

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, August 10, 2015, 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. Long Term Facilities Maintenance Revenue and Ten-Year Plan.
- VII. Superintendent's Report
  - A. Items for Individual Action  
There are no items at this time.
  - B. Items for Consent Grouping
    - 1. Financial Report – June 2015.
    - 2. Northfield Swim Club Agreement.
    - 3. Personnel Items.
- VIII. Items for Information
  - 1. Policy 428 – District Sick Leave Allowance Bank – First Reading.
- IX. Future Meetings  
Monday, August 24, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, September 14, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, August 10, 2015, 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 August 10, 2015, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes  
Minutes of the Regular School Board meetings held on July 13, 2015, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
  1. Long Term Facilities Maintenance Revenue and Ten-Year Plan.  
Director of Administrative Services Matt Hillmann will highlight procedures associated with the new Long Term Facilities Maintenance Revenue legislation (sometime referred to as the Alternative Facilities Levy or Revenue). Signed into law by Governor Dayton, Long Term Facilities Maintenance Revenue essentially replaces and expands funding for projects previously paid for with Deferred Maintenance and Health and Safety revenue. Part of the procedures include submitting a draft ten year long-term facilities plan to the Department of Education by August 15th that details estimated eligible expenditures by UFARS finance codes. The plan, which the District has had in place for many years, will ultimately require Board approval. The approval of the final plan for submission to the Minnesota Department of Education will be sought at the August 24th board meeting.
- VII. Superintendent's Report
  - A. Items for Individual Action  
There are no items for Individual Action.
  - B. Items for Consent Grouping  
**Superintendent's Recommendation:** Motion to approve the following items listed under the Consent Grouping.
    1. Financial Reports – June 2015.  
Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,738,408.97, payroll checks totaling \$5,588,461.78 and the financial reports for June 2015. There were no bond payments made in June 2015.
    2. Northfield Swim Club Agreement.  
The School Board is asked to approve the enclosed agreement with the Northfield Swim Club. This Agreement is for the time period September 1, 2015 to August 31, 2016. Changes include: (1) removal of the 10% cost reduction on the energy fee; and (2) clarification of the school district's weather closing impact on evening rental.
    3. Personnel Items.
      - a. Appointments\*
        1. Jennifer Allison, 1.0 FTE Long-Term Substitute First Grade Teacher at BW beginning 08/26/2015 – 06/08/2015; BA, Step 3. \*\*
        2. Raquel Becker, Assistant Volleyball Coach (B) at the High School beginning 08/17/2015 – 11/14/2015; Level E, Step 1.

3. Kelly Hebzynski, 1.0 FTE Math Teacher at the Middle School beginning 08/26/2015; MA, Step 6. \*\*
  4. Dana Jans, Child Nutrition Associate I at the High School for 3 hours/day beginning 09/02/2015; \$15.52/hour.
  5. Anne Klawiter, ESY Teacher at Sibley beginning 07/06/2015 – 07/30/2015; MA30, Step 6.
  6. Andy Kornkven, Activities Event Worker beginning 08/10/2015.
  7. Maggie Molter, Assistant Girls Soccer Coach at the High School beginning 08/17/2015 – 11/05/2015; Level F, Step 1.
  8. Michael O'Keefe, Assistant Principal at the Middle School beginning 08/03/2015; Step 1, \$97,567.00/year.
  9. Eric Pittman, Assistant Football Coach at the High School beginning 08/10/2015 – 11/14/2015; Level E, Step 1.
  10. Jodie Rud, 1.0 FTE Long-Term Substitute Third Grade Teacher at Sibley beginning 08/26/2015 – 06/08/2016; BA, Step 0. \*\*
  11. Frank Spaeth, Assistant Girls Soccer Coach at the High School beginning 08/17/2015 – 11/05/2015; Level F, Step 3.
  12. Correction: Bridget L. Timerson, 1.0 FTE Third Grade Teacher at GVP beginning 08/26/2015; BA, Step 3. \*\*
  13. Sarah Van Sickel, .4 FTE (Semester 1); 6 FTE (Semester 2) Business Teacher at the HS beginning 08/26/2015; MA, Step 2. \*\*
- b. Increase/Decrease/Change in Assignment
1. Lisa Battaglia, .6 FTE Special Education Resource Teacher/.4 Gen Ed Teacher at the HS, change to 1.0 MTSS Teacher at the HS beginning 08/31/2015.
  2. Briana Bulfer 1.0 FTE Fourth Grade Teacher at GVP, change to 1.0 Second Grade Teacher at GVP beginning 08/31/2015.
  3. Kimbra Dimick, 1.0 FTE Fifth Grade Teacher at GVP, change to 1.0 Fourth Grade Teacher at GVP beginning 08/31/2015.
  4. Carrie Duba, 1.0 FTE School Psychologist at the High School; change to .4 FTE School Psychologist/.6 MTSS School Psychologist at the High School beginning 08/31/2015.
  5. Michael Garlitz, Accelerate Northfield Volunteer Coordinator, add Temporary TS Summer PLUS Site Assistant for 5.5 hours/day (M-Th) \$11.67/hour; Club Leader for 1.75 hours/day as needed \$18.68/hour beginning 06/22/2015 – 08/06/2015.
  6. Margaret Huber, Targeted Services Summer PLUS Teacher at GVP for 3 hours/day, add TS Summer PLUS Teacher at GVP for additional 1.75 hours/day (4.75 hours/day M-Th) beginning 06/23/2015 – 08/06/2015; Year 1, \$27.11/hour.
  7. Lily Landry, 1.0 FTE Third Grade Companeros Teacher at GVP, change to 1.0 FTE First Grade Companeros Teacher at GVP beginning 08/31/2015.
  8. Erik Lundstrom, CS Recreation Swim Aide, change to CS Recreation WSI/Lifeguard; \$10.00/hour.
  9. Correction: Jacob Odell, Camp FRIENDS Staff at CS beginning 07/22/2015 – 08/20/2015; change from \$13.75/hour to \$13.73/hour.
  10. Anna Rubin, Second Grade Teacher at Bridgewater, add TS Summer PLUS Teacher at GVP for up to 4.75 hours/day (M-Th) beginning 06/23/2015 – 08/06/2015; Year 1, \$27.11/hour.
  11. Lindsay Schacht, PT Assistant Volleyball Coach, change to Assistant Volleyball Coach (9<sup>th</sup>) at the High School beginning 08/17/2015; Level E, Step 3.
  12. Kathryn Schmidt, Community School Coordinator, add TS Summer PLUS Club Leader for 1.75 hours/day (M-Th) beginning 06/22/2015 – 08/06/2015; \$18.68/hour.
  13. Micah Schultz, 1.0 Social Studies Teacher at the ALC, add TS Summer BLAST Teacher at the Middle School for 5 hours/day (M-Th) beginning 06/23/2015 – 08/06/2015; Year 1, \$27.11/hour.
  14. Kaitlyn Sevilla, Targeted Services Summer BLAST Teacher at MS for 3 hours/day (M-Th); TS Club Leader Assistant for 2 hours/day (M-Th), change to TS BLAST Teacher for 5 hours/day (M-Th) beginning 06/23/2015 – 08/06/2015; Year 1, \$27.11/hour.

