High School, Media Center**

Monday, July 14  
Monday, August 11  
Monday, August 25  
Monday, September 8  
Monday, September 22  
Monday, October 13  
Monday, October 27  
Monday, November 10  
Monday, November 24  
Monday, December 8  
Monday, January 12  
Monday, January 26  
Monday, February 9  
Monday, February 23  
Monday, March 9  
Monday, March 23  
Monday, April 13  
Monday, April 27  
Monday, May 11  
Tuesday, May 26 (due to Monday, May 25 being Memorial Day)  
Monday, June 8