

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, September 28, 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.
- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Proposed 2015 Pay 2016 Property Tax Levy.
  - B. Items for Consent Grouping
    - 1. Financial Report – July 2015.
    - 2. Gift Agreement.
    - 3. Personnel Items.
- VIII. Items for Information
  - 1. 2016-2017 School Year Calendar.
- IX. Future Meetings  
Monday, October 12, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, October 26, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, September 28, 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 September 28, 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 September 14, 2015, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports  
There are no items at this time.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Proposed 2015 Pay 2016 Property Tax Levy.  
The amount of the proposed levy for 2016 is \$15,548,127.87 and represents a 0.2% decrease from the previous year. The proposed property tax levy for 2016 is required to be certified to the district's home county auditor no later than September 30, 2015. Matt Hillmann, Director of Administrative Services, and Director of Finance Val Mertesdorf will review the levy certification timelines, legislative changes, and analysis of proposed levy.  
  
**Superintendent's Recommendation:** Motion to certify to County Auditors the 2015 Payable 2016 Proposed Certified Net Tax Levy in the amount of \$15,548,127.87.
  - B. Items for Consent Grouping  
**Superintendent's Recommendation:** Motion to approve the following items listed under the Consent Grouping.
    1. Financial Report – July 2015.  
Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$2,414,697.68 payroll checks totaling \$784,649.64 and the financial reports for July 2015. There were no bond payments made in July 2015.
    2. Gift Agreement.  
Sibley Elementary School's PTO has donated \$6000 to be used for classroom funding.
    3. Personnel Items.
      - a. Appointments.\*
        1. Jackson Cade, KidVentures Student Site Assistant at Sibley for 15-17 hours/week beginning 09/24/2015; \$9.00/hour.
        2. Kaci Henry, EarlyVentures Site Assistant at Longfellow for 38 hours/week beginning 10/05/2015; Step 2, \$12.52/hour.
        3. Cameron Jackson, KidVentures Site Assistant at Greenvale Park for 15 hours/week beginning 09/24/2015; Step 1, \$12.19/hour.
        4. Javier Kell, Middle School Youth Center Site Assistant at the MS for up to 2.5 hours/day (10 hours/week) beginning 09/28/2015 – 05/26/2016; Step 2, \$12.52/hour.

5. Celeste Maus, Long-Term Substitute Educational Assistant at the Middle School for 6 hours/day (SpecEd EA-2 hours/day; GenEd EA-4 hours/day) beginning 09/21/2015 – on or about 11/11/2015; SpecEd Step 1 \$13.98/hour; GenEd Step 1 \$13.46/hour.
  6. Jack Morrison, CS Recreation Flag Football beginning 9/17/2015 – 05/31/2016; \$9.00/hour.
  7. Tony Rasmussen, KidVentures Site Assistant at Bridgewater for 17 hours/week beginning 09/24/2015; Step 1, \$12.19/hour.
  8. Jessica Rose, Child Nutrition Student Associate at Longfellow/ALC for 1 hour/day beginning 09/21/2015; \$9.00/hour.
  9. Andy Smith, CS Recreation Flag Football beginning 09/22/2015 – 05/31/2016; \$9.00/hour.
  10. Emily Zimmer, Yearbook Advisor at the High School beginning 09/25/2015; Level C, Step 1.
  11. Community Services Recreation Staff – beginning 09/17/2015 – 05/31/2016:
    - Michael Kopp, Flag Football, \$9.00/hour
    - Rachel Will, Youth Floor Hockey Supervisor \$10.00/hour; General Recreation Staff \$9.25/hour.
- b. Increase/Decrease/Change in Assignment.
1. Ritva Barsness, Child Nutrition Associate III at GVP, change to Kitchen Manager at GVP beginning 09/15/2015 – 09/18/2015. Ritva will return to her original position of Child Nutrition Associate III beginning 09/21/2015.
  2. Kristin Basinger, SpecEd EA-PCA (6.75 hours/day) at the Middle School, add SpecEd Bus EA-PCA at the MS for 1.25 hours/day beginning 09/08/2015 – 06/08/2016 (6.75 hours/day to 8.0 hours/day).
  3. Liz Brewer, SpecEd EA-PCA (6.75 hours/day) at the Middle School, add SpecEd Bus EA-PCA at the MS for 1.25 hours/day beginning 09/08/2015 – 06/08/2016 (6.75 hours/day to 8.0 hours/day).
  4. Mary Boyum, GenEd EA (.33 hours/day); SpecEd EA-PCA (6.75 hours/day) at Sibley; add SpecEd Bus EA-PCA at Sibley for 1 hour/day beginning 09/08/2015 – 06/08/2016 (7.08 hours/day to 8.08 hours/day).
  5. Shari Bridley, SpecEd EA-PCA (7.0 hours/day) at Longfellow, add SpecEd Bus EA-PCA at Longfellow for .6 hours/day beginning 09/08/2015 – 06/08/2016 (7.0 hours/day to 7.6 hours/day).
  6. Tyla Christensen, SpecEd EA-PCA (6.75 hours/day) at Bridgewater; add SpecEd Bus EA-PCA at BW for .75 hours/day beginning 09/08/2015 – 06/08/2016 (6.75 hours/day to 7.5 hours/day).
  7. Kelly Edwards, GenEd EA at GVP for 7.5 hours/day, change to PBIS Student Advocate Educational Assistant at GVP for 7.5 hours/day; change from \$15.40/hour to \$15.95/hour beginning 09/08/2015 – 06/08/2016.
  8. Rachael Hudson, 1.0 FTE School Psychologist at the Middle School, add .2 overload MTSS Coach at the Middle School beginning 09/08/2015 – 06/08/2016.
  9. Correction: Robyn Jessen, Targeted Services PLUS Site Assistant at GVP for 1.25 hours/day (M-Th) beginning 09/14/2015 – 05/18/2016; change from Step 1, \$12.19/hour to Step 2 \$12.52/hour.
  10. Robin Jessen, SpecEd EA (5.5 hours/day); GenEd EA (1.75 hours/day) at GVP, change GenEd EA to 1.55 hours/day beginning 09/14/2015 – 06/08/2016 (7.35 hours/day to 7.05 hours/day).
  11. Joni Karl, .6 FTE Math Teacher at the High School, change to .8 FTE Math Teacher at the High School beginning 08/31/2015 – 06/08/2016 (2015-16 school year).
  12. Shari Karlsrud, 1.0 FTE FACS Teacher at the High School, add .2 overload for Semester 1 only beginning 08/31/2015 – 02/01/2016.
  13. Anna Kelly, Community School Evening Club Leader at GVP for 2.5 hours/day (T, Th), add Targeted Services PLUS Club Leader at GVP for 1 hour/day (M-Th) beginning 09/28/2015 – 05/18/2016; \$19.50/hour.
  14. Shelly Kruger, SpecEd EA-PCA (6.75 hours/day) at the High School; add SpecEd Bus EA-PCA at the HS for 1.25 hours/day beginning 09/08/2015 – 06/08/2016 (6.75 hours/day to 8.0 hours/day).