15. Justin Wagner, Assistant JV Volleyball Coach, change to PT Assistant Volleyball Coach (hourly) at the High School beginning 08/17/2015; \$12.00/hour.
16. Targeted Services Summer PLUS Program (M-Th) beginning 06/15/2015 – 08/06/2015:
  - a. Robert Garcia, TS Summer PLUS Teacher at Greenvale Park for 4.75 hours/day (M-Th); Reading Rockets Teacher (M-Th) as needed; Year 5, \$27.73/hour.
  - b. Gina Swenson, TS Summer PLUS Teacher at Greenvale Park for 4.75 hours/day (M-Th); Reading Rockets Teacher (M-Th) as needed; Year 2, \$27.11/hour.
17. Extended School Year (ESY) Bus EA-PCA beginning 07/06/2015 – 07/30/2015:
  - a. Shari Bridley, ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th), add Bus EA-PCA at Sibley for .92 hours/day (7:50-8:45 am).
  - b. Shelly Kruger, ESY SpecEd EA-PCA at the HS for 3.5 hours/day (M-Th), add Bus EA-PCA at the High School for 1.75 hours/day (10:45-12:30 pm).
  - c. Jacqueline Meyer, ESY SpecEd EA-PCA at the HS for 3.5 hours/day (M-Th), add Bus EA-PCA at the High School for .92 hours/day (6:50-7:45 am).
  - d. Melissa Reuvers, ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th), add Bus EA-PCA at Sibley for .92 hours/day (7:50-8:45 am) and for .75 hours/day (11:45-12:30 pm).
  - e. Jennifer Severson, ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th), add Bus EA-PCA at Sibley for .92 hours/day (7:50-8:45 am)
18. Special Education Educational Assistants (SpecEd EA) changes beginning 09/01/2015:
  - a. Janet Amundson, EA-PCA at the Middle School for 6.5 hours/day, change to 6.75 hours/day.
  - b. Sheila Atkinson, EA-PCA at Bridgewater for 6.5 hours/day, change to 6.75 hours/day.
  - c. Kristin Basinger, EA-PCA at the Middle School for 6.5 hours/day, change to 6.75 hours/day.
  - d. Carol Beumer, EA-PCA at the High School for 6.5 hours/day, change to 6.75 hours/day.
  - e. Shari Bridley, EA-PCA at Longfellow for 6.15 hours/day, change to 7 hours/day.
  - f. Deb Budin, EA at the High School for 6.5 hours/day, change to 6.75 hours/day.
  - g. Teresa Findlay, EA at the Middle School for 6.5 hours/day, change to 6.75 hours/day.
  - h. Fran Garvey, EA-PCA at the High School for 6.5 hours/day, change to 6.75 hours/day.
  - i. Laura Goodwin, EA-PCA at the High School for 6.5 hours/day, change to 6.75 hours/day.
  - j. Tyler Hudson, EA-PCA at the Middle School for 6.5 hours/day, change to 6.75 hours/day.
  - k. Cindy Huschle, EA-PCA at the High School for 6.5 hours/day, change to 6.75 hours/day.
  - l. Brittney Laue, EA-PCA at Longfellow for 5.8 hours/day, change to 7 hours/day.
  - m. Yolanda Loken, EA-PCA at Longfellow for 6.15 hours/day, change to 5.7 hours/day.
  - n. Jackie Moon, EA-PCA at the Middle School for 6.5 hours/day, change to 6.75 hours/day.
  - o. Susan Nelson, EA-PCA at Sibley for 6.5 hours/day, change to EA at Bridgewater for 6.75 hours/day.
  - p. Laurie Noonan, EA at Bridgewater for 6.5 hours/day, change to 6.75 hours/day.
  - q. Karen Roback, EA-PCA at the High School for 6.5 hours/day, change to 6.75 hours/day.
  - r. Lindsay Schacht, EA-PCA at Bridgewater for 6.75 hours/day, change to EA at Longfellow for 5.6 hours/day.
  - s. Angie Timperly, SpecEd EA for 2.08 hours/day/EA-PCA for 2.67 hours/day (4.75 hours/day) at Bridgewater, change to SpecEd EA-PCA for 6.75 hours/day.
  - t. Michelle Warden, SpecEd EA 1.5 hours/day/GenEd EA 5 hours/day (6.5 hours/day) at Bridgewater, change to SpecEd EA-PCA for 6.75 hours/day.
  - u. Linda Wasner, EA-PCA at the High School for 6.5 hours/day, change to 6.75 hours/day.

- c. Leave of Absence.
  - 1. Jim Murray, Family/Medical Leave of Absence beginning 08/10/2015 – 09/25/2015 with an expected return to work date of 09/28/2015.
  - 2. Alison Perry, Unpaid Leave of Absence beginning 09/16/2015 – 11/11/2015.
- d. Resignations.
  - 1. Rachelle Balfe, declined .4 FTE FACS position at the high school.
  - 2. Tami Brings, Early Ventures Site Leader at Longfellow, resignation effective 08/26/2015.
  - 3. Peter Maus, Head Varsity Baseball Coach at the High School, resignation effective 07/09/2015.
  - 4. Elizabeth McMenomy, ECFE Teacher/Parent Educator, resignation effective 06/30/2015.
  - 5. Cori Oian, 9<sup>th</sup> Grade Volleyball Coach at the High School, resignation effective 03/16/2015.
  - 6. Ashley Tix (Mrozinski), Child Nutrition Manager at Greenvale Park, resignation effective 08/03/2015.
  - 7. Molly Peterson, Educational Assistant at the High School, resignation effective 08/31/2015.
  - 8. Tina Weierke, Office Specialist at the Middle School, resignation effective 07/31/2015.
- e. Gameworkers / Officials / Coaches Hourly Pay.

Please refer to the enclosed memorandum from Activities Director Tom Graupmann to Director of Finance Val Mertesdorf dated July 14, 2015.
- f. Community Services Recreation Department Payroll Scale.

Director of Finance Val Mertesdorf is requesting School Board approval of the enclosed revised Community Services Recreation payroll. Community Services needed to do a revised payroll scale since minimum wage increased August 1.

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

\*\*Salary is subject to revision upon settlement of the 2015-17 NEA Master Agreement.

VIII. Items for Information

- 1. Policy 428 – District Sick Leave Allowance Bank – First Reading.

The proposed District Sick Leave Allowance Bank policy is intended to replace contract language identified in four different employee contracts. This proposed policy would allow all eligible district employees to participate in one District Sick Leave Allowance Bank regardless of their position or employee contract/agreement. The language in this proposed policy is virtually identical to the language currently in the District's Master Agreement with the Northfield Education Association (NEA) and could only be modified by mutual agreement with the NEA. The NEA has been an active partner in this process, encouraging the District to move to an approach inclusive of all district employees as part of a sick leave bank. All three other bargaining units that currently have sick leave bank language have indicated agreement as well.

IX. Future Meetings

Monday, August 24, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, September 14, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

School Board Minutes

July 13, 2015

Northfield High School Media Center

- I. Call to Order.  
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education to order at 7:00 PM. Hardy, Iverson and Maple were absent.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
There was no public comment.
- IV. Approval of Minutes  
On a motion by Quinnell, seconded by Stratmoen, minutes of the Regular School Board meeting held on June 8, 2015 were unanimously approved.
- V. Announcements and Recognitions
  - Our application for ADSIS funds for fiscal years 2016 and 2017 has been approved by the Commissioner of Education. Alternative Delivery of Specialized Instructional Services state aid is for the purpose of providing instruction and services to K-12 pupils that need additional academic and behavioral supports to succeed in the general education environment. The district will receive approximately \$222,000.
  - The National League of Cities did a profile on PRIMETIME and the summer programming for their latest national Afterschool Network newsletter. This is exciting recognition for Northfield and the many PRIMETIME partners.
  - Pritchard attended WINGS grant award ceremony. The school district received \$40,000 in grants from WINGS. We are so grateful for their generous support.
  - Congratulations to the high school baseball team who finished 4th at the MSHSL State Baseball Tournament, as well as Laine Fischer, who went to state in golf, and Maya Jirik and Alexis Kiefer, participants in state track and field. Alexis was the runner-up in the pole vault.
  - Northfield High School 2015 graduate, Kate Arneson was selected as the National Interscholastic Athletic Administrator Association's Section 5 Scholar-Athlete of the Year! Section 5 is comprised of the states of Minnesota, North and South Dakota, Nebraska, Missouri, and Kansas. Kate is the lone female representative from this six-state section in the United States and is one of eight finalists for the National Scholar-Athlete of the Year!
- VI. Items for Discussion and / or Reports
  1. GASB 68 Presentation.  
Director of Finance Val Mertesdorf presented an overview of the new accounting standard.
  2. Career Exploration Video.  
Senior Mike Gersemehl, one of Julie Wolner's DECA students, created a 3-minute video about the career exploration day held last spring. The video was viewed by the Board.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Resolution Regarding Christopher Columbus Day.  
On a motion by Colangelo, seconded by Stratmoen, the Board unanimously approved the following Resolution Regarding Columbus Day.  
WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then  
BE IT RESOLVED, that Christopher Columbus Day on October 12, 2015, shall not be a holiday.

Voting "yes" was Colangelo, Quinnell, Stratmoen and Pritchard. No one voted "no." Hardy, Iverson and Maple were absent.

2. Resolutions Separating Employment with Employees Due to Abandonment

On a motion by Colangelo, seconded by Quinnell, the Board unanimously adopted the Resolution Separating Employment with Regina McDonald Due to Abandonment. Voting "yes" was Colangelo, Quinnell, Stratmoen and Pritchard. No one voted "no." Hardy, Iverson and Maple were absent.

On a motion by Quinnell, seconded by Stratmoen, the Board unanimously adopted the Resolution Separating Employment with Katie Parks Due to Abandonment. Voting "yes" was Colangelo, Quinnell, Stratmoen and Pritchard. No one voted "no." Hardy, Iverson and Maple were absent.

B. Items for Consent Grouping

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

1. Fiscal Year Organization Actions.

The School Board approved the following financial organizational issues:

- a) Authorized the Director of Administrative Services and the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2015-2016.
- b) Approved designating Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 - Investments, for fiscal year 2015-2016.
- c) Approved authorizing the Director of Administrative Services and the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2015-2016.

2. Memberships for 2015-2016.

Memberships in the groups listed below were renewed for the 2015-2016 school year.

- a. Minnesota State High School League.
- b. Minnesota Association of School Administrators.
- c. Schools for Equity in Education.
- d. Southeast Service Cooperative.
- e. Region V Computer Services Cooperative.
- f. Rice County Family Services Collaborative.
- g. Minnesota School Boards Association.
- h. Healthy Community Initiative.

3. Gift Agreement.

The Northfield Booster Club has donated \$13,100 to be used to purchase the following:

Bowling (extra lines):	\$300.00
Nordic Ski (combi boots):	\$300.00
Dance Team (sound system):	\$400.00
Cheerleading (mats):	\$500.00
Weight Room (tred sled):	\$900.00
Clay Target:	\$300.00 (banner, safety glasses, ear plugs)
Balls-Pucks-Shots:	\$7,500.00
HUDL – All Sports:	\$1,800.00
Impact software:	\$850.00 (concussion testing)
Athletic Training Room:	\$250.00 (electronic medical recording system)

Also, note an additional \$11,587.69 was provided by the Northfield Booster Club to cover athletic fee waivers for the 2014-2015 school year. Total: \$24,687.69.

Financial Reports – May 2015.

The Board approved paid bills totaling \$1,312,046.04, payroll checks totaling \$2,624,843.42 and the financial reports for May 2015. No bond payments were made in May.

5. Middle School Overnight Student Field Trip Request for 2015-2016.

The Board approved the annual SCOPE trip to Missouri to visit sites connected with the James Younger Gang. This trip will take place either June 10 and 11, 2016 or June 11 and 12, 2016, depending if the school year is extended due to snow make-up days.

6. Athletic Training Contract.

The Board approved the Athletic Training Contract with the Center for Sports Medicine and Rehabilitation (CSMR) for school years 2015-16 and 2016-17. The changes to this contract from the previous contract are as follows:

- 1) Roughly a 2% increase in the hourly rate (\$28.50 to \$29.00).
- 2) Expansion of hours from 631.5 hours annually to 886 hours.
- 3) Expansion from 1 trainer to include a second trainer for 30 minutes a day - 4 days per week and until 5 pm on Wednesdays.
- 4) Total Annual Cost = \$25,701, which is approximately \$8,300 more than the previous year.