15. Kristy Malecha, SpecEd EA (6.5 hours/day); GenEd EA (.5 hours/day) at GVP, add Targeted Services PLUS Club Leader at GVP for 1 hour/day (2 days/week) beginning 09/28/2015 – 05/18/2016; \$19.50/hour.
16. Jacqueline Meyer, SpecEd EA-PCA (6.75 hours/day) at the High School; add SpecEd Bus EA-PCA at the HS for 1.25 hours/day beginning 09/08/2015 – 06/08/2016 (6.75 hours/day to 8.0 hours/day).
17. LaDonna Miller, SpecEd EA-PCA (6.5 hours/day), GenEd EA (.5 hours/day) at GVP, change GenEd EA to .7 hours/day beginning 09/14/2015 – 06/08/2016 (7 hours/day to 7.2 hours/day).
18. Erica Ness, 1.0 FTE Art Teacher at Sibley, add Targeted Services PLUS Teacher at Sibley for 1.25 hours/day (M-Th) beginning 11/10/2015 – 04/07/2016; Year 1, \$27.11/hour.
19. Deb Pack, SpecEd EA-PCA (6.75 hours/day) at the High School; add SpecEd Bus EA-PCA at the High School for 1 hour/day beginning 09/08/2015 – 06/08/2016 (6.75 hours/day to 7.75 hours/day).
20. Jennifer Severson, SpecEd EA-PCA (7.0 hours/day) at GVP, add SpecEd Bus EA-PCA at GVP for 1.0 hour/day beginning 09/08/2015 – 06/08/2016 (7.0 hours/day to 8.0 hours/day).
21. Kim Slegers, 1.0 FTE Health Teacher at the High School, change to .8 FTE Health Teacher/.2 PE Teacher at the High School for Semester 1 only beginning 08/31/2015 – 02/01/2016; return to 1.0 FTE Health Teacher at the HS for Semester 2.
22. Mary Stanchina, SpecEd EA-PCA (6.75 hours/day); GenEd EA (.5 hours/day) at Bridgewater, change to SpecEd EA-PCA for 6.75 hours/day, GenEd EA .25 hours/day beginning 09/06/2015 (7.25 hours/day to 7.0 hours/day).
23. Angie Timperley, SpecEd EA-PCA (6.75 hours/day) at Bridgewater, change to SpecEd EA-PCA (4 hours/day) beginning 09/06/2015.
24. Michele Warden, SpecEd EA-PCA (6.75 hours/day) at Bridgewater, change to SpecEd EA-PCA (2.33 hours/day) and GenEd EA (4.17 hours/day) beginning 09/06/2015 (6.75 hours/day to 6.5 hours/day).
25. Mary Wojick, 1.0 FTE PE Teacher at Greenvale Park, add Targeted Services PLUS Teacher at GVP for 1.25 hours/day (one day/week-M-Th) beginning 09/28/2015 – 05/18/2016; Year 2, \$27.11/hour.

c. Resignation / Declining Position.

1. Dana Holden, Assistant Dance Team Coach, resignation effective 09/09/2015.
2. Madison Sparks, KidVentures Site Assistant at GVP, declined position 09/15/2015.
3. Jay Zier, CS Recreation Flag Football, declined position 09/15/2015.

d. TRA Part-Time Teacher Program

The Board is requested to authorize Mary Harrity-Davidson to participate in the TRA Part-Time Teacher Program, whereby the teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District.

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

VIII. Items for Information

1. 2016-2017 School Year Calendar.

Enclosed is a copy of the 2016-17 school year calendar as recommended by the District Meet and Confer Committee at its meeting on January 29, 2015. The calendar maintains 174 student contact days and reflects the interests identified by the District. Finally, it addresses the need to identify student make-up days in the event that we experience more than two school closings in the coming year. The Board will be asked to take action on the proposed 2016-2017 school year calendar at its meeting on October 12, 2015.

IX. Future Meetings

Monday, October 12, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, October 26, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

School Board Minutes  
September 14, 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. No one was 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 Maple, minutes of the Regular School Board meeting held on August 24, 2015 were unanimously approved.
- V. Announcements and Recognitions
  - Northfield was invited to participate in the Voices for National Service “National Service and the Continuum of Care: Impact Partnerships that Support Students from Cradle to Career” session in Washington, D.C. last week. High School Assistant Principal Marnie Thompson represented the Northfield coalition. Marnie was asked to be one of four presenters, documenting how the Northfield community has taken a collaborative, collective impact approach to utilizing AmeriCorps members.
  - The International Day of Peace is Monday, September 21. However, everyone is invited to the 13th Northfield Community Celebration on Sunday, September 20 at 2 PM on Bridge Square. This year’s theme is “Partnerships for Peace: Dignity for All.”
  - Board Chair Julie Pritchard thanked Mary Williams and the High School Band and Cheerleaders for their participation in the Defeat of Jesse James Days parade.
  - Pritchard introduced and welcomed two members of the District Youth Council (DYC) - Katy Gilbertson and Alison Langston. The DYC intends to have representation at each Board meeting.
- VI. Items for Discussion and / or Reports
  1. Transformational Technology Update.  
Director of Technology Services Kim Briske provided the Board with an update about the Transformational Technology initiative. She shared information about iPad distribution, the new Casper Management System (which provides the ability to manage content on iPads), summer professional learning opportunities, and the community engagement sessions. She previewed Phase 2 of new iPad leases and fall professional development. Kim reported to the Board on how the feedback received last year from parents and staff has now been implemented for the 2015-16 school year. She also reported that the App Store is closed for all secondary students, which remains a topic of ongoing conversation with strong opinions on both sides.
  2. Summary of Superintendent’s Evaluation.  
School Board Chair Julie Pritchard summarized the Superintendent’s evaluation that was recently completed. Dr. Richardson’s continued leadership and great vision for the District resulted in an impressive list of accomplishments. Board members gave Superintendent Richardson an exceptional review.
- VII. Superintendent's Report
  - A. Items for Individual Action  
There were no items for Individual Action.

B. Items for Consent Grouping

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

1. Personnel Items.

a. Appointments\*

1. Cynthia Boyum, Assistant Girls Swim & Dive Coach (hourly) at the High School beginning 08/31/2015 – 11/20/2015; \$14.00/hour paid from Student Activity account up to \$1,000.
2. Theresa Brake, Community School Club Leader at Greenvale Park for 1 hour/day (M-T,Th,F) beginning 09/14/2015 – 06/08/2016; \$19.50/hour.
3. Heather Davis (Bae), Community School Evening Club Leader at Greenvale Park for 2.5 hours/day (T, Th) beginning 09/10/2015 – 06/08/2016; \$19.50/hour.
4. Anthony Daza, Community School Evening Site Assistant for 3 hours/day (T, Th) at Greenvale Park beginning 09/10/2015 – 06/08/2016; Step 2, \$12.52/hour.
5. Barbara Drexler-Luzum, .8 FTE Long-Term Substitute Special Education Teacher at the High School beginning 08/26/2015 – 06/08/2016; MA 45, Step 14.
6. Rachel Haider, Targeted Services PLUS Club Leader for 1 hour/day (M-Th) at Greenvale Park beginning 09/14/2015 – 05/18/2016; \$19.50/hour.
7. Mara Hessian, GenEd EA-Supervisory at Bridgewater for 6.5 hours/day beginning 09/08/2015 – on or about 10/30/2015; Step 1, \$13.46/hour.
8. Ellie Ims, KidVentures Student Site Assistant for 15-17 hours/week at Greenvale Park beginning 09/04/2015; \$9.00/hour.
9. Isabella Jenkinson, KidVentures Student Site Assistant for 17 hours/week at Sibley beginning 09/08/2015; \$9.00/hour.
10. Anna Kelly, Community School Evening Club Leader at GVP beginning 08/17/2015 – 06/08/2016; \$19.50/hour.
11. Melvin Miller, GenEd EA (Door Greeter) at the High School for 5 hours/day beginning 09/08/2015 – 06/08/2016; Step 2, \$13.84/hour.
12. Arlette Nelson, GenEd EA-Supervisory at Bridgewater for 2 hours/day beginning 09/08/2015 – 06/08/2016;
13. Kim Norton, GenEd EA-Supervisory at Bridgewater for 2 hours/day beginning 09/08/2015 – 06/08/2016; Step 2, \$13.84/hour.
14. John Ostberg, Head Alpine Ski Coach at the High School beginning 11/09/2015 – 02/10/2016; Level D, Step 4.
15. Joy Serie-Amunrud, Targeted Services PLUS Club Leader at Greenvale Park for 1 hour/day (M-Th as needed) beginning 09/28/2015 – 05/18/2016; \$19.50/hour.
16. Josh Spitzack, 1.0 FTE Third Grade Teacher at Greenvale Park beginning 08/31/2015; BA. Step 4.
17. Eric Swan McDonald, .5 FTE Science Teacher at the ALC beginning 08/26/2015; MA60, Step 11.
18. Pamela Taubman, KidVentures Site Assistant for 23.5 hours/week at Greenvale Park beginning 09/04/2015; Step 1, \$12.19/hour.
19. Sandra Wadle, Child Nutrition Associate I at GVP for 3 hours/day beginning 09/21/2015; \$15.52/hour.
20. Suzanne White, Community School Evening Club Leader for 2.5 hours/day (T, Th) at Greenvale Park beginning 09/10/2015 – 06/08/2016; \$19.50/hour.
21. Community Education Fall/Winter/Spring Recreation Staff – beginning 09/15/2015 – 05/31/2016:
  - Erin Basavage, Pickleball Supervisor \$14.00/hour; General Recreation \$9.00/hour, beginning 09/09/2015 – 05/31/2016.
  - Keenan Gladd-Brown, Flag Football \$9.00/hour.
  - Tommy Fleetham, Flag Football \$9.00/hour.
  - Tyler Hilgers, Flag Football \$9.00/hour.
  - Oswaldo Martinez, Flag Football \$9.00/hour.
  - Kosey Mitchell, Flag Football \$9.00/hour.
  - Davis Nemmers, Flag Football \$9.00/hour.

- Jacob Ossell, Flag Football \$9.00/hour.
  - Marquis Ross, Flag Football \$9.00/hour.
  - Demetrias Shaw, Flag Football \$9.00/hour.
  - Sam Stuckmayer, Flag Football \$9.00/hour.
  - Tristan Voegeli, Flag Football \$9.00/hour.
  - Jay Zier, Flag Football \$9.00/hour.
  - Larry Sanftner – Recreation Supervisor \$14.75/hour
  - Erik Burton – Flag Football Supervisor \$10.75/hour
  - Connor McCormick – Flag Football \$9.00/hour
  - Jaylen Jones – Flag Football \$9.00/hour
  - Alexander Musard – Flag Football \$9.00/hour
  - Justin Schmid – Flag Football \$9.00/hour
  - Jan Otteson - Lifeguard \$9.50, WSI Instructor \$10.25/hour
  - Ross Robinson – Lifeguard \$9.50, WSI Instructor \$10.50/hour
22. Katherine Arnold, Community School Evening Club Leader at Greenvale Park for 2.5 hours/day (T, Th) beginning 09/14/2015 – 06/08/2016; \$19.50/hour.
  23. Stephanie Garcia, Targeted Services PLUS Student Site Assistant at GVP for 1.5 hours/day (M-Th) beginning 09/17/2015 – 05/18/2016; \$9.00/hour.
  24. Cameron Jackson, Community Services Recreation Supervisor \$10.00/hour; General Recreation \$9.00/hour beginning 09/19/2015 – 05/31/2016.
  25. Catherine Lovrien, Community School Evening Site Assistant at Greenvale Park for 3 hours/day (T,Th) beginning 09/17/2015 – 06/08/2016; Step 1, \$12.19/hour.
  26. Keion Samuel, Community Services Recreation Flag Football Worker at CS beginning 09/15/2015 – 05/31/2016; \$9.00/hour.
  27. Madison Sparks, KidVentures Site Assistant at Greenvale Park for 15 hours/week beginning 09/17/2015; Step 1, \$12.19/hour.
- b. Increase/Decrease/Change in Assignment
1. Mary Jo Arndt, Parent Educator at the NCRC for 8 hours/week, change to Parent Educator at NCRC for 25 hours/week beginning 09/08/2015; Year 8, \$26.24/hour.
  2. Stephanie Balma, Special Education Educational Assistant-PCA for 6.5 hours/day at GVP, increase to 7.0 hours/day at GVP beginning 08/31/2015.
  3. Tyler Balow, Social Studies Teacher at the High School, add Activity Event Worker beginning 09/03/2015.
  4. Trisha Beacom, EarlyVentures Site Assistant at Longfellow for 39 hours/week, increase to 40 hours/week beginning 08/31/2015.
  5. Robert Benson, SummerVentures Site Assistant/EA at Sibley, add KidVentures Site Assistant at Sibley for 2 hours/week or as needed beginning 09/07/2015.
  6. Jill Bohlen, SpecEd EA-PCA 6.75 hours/day; GenEd EA-Supv. .20 hours/day at GVP; increase GenEd EA-Supv to .5 hours/day beginning 08/31/2015 (6.95 hours/day to 7.25 hours/day).
  7. Sandra Bouillez, Child Nutrition Associate at GVP for 3 hours/day, change to Child Nutrition Associate I at GVP for 3.75 hours/day beginning 09/02/2015.
  8. Russ Boyington, SummerVentures Site Assistant at Sibley for 40 hours/week, change to KidVentures Site Assistant at Sibley for 19.75 hours/week beginning 09/07/2015.
  9. Lukas Brott, 1.0 FTE Science Teacher at the High School, add 1 additional section for overload each semester for the 2015-16 school year beginning 08/31/2015 – 06/08/2016.
  10. Collette Carras, GenEd EA at the MS (3.25 hours/day), add Targeted Services PLUS Site Assistant at GVP for 1.5 hours/day (M-Th) beginning 09/14/2015 – 05/18/2016; Step 2, \$12.52/hour.
  11. Anita Corwin, EarlyVentures Site Assistant at Longfellow for 37.5 hours/week, increase to 40 hours/week beginning 08/31/2015.
  12. Kelle Edwards, GenEd EA at GVP for 6.5 hours/day, increase to 7.5 hours/day beginning 08/31/2015.