7. Personnel Items.

a. Appointments\*

1. Rachelle Balfe, .4 FTE FACS Teacher at the High School for 3.2 hours/day beginning 08/26/2015; BA, Step 0.\*\*
2. Elizabeth Boland, CS Summer Recreation Lifeguard \$8.50/hour; Swim Aide \$8.00/hour beginning 05/12/2015 – 08/31/2015.
3. Lukas Brott, .8 FTE Science Teacher at the High School for 6.4 hours/day beginning 08/26/2015 – 06/08/2016; MA, Step 8. \*\*
4. Alisha K. Clarey, 1.0 FTE Fourth Grade Teacher at Greenvale Park beginning 08/26/2015; MA, Step 6.\*\*
5. Leah Grisim, Temporary SummerVentures Site Assistant at Sibley for up to 40 hours/week beginning 07/06/2015 – 09/04/2015; \$11.67/hour.
6. Inger Hanson, .6 FTE English Language (EL) Teacher at the Middle School beginning 08/26/2015 – 06/08/2015; MA45, Step 10. \*\*
7. Gordon Hayes, Camp FRIENDS Staff at NCRC for 3.5 hours/day for 12 days beginning 07/22/2015 – 08/20/2015; \$12.75/hour.
8. Sheila M. Hetzel, 1.0 FTE Fourth Grade Teacher at Greenvale Park beginning 08/26/2015; MA15, Step 6.\*\*
9. Elisabeth W. Hurlburt, Assistant Girls Tennis Coach at the High School beginning 08/17/2015 – 10/30/2015; Level H, Step 1.
10. Joni Karl, .4 FTE Math Teacher at the High School beginning 08/31/2015; MA, Step 2.
11. Marcy Korynta, .6 FTE School Psychologist at the High School beginning 08/26/2015; MA45, Step 10.\*\*
12. Cheyenne S. Lax, Early Childhood Teacher & Parent Educator at the NCRC/Longfellow for up to 35 hours/week beginning 08/27/2015; Year 1, \$24.36/hour. \*\*
13. Meredith Maniglia, CS Summer Recreation Swim Aide beginning 06/15/2015 – 08/31/2015; \$8.00/hour.
14. Peter Maus, .6 FTE Math Teacher at the Middle School beginning 08/31/2015; MA, Step 14.
15. Hannah McCallum, CS Summer Recreation Lifeguard \$8.50/hour; Swim Aide \$8.00/hour beginning 06/22/2015 – 08/31/2015.
16. Ethan Nelson, CS Recreation Soccer Supervisor beginning 07/08/2015 – 08/31/2015; \$10.00/hour.
17. Katie O'Brien, ESY Teacher at Longfellow beginning 07/01/2015 – 07/30/2015; BA, Step 6.
18. Bridget L. Timerson, 1.0 FTE Third Grade Teacher at Greenvale Park beginning 08/26/2015; BA, Step 0.\*\*



19. Sara Van Hoy, 1.0 FTE Third Grade Companeros Teacher at Sibley beginning 08/26/2015 – 06/08/2016; BA30, Step 2.\*\*
  20. Abe Zamora, Camp FRIENDS Coordinator at Community Services beginning 07/06/2015 – 08/20/2015; \$14.58/hour.
  21. Correction: Sara Van Hoy, Third Grade Compañeros Teacher at Sibley, change to LTS 2<sup>nd</sup> Grade Compañeros Teacher at Sibley beginning 08/26/2015 – 06/08/2016; BA30, Step 2.\*\*
- b. Increase/Decrease/Change in Assignment
1. Dustee Armstrong, .5 FTE LTS 4<sup>th</sup> Grade Teacher/.5 Media Specialist at Bridgewater, change to 1.0 FTE Media Specialist at BW for 8 hours/day beginning 08/31/2015.
  2. Katie Auge, Special Education Teacher at Longfellow, add ESY Teacher at Sibley for 3.5 hours/day (M-Th) beginning 07/01/2015 – 07/30/2015.
  3. Tyler Balow, .8 FTE Social Studies Teacher at the High School, add .2 FTE for Semester 1 (1.0-Semester 1 only 8/31/15-1/29/2016); .8 FTE for Semester 2 beginning 02/01/2016 – 06/08/2016; BA15, Step 5. \*\*
  4. Lukas Brott, .8 FTE Science Teacher, change to 1.0 FTE Science Teacher at the High School beginning 08/26/2015 – 06/08/2016; MA, Step 8. \*\*
  5. Erin Carson, .4 FTE Social Studies at the High School for Semester 1, add .2 FTE for 2<sup>nd</sup> Semester (.6 FTE) beginning 02/01/2016 – 06/08/2016.
  6. Tyler Faust, Special Education Teacher at BW/GVP, add ESY Teacher at Sibley for 3.5 hours/day (M-Th) beginning 07/01/2015 – 07/30/2015.
  7. Shannon Flegel, Occupational Therapist at LF/GVP, add ESY OT at Sibley/High School with hours dependent on need (M-Th) beginning 07/01/2015 – 07/30/2015.
  8. Dana Gearing, 1.0 FTE EL Teacher at Greenvale Park, change to 1.0 Third Grade Teacher at Greenvale Park beginning 08/31/2015.
  9. Greg Gelineau, Interim Principal at the Middle School, change to Principal at the Middle School beginning 07/01/2015.
  10. Sara Gerdesmeier, EarlyVentures Site Assistant at Longfellow for 3 hours/day beginning 06/08/2015; Step 1, \$11.67/hour.
  11. Inger Hanson, .6 FTE EL Teacher at the MS, add .37 Interventionist at Sibley beginning 08/26/2015; MA45, Step 10. \*\*
  12. Jacque Ims, School Psychologist at Greenvale Park. Jackie will also provide services at Longfellow during a childcare LOA beginning 09/08/2015 – 11/23/2015.
  13. Alisa Jamshidi, TS Elementary Substitute Teacher for Summer PLUS, add TS Elementary Summer Plus Club Leader for 1.75 hours/day (M-Th) beginning 06/23/2015 – 08/06/2015; \$18.68/hour.
  14. Joni Karl, .4 FTE Math Teacher at the High School, add .2 FTE Math at the High School (.6 FTE) beginning 08/31/2015.
  15. Laurie Larson, Physical Therapist at Longfellow, add ESY PT at Sibley/High School with hours dependent on need (M-Th) beginning 07/01/2015 – 07/30/2015.
  16. Sara Line, Early Childhood Coordinator at Longfellow, add Early Childhood Dental Network Coordinator at Community Services beginning 06/17/2015 – end date to be determined by completion of grant; \$2,500 stipend.
  17. Taylor Murry, Special Education Teacher at the High School, add ESY Teacher at Sibley for 3.5 hours/day (M-Th) beginning 07/01/2015 – 07/30/2015.
  18. Deb Peters, Autism Resource Specialist at Longfellow, add ESY SLP at Sibley/High School with hours dependent on need (M-Th) beginning 07/01/2015 – 07/30/2015.
  19. John Schnorr, Speech/Language Teacher at Longfellow, add ESY SLP at Sibley/High School with hours dependent on need (M-Th) beginning 07/01/2015 – 07/30/2015.
  20. Deb Seitz, Special Education Teacher at the Middle School, add ESY Teacher at Sibley for 3.5 hours/day (M-Th) beginning 07/01/2015 – 07/30/2015.
  21. Anna Showers, Targeted Services Summer PLUS Site Assistant at Greenvale Park for 5.5 hours/day (M-Th), change to Site Assistant for 2.25 hours/day (M-Th), add TS Elementary Teacher for Summer PLUS for 3 hours/day at GVP beginning 06/25/2015 – 08/06/2015; Site Asst. \$11.67/hour; PLUS Teacher, Year 1-\$27.11/hour.