13. Robert Garcia, 4<sup>th</sup> Grade Teacher at Greenvale Park, add Targeted Services PLUS Teacher at GVP for 1.25 hours/day (M-Th) beginning 09/28/2015 – 05/18/2016; Year 6, \$27.73/hour.
14. Michael Garlitz, Accelerate Northfield Coordinator, add Community School Evening Site Assistant for up to 6 hours/week (T, Th) beginning 08/17/2015 – 06/08/2016; Step 1, \$12.19/hour. Add Targeted Services PLUS Site Assistant at GVP for 1.75 hours/day (M-Th) beginning 09/14/2015 – 05/18/2016; Step 1, \$12.19/hour.
15. Aimee Gerdesmeier, SummerVentures Site Leader at Sibley for 40 hours/week, change to KidVentures Site Leader at Sibley for 30 hours/week, add EarlyVentures Site Assistant at Longfellow for 6 hours/week beginning 09/07/2015.
16. Sara Gerdesmeier, EarlyVentures Site Assistant at Longfellow for 15 hours/week, increase to 34.5 hours/week beginning 08/31/2015.
17. Mary Graue, SummerVentures Site Assistant at Sibley for 30 hours/week, change to KidVentures Site Assistant at Bridgewater for 19.75 hours/week.
18. Ellen Haefner, Parent Educator at the NCRC for up to 10 hours/week, change to ECFE Substitute at the NCRC beginning 09/08/2015.
19. Shelly Hansen, .4 FTE Social Worker at the LF/ALC, change to .55 FTE Social Worker at the LF/ALC beginning 09/02/2015.
20. Karna Hauck, .8 FTE Art Teacher at the High School, change to 1.0 FTE Semester 1, and .8 Semester 2 beginning 08/31/2015.
21. Kelly Hebzynski, Math Teacher at the Middle School, add Activity Event Worker beginning 08/28/2015.
22. Kelsey Huber, SummerVentures Site Assistant at Sibley for 40 hours/week, change to KidVentures Site Assistant at Bridgewater for 23.5 hours/week; add EarlyVentures Site Assistant Substitute as needed beginning 09/07/2015 – 10/16/2015.
23. Robyn Jessen, SpecEd EA (6.5 hours/day), GenEd EA-Supv (.5 hours/day) at GVP, change to SpecEd EA (5.5 hours/day), GenEd EA-Supv (1.50 hours/day) beginning 9/3/2015 (7.0 hours/day to 7.0 hours/day). Change GenEd EA-Supv from 1.5 hours/day to 1.75 hours/day beginning 09/09/2015 – 06/08/2016 (7.0 hours/day to 7.25 hours/day). Add Targeted Services PLUS Site Assistant at GVP for 1.25 hours/day (M-Th) beginning 09/14/2015 – 05/18/2016; Step 1, \$12.19/hour.
24. Anna Kelly, Community School Evening Club Leader at GVP for up to 5 hours/day (T, Th), change to Community Evening School Club Leader for 10 hours/week (T, Th), beginning 08/24/2015 – 06/08/2016; \$19.50/hour. Add Targeted Services PLUS Club Leader at GVP for up to 4 hours/week (M-Th) beginning 09/28/2015 – 05/18/2016; \$19.50/hour.
25. Cindy Keogh, SummerVentures Site Assistant at Sibley for 40 hours/week, change to KidVentures Site Assistant at Bridgewater for 23.5 hours/week beginning 09/07/2015. Add GenEd EA-Supv. (lunchroom) at BW for 2 hours/day beginning 09/08/2015 – 06/08/2016.
26. Bonnie Klammm, SpecEd EA-PCA for 6.75 hours/day at GVP, increase to SpecEd EA-PCA for 7.0 hours/day beginning 08/31/2015.
27. Brenda Kragseth, GenEd EA at GVP for 7 hours/day, decrease to 6.5 hours/day beginning 08/31/2015.
28. Lisa Laine, SpecEd EA-PCA (6.5 hours/day), GenEd EA-Supv. (.5 hours/day), increase to SpecEd EA-PCA (6.75 hours/day), GenEd EA-Supv. (.5 hours/day) beginning 08/31/2015 (7.0 hours/day to 7.25 hours/day).
29. Karen Lane, First Grade Teacher at Bridgewater, add Targeted Services PLUS Teacher for 1.25 hours/day (2 days/week) beginning 11/10/2015 – 04/07/2016; Year 2, \$27.11/hour.
30. Kathy Lansing, GenEd EA at Longfellow, change to GenEd EA (ECFE/SibCare) at NCRC for up to 8 hours/week beginning 09/08/2015; Step 4, \$14.64/hour.
31. Quinn Line, SummerVentures Student Site Assistant at Sibley for 35 hours/week, change to KidVentures Student Site Assistant at Bridgewater for up to 17 hours/week beginning 09/07/2015; \$9.00/hour.
32. Kristy Malecha, SpecEd EA (5.5 hours/day), GenEd EA-Supv (1.33 hours/day) at GVP, change to SpecEd EA (6.5 hours/day), GenEd EA-Supv. (.5 hours/day) beginning 08/31/2015 (7.0 hours/day to 7.0 hours/day).



33. Tresa Mazurek, SpecEd EA-PCA for 6.75 hours/day at GVP, change to SpecEd EA-PCA for 6.5 hours/day, GenEd EA-Supv. for .5 hours/day beginning 08/31/2015 (6.75 hours/day to 7.0 hours/day).
34. Rustianna Mechura, Child Nutrition Associate/KidVentures Site Assistant at Bridgewater, add Targeted Services PLUS Club Leader at GVP/BW for 1 hour/day (M-Th) beginning 09/28/2015 – 05/18/2016; \$19.50/hour. Add Community School Evening Club Site Assistant for up to 12 hours/week beginning 08/18/2015 – 06/08/2016; Step 4, \$13.17/hour. Change from Community School Site Assistant to Community School Evening Club Leader for up to 5 hours/week beginning 09/10/2015 – 06/08/2015; \$19.50/hour.
35. Tonya Merrit (Skluzacek), SummerVentures Site Leader at Sibley for 40 hours/week, change to KidVentures Site Leader at Bridgewater for 30 hours/week, add EarlyVentures Site Assistant at Longfellow for 6 hours/week beginning 09/07/2015.
36. LaDonna Miller, SpecEd EA-PCA for 1.5 hours/day, GenEd EA-Supv for 5.25 hours/day at GVP, change to SpecEd EA-PCA for 6.5 hours/day, GenEd EA-Supv. .5 hours/day beginning 08/31/2015 (6.75 hours/day to 7.0 hours/day).
37. Peggy Mills, SummerVentures Site Assistant at Sibley for 28 hours/week, change to KidVentures Site Assistant at Sibley for 23.5 hours/week beginning 09/07/2015.
38. Lisa Nelson, 1.0 FTE Third Grade Teacher at Greenvale Park, change to 1.0 FTE Title I Teacher at Greenvale Park beginning 08/31/2015.
39. Carol Nick, EarlyVentures Site Assistant at Longfellow for 20 hours/week, increase to 35 hours/week beginning 08/31/2015.
40. Ellie Panek, SpecEd EA for 6.75 hours/day at GVP, change to SpecEd EA-PCA for 5.5 hours/day, GenEd EA-Supv for 1.5 hours/day beginning 08/31/2015 (6.75 hours/day to 7.0 hours/day). Change to SpecEd EA-PCA for 4.5 hours/day, GenEd EA-Supv for 2.5 hours/day beginning 09/1/2015 (7.0 hours/day to 7.0 hours/day).
41. Amy Pantze, SpecEd EA-PCA (6 hours/day), GenEd EA-Supv (.5 hours/day) at GVP, change to SpecEd EA-PCA (6.5 hours/day) beginning 09/01/2015 (6.75 hours/day to 6.5 hours/day).
42. Dustee Phenow (Armstrong), Media Specialist at Bridgewater, add Targeted Services PLUS Teacher for 1.25 hours/day (W-Th) beginning 11/10/2015 – 04/07/2016; Year 2, \$27.11/hour.
43. Heather Pudas, 1.0 FTE Special Ed DHH Teacher at SB, HS, LF; change to Special Ed DHH Teacher at the Middle School beginning 08/31/2015.
44. Jennifer Severson, SpecEd EA-PCA (6.75 hours/day), GenEd EA-Supv (.5 hours/day) at GVP, change to SpecEd EA (7 hours/day) beginning 08/31/2015 (7.25 hours/day to 7.0 hours/day).
45. Peggy Sheehy, Education Assistant (ECFE) at the NCRC for 15 hours/week, add to Educational Assistant (ECFE/SibCare) at the NCRC for up to 30 hours/week beginning 08/26/2013; GenEd Step 6, \$15.40/hour.
46. Rhonda Stanley, GenEd EA for 6.25 hours/day at GVP, change to SpecEd EA-PCA for 2.5 hours/day, SpecEd EA for 1.5 hours/day, GenEd EA for 3 hours/day beginning 08/31/2015 (6.25 hours/day to 7.0 hours/day).
47. Sarah Swan McDonald, 1.0 Social Studies Teacher at the High School, add overload for Semester 1 only through 1/29/2016.
48. Brooke Taylor, SummerVentures Student Site Assistant at Sibley for 30 hours/week, change to KidVentures Student Site Assistant at GVP/Sibley for 2 hours/week beginning 09/07/2015; \$9.00/hour.
49. Mark Thornton, 1.0 FTE Social Studies Teacher at the High School, add overload for Semester 1 only through 1/29/2016 (1.2 FTE)
50. Arlene Tuma, GenEd EA at Greenvale Park, add Targeted Services PLUS Site Assistant at GVP for 1.5 hours/day (M-Th) beginning 09/14/2015 – 05/18/2016; Step 2, \$12.52/hour.
51. Dylan Warner, SummerVentures Site Leader at Sibley for 40 hours/week, change to KidVentures Site Leader at GVP for 30 hours/week (Step 2, \$15.51/hour), add Early Ventures Site Assistant Substitute at Longfellow as needed beginning 09/07/2015 (40 hours/week to 30 hours/week).
52. Katrina Warner, EarlyVentures Site Assistant at Longfellow for 30 hours/week, increase to 32 hours/week beginning 08/31/2015.