22. Erik Swenson, Fourth Grade Teacher at Bridgewater, add Targeted Services PLUS Elementary Summer School Teacher for Reading Rockets Home Visits as needed beginning 06/08/2015 – 08/06/2015; Year 1, \$27.11/hour.
23. Amanda Tracy, .20 FTE Spanish Teacher at the High School, change to .80 FTE at the High School beginning 08/31/2015.
24. Correction: Anne VanderMartin, SpecEd EA-PCA (6.75 hours/day); GenEd EA (.17 hours/day), change GenEd EA to .33 hours/day from 6.92 hours/day to 7.08 hours/day at Sibley beginning 08/31/2015.
25. Extended School Year (ESY) Paraprofessional/PCA beginning 07/01/2015 – 07/30/2015:
  - A. Shari Bridley, EA at the High School, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
  - B. Christina Chappuis, EA at Sibley, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
  - C. Danielle Crase, EA at Sibley, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
  - D. Teresa Findlay, EA at the MS, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
  - E. Shelly Kruger, EA at the HS, add ESY SpecEd EA-PCA at the HS for 3.5 hours/day (M-Th).
  - F. Beth Kuyper, EA at the MS, add ESY SpecEd EA-PCA at the HS for 3.5 hours/day (M-Th).
  - G. Brittany Laue, EA at Longfellow, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
  - H. Carolyn Manderfeld, EA at Sibley, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
  - I. Lindsay Mehrhoff, EA at Sibley, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
  - J. Jacqueline Meyer, EA at the HS, add ESY SpecEd EA-PCA at the HS for 3.5 hours/day (M-Th).
  - K. Lauren Murtha, EA at the MS, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
  - L. Jacob Odell, EA at the HS, add ESY SpecEd EA-PCA at the HS for 3.5 hours/day (M-Th).
  - M. Melissa Reuvers, EA at Bridgewater, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
  - N. Elizabeth Schmidt, EA at Sibley, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
  - O. Andria Schwalbe, Preschool/ECFE Teacher at LF, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th); SpecEd EA-PCA Step 1, \$13.73/hour.
  - P. Jennifer Severson, EA/PLUS Site Assistant at GVP, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th) beginning 07/01/2015-07/30/2015; add Temporary TS Summer PLUS Site Assistant at GVP for 3.25 hours/day (M-Th) beginning 07/07/2015 – 08/06/2015; \$11.67/hour.
  - Q. Anne Vander Martin, EA at Sibley, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
  - R. Andrea Waldoock, EA at Bridgewater, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th).
  - S. Carina Zick, EA at Sibley, add ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th) beginning 07/01/2015-07/30/2015; add Temporary TS Summer PLUS Site Assistant at GVP for 3.25 hours/day (M-Th) beginning 07/07/2015 – 08/06/2015; \$11.67/hour.
26. Anne Larson, Second Grade teacher at Greenvale Park, add TS Summer PLUS Teacher for 2 hours/day (M-Th) beginning 06/24/2015 – 08/06/2015, Year 1, \$27.11/hour.
27. Jacob Odell, SpecEd EA-PCA at the High School, add Camp FRIENDS Staff at CS beginning 07/22/2015 – 08/20/2015; \$13.75/hour.

28. Nathan Truman, Third Grade Teacher at Bridgewater, add Behind the Wheel Instructor at CS beginning 07/13/2015; BTW \$23.75/hour; Classroom \$27.75/hour.

c. Leave of Absence.

1. Tony Seidl, First Grade Teacher at Bridgewater, Unpaid Leave of Absence for 2015-16 school year.
2. Katy Schuerman, Second Grade Teacher at Sibley, Unpaid Leave of Absence for 2015-16 school year.
3. Jessica Rushton, Family/Medical Leave of Absence beginning 07/21/2015 through 08/18/2015. (Return to work date of 08/19/2015.)

d. Resignations / Retirement

1. Mishia Edwards, Summer PLUS Club Leader, declined position effective 06/09/2015.
2. John Mahal, Special Education Teacher and Soccer Coach at the High School, resignation effective 06/12/2015.
3. Marco Martinez, Temporary Custodian, declined position effective 6/4/2015.
4. Pete Maus, Mathematics Teacher at the Middle School, retirement effective 06/05/2015.
5. Nicole Pulju, KidVentures Site Assistant at Sibley, resignation effective 07/03/2015.
6. Donna Pumper, Child Nutrition Associate at Sibley, resignation effective 06/26/2015.
7. Karl Viesselman, Assistant Football Coach at the High School, resignation effective 07/06/2015.

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

\*\*Salary is subject to revision upon settlement of the 2015-17 NEA Master Agreement.

VIII. Items for Information

1. Appointment to the Board of Directors of the Southeast MN Special Education Cooperative.  
School Board Chair Julie Pritchard appointed Board member Margaret Colangelo to serve on the Board of Directors of the Southeast Minnesota Special Education Cooperative.
2. Schools for Equity in Education Accomplishments.  
The Board received a concise recap of the legislative goals accomplished by SEE in 2015.

IX. Future Meetings

Monday, August 10, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, August 24, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

- X. On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 7:40 PM and moved to a closed negotiation strategy session in the District Office Conference Room.

Noel Stratmoen  
School Board Clerk

# FACILITIES AND TECHNOLOGY

## Long-Term Facilities Maintenance Revenue

- Adopts modified version of School Facilities Funding Working Group Recommendation, beginning in FY 2017:
  - Rolls current deferred maintenance, health and safety and alternative facilities revenues into new long-term facilities maintenance revenue program.
  - New long-term facilities revenue equals the sum of the product of:
    1. \$193 / APU for FY 17, \$292 for FY 18 , and \$380 for FY 19 and later, and
    2. the lesser of 1 or the ratio of the district's average building age to 35 years,
  - Plus the approved cost of indoor air quality, fire alarm and suppression, and asbestos abatement projects with a cost per site of \$100,000 or more.

## Long-Term Facilities Maintenance (Continued)

- The 25 large districts currently eligible for alternative facilities revenue continue to be eligible for revenue based on approved project costs, without a state-imposed per pupil limit.
- Members of intermediate districts and cooperatives may levy for proportionate share of intermediate / coop costs in addition to the regular allowance, with approval by school boards of all member districts.
- Equalized revenue is limited to \$193 / APU for FY 17, \$292 for FY 18 , and \$380 for FY 19 and later.
- Districts may choose to issue bonds for the program, levy on a pay as you go basis, or a combination of the two.

## Long-Term Facilities Maintenance (Continued)

- For purposes of calculating equalization aid, the ANTC is reduced by 50% of the value of Class 2a Agricultural land.
- The aid / levy mix for the equalized portion of the revenue is calculated using an equalizing factor of 123% of the state average ANTC / PU, calculated using the 50% exclusion for ag land.
- Levy equalization for the program is the same regardless of whether the district chooses to issue bonds or make an annual pay-as-you-go levy. Debt service levies under the program are excluded from regular debt service equalization.
- All districts are guaranteed to receive at least as much revenue and at least as much state aid as they would have received under old law.