53. Katherine Woodstrup, Art Teacher at Bridgewater, add Targeted Services PLUS Teacher for 1.25 hours/day (2 days/week) beginning 11/10/2015 – 04/07/2016; Year 6, \$27.73/hour. Add Community School Evening Club Leader at GVP for up to 5 hours/week beginning 08/17/2015 – 06/08/2016; \$19.50/hour.
  54. Sara Anderson, Fifth Grade Teacher at Bridgewater, add Targeted Services PLUS Teacher at BW for 1.25 hours/day (M-T) beginning 11/10/2015 – 04/07/2016; Year 3, \$27.11/hour.
  55. Sheila Atkinson, SpecEd EA-PCA at Bridgewater for 6.75 hours/day, add Targeted Services PLUS Site Assistant at BW for 1.5 hours/day (M-Th) beginning 09/21/2015 – 05/18/2016; Step 3, \$12.83/hour.
  56. Michelle Bauer, Language Arts Teacher at the High School, add overload for Semester 2 beginning 02/02/2016 – 06/08/2016.
  57. Russ Boyington, KidVentures Site Assistant at Sibley for 19.75 hours/week, change to KidVentures Site Assistant at Sibley for 22.25 hours/week beginning 09/07/2015.
  58. Jill Kohel, Language Arts Teacher at the High School, add overload for Semester 1 only beginning 08/31/2015 – 02/01/2016.
  59. Pilar Sullivan, GenEd EA at the NCRC, change to GenEd EA (ECFE) at Longfellow for 30 hours/week (10 hours/week Hand in Hand; 20 hours/week ECFE) beginning 09/10/2015. Pilar will also substitute with the program as needed. Step 2, \$13.84/hour.
  60. Gina Swenson, First Grade Teacher at Sibley, add Targeted Services PLUS Teacher at Sibley for 1.25 hours/day (M-Th) beginning 11/10/2015 – 04/07/2016; Year 3, \$27.11/hour.
- c. Leave of Absence
1. Dolores Larsen, Unpaid Leave of Absence beginning 08/31/2015 – 09/28/2015.
  2. Jennifer Lompart, Family/Medical Leave of Absence beginning 08/31/2015 – 09/18/2015, with an expected return to work date of 09/21/2015.
  3. Michelle Bauer, Family/Medical Leave of Absence beginning 09/03/2015 for up to 60 work days.
  4. Kelly Johnson, Family Medical Leave of Absence beginning on or about 11/19/2015 and continuing for 33 work days.
- d. Resignations / Termination.
1. Lois Kelly, KidVentures Site Assistant, resignation effective 9/2/2015.
  2. Darla Neufeldt, Educational Assistant at Greenvale Park, resignation effective 08/27/2015.
  3. Paul Stanaway, Middle School Track Coach, resignation effective 09/04/2015.
  4. Abe Zamora, Educational Assistant at the High School, termination effective 08/31/2015.
  5. Resignation by agreement.
- e. TRA Part-Time Teacher Program
- The Board authorized participation by Amy Moeller in the TRA Part-Time Teacher Program, whereby teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District.
- \* Conditional offers of employment are subject to successful completion of a criminal background check.

VIII. Item for Information

1. Update on Special Education Cooperative.

Superintendent Richardson reviewed the plan to move forward with implementing the Cannon Valley Special Education Cooperative (CVSEC), a new two district cooperative agreement with the Faribault School District as a result of the dissolution of the Southeast Minnesota Special Education Cooperative in August. Beginning in the 2016-17 school year, the Setting Four EBD Program and Step Transitions would remain in Faribault; the SUN Program would be located in Northfield. The Board will be asked to approve the Agreement at its October 12th meeting.

IX. Future Meetings

Monday, September 28, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, October 12, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Maple, the Board adjourned at 7:55 PM.

Noel Stratmoen  
School Board Clerk

## **Pay 2016 Preliminary Levy Certification Narrative | September 28, 2015**

**Matt Hillmann, Director of Administrative Services and Val Mertesdorf, Director of Finance**

### **What is the levy? What does it do for the District?**

We are asking for preliminary certification of the Pay 2016 property tax levy tonight. The levy is the local portion of taxes that are authorized, either by the State or by local voters, and eventually provide us with funding. Our local levy provides approximately 22% of our overall budget. Our budget supports the resources needed – human and capital – to provide quality educational programming for students in our schools. Our proposed levy will be 0.2% less than last year's levy.

### **Truth in Taxation Timeline**

After we certify this proposed levy, the District will send the information to the county auditor's office by September 30th. At that point, the County begins preparing tax statements that are mailed to taxpayers in November. We will then hold our Truth in Taxation hearing during the regular School Board meeting on December 14<sup>th</sup> and ask the Board to finalize certification of the Pay 2016 levy.

### **Tax Levy and Budgeting**

The State's tax year and our budget year don't quite match up. The Pay 2016 levy covers a span from January 2016 through December 2016. Property taxes are paid in May and October each year while our budget year runs from July 2016-June 2017. These levy dollars will eventually provide a portion of our funding for that budget year.

Each levy can also include budget adjustments from previous levy years – both positive and negative. These adjustments can be made for a period of up to three years.

### **Proposed Pay 2015 Property Tax Levy**

This pie graph demonstrates (see PowerPoint file) the different categories that comprise our overall proposed levy.

The table (next slide) illustrates the subtotals of the levy by fund, by voter approved, and by tax base.

Overall, a decrease in Debt Service is helping to offset an increase in the General Fund. We are essentially keeping the levy flat but have more flexibility to use the dollars we are receiving.

The voter approved category shows a reduction of \$208,394.99. This is primarily due to continued savings from the 2011-2013 bond refundings (approximately \$127,000), with the rest is due to a small decrease in our operating referendum. This operating levy decrease is due to a smaller adjustment than we have seen in previous years. On our Pay 15 levy, the Department of Education stressed districts should estimate our student enrollment as close to actual as possible. We were slightly less conservative last year than usual, resulting in a more accurate revenue forecast and smaller adjustment.

The increase in the other category of \$176,489.58 is due to an increase in Equity and Local Optional Revenue.

We have also included a five year levy analysis. You'll notice a significant increase for Pay 2012, which is due to the passage of the voter-approved operating levy. The four percent reduction for Pay 2013 was an effort by the District to help taxpayers when the legislature repealed the Market Value Homestead credit. Over the past five years the District has averaged a 1.8% increase in the levy.

## **Pay 2016 Changes**

There are minor changes for Pay 2016 when compared to Pay 2015. The most notable change is the addition of the Long Term Facilities Maintenance Revenue program. This program combines the old Health & Safety, Deferred Revenue and Alternative Facilities Bonding programs into one revenue source. This revenue can be used to maintain our current buildings or prevent further erosion. The state's first estimate calculation shows that Northfield Public Schools will be receiving roughly \$250,000 more than we have in previous years.

The Uniform General Education Levy that was brought back on the Pay 2015 levy was voted to be phased out. This is roughly \$80,000 that will be phased out by 2017.