# Long-Term Facilities Maintenance (Continued)

## Allowed Uses of Revenue:

1. Deferred capital expenditures and maintenance projects necessary to prevent further erosion of facilities;
  2. Increasing accessibility of school facilities;
  3. health and safety capital projects; and
  4. health, safety, and environmental management costs associated with implementing the district's health and safety program.
- *In other words, long-term facilities maintenance revenue may be used for exactly the same purposes as the old revenue categories it replaces: health & safety; deferred maintenance, and alternative facilities*

# Long-Term Facilities Maintenance (Continued)

**Long-Term Facilities Maintenance Revenue may NOT be used for the following:**

1. For construction of new facilities, remodeling of existing facilities, or the purchase of portable classrooms;
  2. To finance a lease purchase agreement, installment purchase agreement, or other deferred payments agreement;
  3. For energy-efficiency projects under section 123B.65, for a building or property or part of a building or property used for postsecondary instruction or administration or for a purpose unrelated to elementary and secondary education; or
  4. For violence prevention and facility security, ergonomics, or emergency communication devices.
- *These uses were also prohibited under old law*



# Long-Term Facilities Maintenance Process and Timelines

## 10 Year Plan must include:

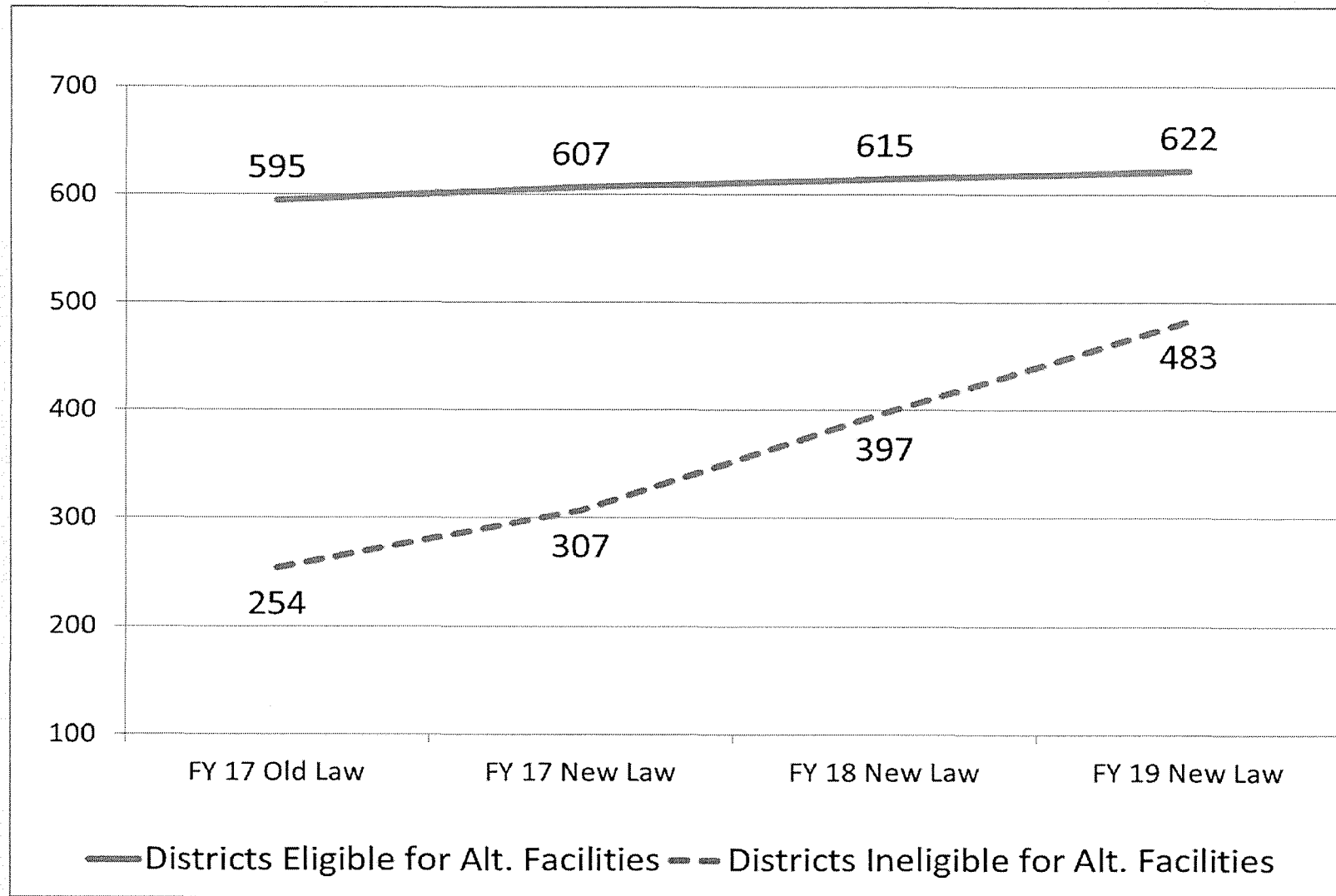
1. Expenditure Spreadsheet (10 years of expenditures by finance code)  
*(Note: Districts should focus primarily on planned expenditures for FY 2017 and FY 2018; later years may be preliminary, rough estimates.)*
2. Revenue Spreadsheet
3. Narrative describing any IAQ, Fire & Asbestos projects with cost > \$100,000 per site
4. Narrative describing any deferred maintenance projects with cost > \$2,000,000 per site
5. If bonds are issued:
  - bond schedule,
  - table providing crosswalk between bond schedule and LTFM projects funded with the bonds
6. Statement of assurances that all expenditures reported in 10 year plan are for allowable uses of LTFM revenue

# Long-Term Facilities Maintenance Process and Timelines

- MDE has distributed memorandum / instructions with templates for expenditure and revenue spreadsheets and statement of assurances
- Districts must complete 10 year plan, get school board approval, and submit to MDE before proposed levy is certified in September
- MDE will include LTFM revenue in preliminary levy limitation reports issued September 8 if preliminary 10 year plan is received by August 14, with or without school board approval.
- Districts must submit any changes to preliminary 10 year plan and evidence of school board approval of 10 year plan before Sept 30, or LTFM revenue will not be included in levy limit certified to County Auditor

# Long Term Facilities Maintenance Revenue / ADM

## Districts Eligible for Alternative Facilities Revenue vs Other Districts, FY 17 – FY 19, Current Dollars, 2015 End of Session Estimates



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

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

**DATE: August 10, 2015**

**RE: Board Approval of Financial Reports – June 2015**

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of June 2015.

Bills totaling \$1,738,408.97 were paid in June 2015.

Payroll checks totaling \$5,588,461.78 were issued in June 2015.

No bond payments were paid in June 2015.

At the end of June 2015 Total Cash and Investments amounted to \$26,192,113.44.  
All funds ended June with positive cash balances.

Wire transfers initiated by the district during June 2015:

6/1/15	\$42	From MSDLAF Cap Fac Bond to MSDLAF AP Liquid
6/23/15	\$500,000.00	From MSDLAF Liquid to MSDLAF AP Liquid

The following financial reports for June 2015 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

June 2015 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	8,428,649.33	4,610,701.30	6,537,081.04	(504,868.88)	5,997,400.71 *
FOOD SERVICE	503,402.65	133,941.81	114,756.83	1,067.98	523,655.61
COMMUNITY ED	583,944.57	300,640.53	168,166.42	5,040.34	721,459.02
CONSTRUCTION ACCOUNT	-	-	-	-	-
DEBT SERVICE	3,216,279.46	1,509,247.21	-	-	4,725,526.67
TRUST	144,437.48	2,125.00	1,000.00	-	145,562.48
SELF INSURANCE	3,852,106.44	447.66	505,866.46	507,838.48	3,854,526.12
TOTALS	16,728,819.93	6,557,103.51	7,326,870.75	9,077.92	15,968,130.61
CERTIFICATE OF DEPOSIT	10,223,982.83	-	-	-	10,223,982.83
GRAND TOTALS	26,952,802.76	6,557,103.51	7,326,870.75	9,077.92	26,192,113.44

\*General Fund includes Certificate of Deposit amount

**Disbursement Report**

ISD 659 - Northfield

June 2015

Disbursements:

Bills Paid:

General Fund	\$ 1,168,572.42	
Food Service Fund	42,320.40	
Community Services Fund	20,649.69	
Construction Fund	-	
Trust & Agency Fund	1,000.00	
Self Insurance Fund	<u>505,866.46</u>	
Total Bills Paid		1,738,408.97

Payroll:

General Fund	5,368,508.62	
Food Service Fund	72,436.43	
Community Services Fund	147,516.73	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		5,588,461.78

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$7,326,870.75</u></u>

## AGREEMENT

This Agreement is entered into this tenth day of August 2015 by and between the Northfield Public Schools (hereinafter the School) and the Northfield Swim Club (hereinafter the NSC). It is understood between the parties hereto that the NSC wishes to utilize certain facilities belonging to the School for swim practice purposes. It is further understood that the School wishes to accommodate the NSC pursuant to the School's Policy Regarding Community Use of School Facilities.

This Agreement is a legal contract and each party understands that it may be enforced in the District Court of the County of Rice, State of Minnesota against the School or the NSC if either one of them does not comply with the terms of this Agreement.

I. Description of Premises – The premises covered by this Agreement are the Northfield Middle School swimming pool, and the adjacent girls and boys locker rooms.

II. Use of Premises – Under this Agreement, the NSC is allowed to use the premises for swim practices. No other use of the premises is authorized under this Agreement. It is expressly agreed and understood between the parties that the NSC shall use the premises for swim practices only on weekdays, Monday through Friday, based on a schedule provided by the facilities scheduling designee or a member of the NSC Board of Directors and approved by the School's Facilities Scheduler. Any other use, such as swim meets, will require a separate application.

III. Term of Agreement – This agreement shall commence on September 1, 2015 and shall continue until August 31, 2016, unless terminated prior to that date as provided herein. This Agreement may be extended for an additional term, should the parties choose to do so; however, nothing contained herein shall be construed to require the School to extend the Agreement.

IV. Expenses – The NSC hereby agrees to pay to the School the following expenses related to its use of the Premises:

- Facilities – Effective September 1, 2015, the NSC will pay a facility fee of \$22.50 per hour for use of the swimming pool and the girls and boys locker rooms, with a two (2) hour maximum charge per date of use. These fees represent a negotiated 10% reduction from established community use fees. In addition, the NSC will pay an energy fee of \$12.00 per hour for every hour of use of the Pool and Locker Rooms after two hours per date of use. When the NSC shares space with the Community Services Division and SCUBA classes, the NSC will pay one-half of the agreed upon rental fee.
- Fee Reduction – The fee reduction is applied for facility rental costs for regular swim practices only, and not for meets or special events.
- Custodial – The NSC will pay \$44.00 per hour to the School for custodial services related to the NSC's use of the Premises should the use fall outside the normal hours of building operation, Monday through Friday. The NSC understands and agrees that the custodial services shall include any clean up necessary from any other event located on or about the premises which might occur during the day or evening prior to the NSC's practices. The NSC understands and agrees that custodial service is required in the building prior to, and after, the NSC's use of the premises. In addition, any use during non-school months in June, July and August, as the schedule allows, up to two hours per day of regular custodial time may be charged.

V. Payment of Expenses – The School will bill the NSC monthly for any of the aforementioned expenses. The NSC will make payment within 30 days of its receipt of any such invoice. Invoices will be sent electronically to the NSC Treasurer, email to be provided by the NSC.

VI. Limitations on NSC Use of Premises

- School and Non-school Related Activities and Events – The NSC understands that, according to the school district facility policy, school district activities and events and other school and non-school related activities may take precedence over permit usage. In the event the NSC's use of the premises is precluded by any such activity, the School will attempt to provide two weeks notice to the NSC that it will not be allowed to use the premises. In addition, the NSC understands there may be School or non-school activities which may require that certain pieces of equipment be left in the pool area or in locker rooms located on the premises. The NSC agrees that in such an event it will take every precaution not to disturb such equipment. Activities scheduled in school facilities can be viewed at <http://fs-northfield.rschooltoday.com/calendar/index/publicview/>. Northfield High School Swim and Dive Team meet schedules can be viewed at [http://www.big9.org/g5-bin/client.cgi?G5genie=4&school\\_id=2493](http://www.big9.org/g5-bin/client.cgi?G5genie=4&school_id=2493).
- Weather Closing – The NSC understands and agrees that if the School announces that schools will close early or are canceled due to inclement weather, NSC practices for those days are also canceled.
- Calamitous Event – The NSC understands and agrees that, in the event of any event which may substantially impair the safety or viability of the premises, the School will exercise its discretion in deciding whether to cancel any scheduled use of the premises by the NSC. The School hereby agrees to make every effort to provide the NSC with as much advance notice of any such cancellation as possible.

VII. Keys – The NSC understands and agrees that this Agreement shall entitle the NSC to possess two sets of keys to access the swimming pool, pool office, pool equipment room and locker rooms on the premises. The NSC has determined that these keys are to be issued to the current President and the current Head Coach of the NSC. The assigned keyholders will each sign for and be issued a key from the Facilities Scheduler at the beginning of the contract period and shall return the key at the end of the contract period, or when there is a change in keyholder. In the event these keys are lost, the NSC will be charged actual costs for re-keying/re-coring as necessary.