We saw an 11.49% decrease in our Debt Service levy. This was primarily due to the 2006A Capital Facility Bond being paid off. This bond paid for the repair or replacement of partial roofs at the High School, Longfellow and Sibley. In addition we have a significant debt excess reduction adjustment on our Pay 16 Levy. You may recall we are required (by statute) to levy 105% of our total debt service payments. Once the District's Debt Service fund balance reaches a certain threshold the state will reduce our levy.

## **Summary**

This District is proposing we levy at our max authority of \$15,548,127.87 which represents a (0.20%) decrease compared to last year.

# **Preliminary Levy Certification Pay 2016**

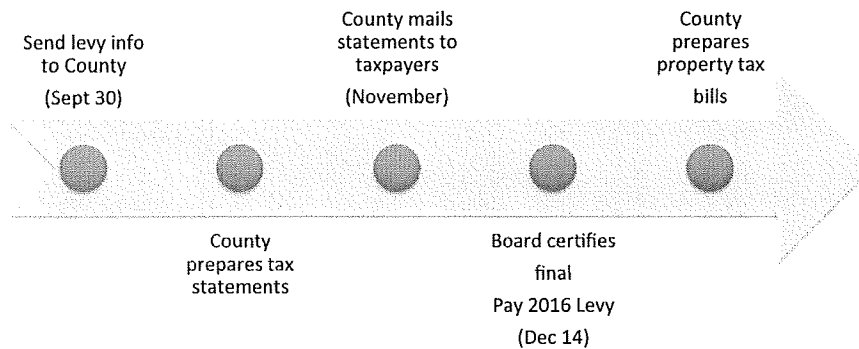
Northfield Public Schools  
September 28, 2015

What is the levy? What does it do for us?

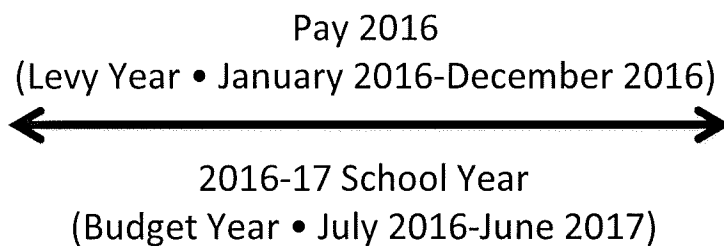
- Provides 22% of our overall budget
- Includes voter approved levies as well as state-authorized levies
- Allows the District to provide quality educational programming



## Truth in Taxation Timeline



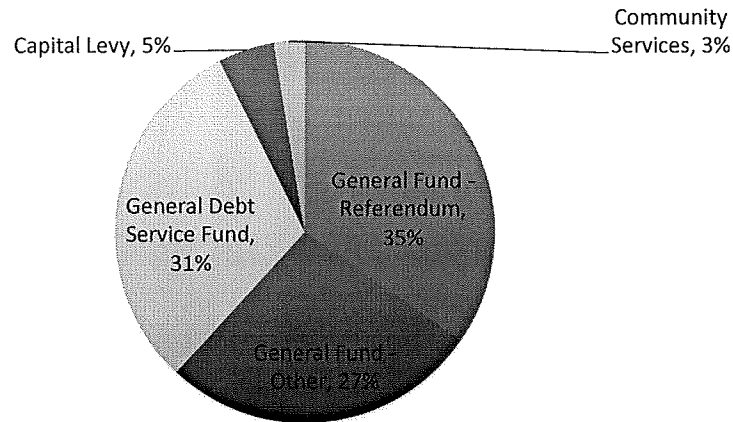
## Tax Levy and Budgeting



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*Pay 2016 includes adjustments from previous years (up to three years)*

## Proposed Pay 2016 Property Tax Levy



Subtotals by Fund	Pay 2016 Proposed Levy	Pay 2015 Certified Levy	Increase (Decrease)	Percent Change
General Fund	\$10,374,710.21	\$9,786,009.72	\$588,700.49	6.02%
Community Services Fund	\$407,503.44	\$409,538.51	\$(2,035.07)	(0.50%)
General Debt Service Fund	\$4,765,914.22	\$5,384,485.05	\$(618,570.83)	(11.49%)
<b>Total</b>	<b>\$15,548,127.87</b>	<b>\$15,580,033.28</b>	<b>\$(31,905.41)</b>	<b>(0.20%)</b>

Subtotals by Truth in Taxation Category	Pay 2016 Proposed Levy	Pay 2015 Certified Levy	Increase (Decrease)	Percent Change
Voter Approved	\$10,150,745.27	\$10,359,140.26	\$(208,394.99)	(2.01%)
Other	\$5,397,382.60	\$5,220,893.02	\$176,489.58	3.38%
<b>Total</b>	<b>\$15,548,127.87</b>	<b>\$15,580,033.28</b>	<b>\$(31,905.41)</b>	<b>(0.20%)</b>

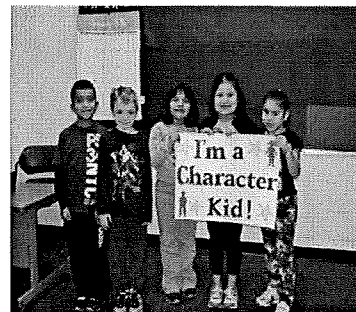
Subtotals by Tax Base	Pay 2016 Proposed Levy	Pay 2015 Certified Levy	Increase (Decrease)	Percent Change
Referendum Market Value*	\$7,369,857.73	\$7,271,431.59	\$98,426.14	1.35%
Net Tax Capacity	\$8,178,270.14	\$8,308,601.69	\$(130,331.55)	(1.57%)
<b>Total</b>	<b>\$15,548,127.87</b>	<b>\$15,580,033.28</b>	<b>\$(31,905.41)</b>	<b>(0.20%)</b>
*Includes Operating Referendum and Equity Revenue				

## Previous Levy Certifications

	Pay 16 Proposed Levy	Pay 15 Certified Levy	Pay 14 Certified Levy	Pay 13 Certified Levy	Pay 12 Certified Levy
General Fund	10,374,710.21	9,786,009.72	9,285,857.04	9,315,210.73	9,786,528.97
Community Services	407,503.44	409,538.51	398,416.90	387,755.90	422,929.82
Debt Service	4,765,914.22	5,384,485.05	5,593,336.50	5,653,934.34	5,799,888.70
<b>Total</b>	<b>\$ 15,548,127.87</b>	<b>\$ 15,580,033.28</b>	<b>\$ 15,277,610.44</b>	<b>\$ 15,356,900.97</b>	<b>\$ 16,009,347.49</b>
Difference	(31,905.41)	305,133.30	(79,290.53)	(652,446.52)	1,688,229.31
Percent Change	(0.20%)	2.00%	(0.52%)	(4.08%)	11.79%