VIII. Storage – The NSC understands and agrees that it shall be allowed to store items of a swim practice nature only on the premises with the knowledge and permission of the School's Facilities Scheduler, Activities Director and Director of Buildings and Grounds. All stored items, plus any School items used, must be returned to their assigned location at the end of each day.

IX. Northfield Public School Access Policy – The NSC understands and agrees that the Northfield Public Schools Policy regarding Community Use of School Facilities (the Policy), including any amendments thereto, and the permit delineating dates of use and expectations of use are hereby incorporated into this Agreement. Adequate and responsible adult supervision must be present in all areas where participants in NSC activities are located. In the event any provision of this Agreement contradicts any provision of the Policy, this Agreement shall control.



X. Assignment and Delegation – The NSC hereby agrees that none of its rights contained in this Agreement may be assigned, nor may any of its duties be delegated, without the express written permission of the School. The NSC further agrees that any such permission will be at the sole discretion of the School.

XI. Default – The NSC understands that in the event the NSC violates any provision of this agreement, or any provision of the Policy, the School may, at its sole discretion, declare this Agreement void and discontinue the NSC's use of the premises.

XII. No Oral Representations – The parties hereto understand that this Agreement constitutes the complete understanding of the parties, and that neither party is relying on any oral representations made by the other party.

XIII. Insurance – During the term of this agreement, the NSC shall obtain and maintain at its expense, the following types and amounts of insurance:

Insurance against bodily injury and property damage which is to be in the amount of at least One Million Dollars (\$1,000,000) per occurrence and naming the School as an additional insured with copies thereof to be provided by the NSC. Furthermore, insurance covering all property owned by the NSC and stored on the premises shall be the sole responsibility of the NSC.

XIV. Waiver of Subrogation – The NSC hereby waives all claims for recovery from the School for any loss or damage to any of its property regardless of the nature of how said loss or damage occurred.

**Northfield Swim Club**

**Northfield Public Schools**

\_\_\_\_\_  
NSC President                      Date

\_\_\_\_\_  
Noel Stratmoen, Clerk                      Date

\_\_\_\_\_  
NSC Treasurer                      Date

To: Val Mertesdorf  
 From: Tom Graupmann  
 Date: July 14, 2015  
 RE: Gameworkers/Officials/Coaches Hourly Pay memo

1. Structure of stipend/hours for Gameworkers:

<u>Current</u>	<u>Recommended</u>	<u>Hours worked per</u>
\$31.15	\$32.00	2 hours
\$44.28	\$45.00	2.5 hours
\$57.44	\$58.00	3.25 hours

The typical assignment for the above stipends mostly follows this pattern:

	Ticket Takers/Seller	Site Supervisors	Scoretable workers	Supervision
Varsity level -	\$45	\$58	\$45	\$45
Lower Level -	\$32	\$45	\$32	\$32

2. Structure of stipend/hours for (Game Officials):

	<u>Current</u>	<u>Hours worked per</u>
Football	\$42.00	2 hours
Soccer	\$45.00	2 hours
Volleyball	\$40.00	2 hours
Basketball	\$53.00	2.5 hours
Wrestling	\$46.00	2 hours
Baseball	\$50.00	2.5 hours
Softball	\$46.00	2.25 hours

3. Please see the recommendation below to increase the pay rate for coaches/advisors who are paid on an hourly basis at both our High School and Middle School:

The current structure, in existence since May, 2007:

Non-High School Graduate	\$10 per hour
High School Graduate	\$12 per hour
Teaching License	\$14 per hour

I recommend to change to the follow, beginning with the 2015-16 school year:

Non-High School Graduate	\$10 per hour
High School Graduate	\$14 per hour
Teaching License	\$18 per hour

## **Community Services Recreation Department Payroll Scale**

This form is to be submitted annually by Community Services at the end of May, to the school board for approval of recreation pay rates. This form applies to payroll staff only and does not concern contracted staff.

**Date:** 07/31/15

**Requester:** Melissa Bernhard

**Effective Date of Change:** 08/01/15

**Ending Date of Change:**

Recreation Starting Wage

From: \$8.00 + exp.

To: \$9.00 + exp.

Recreation Starting Wage (Lifeguard)

From: \$8.50

To: \$9.50

## **428 DISTRICT SICK LEAVE ALLOWANCE BANK**

### **I. PURPOSE**

The purpose of this policy is to establish a sick leave allowance bank for all District employees working more than 20 hours per week.

### **II. GENERAL STATEMENT OF POLICY**

Employees working 20 hours or more have the ability to participate in a district-wide sick leave allowance bank. This sick leave allowance bank is intended to support employees who have exhausted all other appropriate leave options and find themselves in a situation that would normally qualify for sick or bereavement leave. This policy may only be modified by mutual agreement of the Northfield Education Association and Independent School District No. 659.

### **III. ELIGIBILITY**

In order to participate in the Sick Leave Allowance Bank, an employee must work 20 hours or more per week.

### **IV. PARTICIPATION AND USE**

When an employee has used all his/her leave allowance, the employee will be allowed to use days drawn from the "sick leave allowance bank".

1. All employees who wish to participate shall notify the Human Resources Office by September 30<sup>th</sup> of each year. If September 30<sup>th</sup> falls on a weekend, the deadline will be the close of business on the Monday immediately following September 30<sup>th</sup>. Participating employees will be assessed one (1) day of sick leave allowance at the time they join the sick leave allowance bank. All assessed days will be accumulated in a bank where they will be available to participants who have used all their designated sick leave allowance days. When the days in the bank have been used, all participants will be reassessed one day, thus the days in the bank will equal the number participating.
2. An employee withdrawing from the "sick leave allowance bank" shall notify the Human Resources Office by September 30<sup>th</sup> of each year. If September 30<sup>th</sup> falls on a weekend, the deadline will be the close of business on the Monday immediately following September 30<sup>th</sup>. In case of withdrawal, an employee's contribution of days to the sick leave allowance bank stays in the bank.

3. An employee may use no more than twenty (20) days from the sick leave allowance bank in any given school year.
4. Both the employer and employees have a substantial interest in insuring that days from the sick leave allowance bank are used only for legitimate reasons in accordance with the terms of this policy. Every reasonable effort will be made to involve both the employee groups and the employer in counseling employees repeatedly using the sick leave allowance bank to insure that the appropriate contractual standards are met.
5. Days from the sick leave bank shall be used only for the illness or medically necessary appointments for the employee and/or the employee's dependent child. Days from the sick leave allowance bank may be used for bereavement leave not to exceed the number of days allowed in each individual employee contract or agreement. The sick leave allowance bank shall not be used when an employee qualifies for disability income.
6. An employee must use all personal leave or vacation prior to accessing the sick leave allowance bank.
7. This policy may only be modified by mutual agreement of the Northfield Education Association and Independent School District No. 659.

Policy 428 – District Sick Leave Allowance Bank  
Adopted:

School Board  
INDEPENDENT SCHOOL DISTRICT 659  
Northfield, Minnesota