## Pay 2016 Notable Changes

- Long-Term Facilities Maintenance Revenue
- Uniform General Education levy – phase out
- Debt Service Reduction – 2006A Capital Facility Bond paid off





## Analysis

- Pay 2016 levy: (0.20%) compared to Pay 2015
- Referendum inflationary factor plays a role
- Long Term Facilities Maintenance Revenue
  - Combining Health & Safety, Deferred Revenue and Alternative Facilities Bonding
- Debt Service – Paid off 2006A Capital Facility Bond
- Overall slight reduction in the levy, but increased flexibility of funds

*Questions?*

**TO: L. Chris Richardson, Superintendent**  
**FROM: Val Mertesdorf, Director of Finance** ✓  
**DATE: September 28, 2015**  
**RE: Board Approval of Financial Reports – July 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 July 2015.

Bills totaling \$2,414,697.68 were paid in July 2015.

Payroll checks totaling \$784,649.64 were issued in July 2015.

No bond payments were paid in July 2015.

At the end of July 2015 Total Cash and Investments amounted to \$24,072,717.39.  
All funds ended July with positive cash balances.

Wire transfers initiated by the district during July 2015:

7/13/15	\$232,170.36	From MSDLAF AP Max to MSDLAF AP Liquid
7/15/15	\$3,000,000.00	From MSDLAF Liquid to MSDLAF Max
7/15/15	\$1,000,000.00	From MSDLAF Liquid to MSDLAF AP Liquid

The following financial reports for July 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

July 2015 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	5,965,375.62	894,659.90	1,946,893.02	1,845,587.32	6,758,729.82 *
FOOD SERVICE	524,826.44	25,595.68	35,524.83	(18,629.51)	496,267.78
COMMUNITY ED	719,337.10	106,559.56	224,880.93	(33,903.86)	567,111.87
CONSTRUCTION ACCOUNT	-	-	-	-	-
DEBT SERVICE	4,725,526.67	25,165.36	555,896.88	13,437.71	4,208,232.86
TRUST	145,562.48	18,842.56	24,500.00	300.94	140,205.98
SELF INSURANCE	3,887,706.11	540.11	411,651.66	443,553.37	3,920,147.93
TOTALS	15,968,334.42	1,071,363.17	3,199,347.32	2,250,345.97	16,090,696.24
CERTIFICATE OF DEPOSIT	10,223,221.15	-	-	(2,241,200.00)	7,982,021.15
GRAND TOTALS	26,191,555.57	1,071,363.17	3,199,347.32	9,145.97	24,072,717.39

\*General Fund includes Certificate of Deposit amount

**Disbursement Report**

ISD 659 - Northfield

July 2015

Disbursements:

Bills Paid:

General Fund	\$ 1,346,792.18	
Food Service Fund	19,103.88	
Community Services Fund	56,753.08	
Construction Fund	-	
Trust & Agency Fund	580,396.88	
Self Insurance Fund	<u>411,651.66</u>	
Total Bills Paid		2,414,697.68

Payroll:

General Fund	600,100.84	
Food Service Fund	16,420.95	
Community Services Fund	168,127.85	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		784,649.64

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$3,199,347.32</u></u>

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 18<sup>th</sup> day of Sept, 2015, by and between Sibley PTO, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

### TERMS

\$6,000.00 Classroom Funding

Pasha K. Quaas, Sibley PTO  
Donor

Approved by resolution of the School Board on the \_\_\_\_ day of \_\_\_\_, 20\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk

**COMMUNITY SERVICES DIVISION**

1651 Jefferson Parkway

Northfield, MN 55057

PH 507.664.3650 • FAX 507.664.3651

[www.nfld.k12.mn.us](http://www.nfld.k12.mn.us)

Date: September 17, 2015

TO: Human Resources

FROM: Melissa Bernhard

RE: CS Recreations Positions

I recommend for hire all individuals listed below for Community Services recreations positions:

Effective 9/17/2015 – 05/31/2016

Michael Kopp – Flag Football, \$9/hour

Rachel Will – Youth Floor Hockey Supervisor \$10/hour & general recreation staff \$9.25/hour



# NORTHFIELD PUBLIC SCHOOLS

## 2016-17 Calendar

Recommended by Meet and Confer 1/29/15

### New Teacher Activities

August 24 and 25

### Pre-School Days for all Teachers

August 29 (Teacher Preparation Day), 30, 31, September 1 (Staff Development Days)

September 5 **No School.** Labor Day

September 6 First Day of School/Beginning of 1<sup>st</sup> Quarter

October 20-21 **No School.** Education Minnesota Break

November 4 End of 1<sup>st</sup> Quarter (42 days)

November 7 **No School.** (Teacher Preparation Day)

November 8 Beginning of 2<sup>nd</sup> Quarter

November 23 **No School.** (Staff Development Day)

November 24-25 **No School.** Thanksgiving Break

Dec. 23-Jan. 2 **No School.** Winter Break

January 16 **No School.** Dr. Martin Luther King's Birthday (Staff Development Day)

January 26 End of 2<sup>nd</sup> Quarter (47 days)/End of First Semester (89 days)

January 27 **No School.** (Teacher Preparation Day)

January 30 Beginning of 3<sup>rd</sup> Quarter and Second Semester

March 17 End of 3<sup>rd</sup> Quarter (35 days)

Mar 20-24 **No School.** Spring Break

Mar 27 **No School.** (Teacher Preparation Day)

Mar 28 Beginning of 4<sup>th</sup> Quarter

May 29 **No School.** Memorial Day

June 4 Graduation, 2 PM

June 6 **Last Day of School.** 2-hour early dismissal  
End of 4<sup>th</sup> Quarter (50 days); End of Semester (85 days)

\* **June 7, 8** **District cancelled day 3 and 4 make-up for students and teachers.**

\* **June 9** **District cancelled day 5 make-up for teachers only.**

### **\* Students and Teachers Possible Make-Up Days for 2016-17**

- If two (2) days are cancelled, no make-up days for students or teachers.
- If three (3) days are cancelled, students and teachers will make-up on Wednesday, June 7, 2017.
- If four (4) days are cancelled, teachers and students will make-up on Wednesday, June 7, 2017 and Thursday, June 8, 2017.
- If five (5) days are cancelled, teachers only will make-up on Friday, June 9, 2017.