

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, January 11, 2016
Following Organizational School Board Meeting
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. Implementation of "Why We Play" Program Progress Report.
 - 2. Update on Cannon Valley Special Education Cooperative (CVSEC).
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Site Improvement Plans.
 - B. Items for Consent Grouping
 - 1. Grant Application to the MN State High School League Foundation.
 - 2. Financial Reports – November 2015.
 - 3. Personnel Items.
- VIII. Items for Information
 - 1. Highway 246 Update.
 - 2. Enrollment Report – January 2016.
 - 3. Closed Negotiation Strategy Session following January 25, 2016 Board Meeting.
- IX. Future Meetings
Monday, January 25, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, February 8, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, January 11, 2016, 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 January 11, 2016, 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 December 14, 2015, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. Implementation of "Why We Play" Program Progress Report.
Director of Student Activities Tom Graupmann will provide an update on the "Why We Play" program.
 2. Update on Cannon Valley Special Education Cooperative (CVSEC).
Superintendent Richardson will provide an update on preparations to open the new CVSEC cooperative in Northfield and Faribault beginning in the fall of 2016. The CVSEC Board will meet for the first time in late January to begin approving by-laws and policies, 5 year building leases, determining staffing needs and authorizing staff recruitment efforts.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Site Improvement Plans.
Over the last several Board meetings, Board members have had an opportunity to hear presentations for each of the elementary and secondary buildings, the Area Learning Center and Community Services concerning their progress on their 2014-15 school improvement plans as well as their continuous site improvement plan for the 2015-16 school year. Each site identified one or more achievement and climate goals and provided specific activities, benchmarks and evaluation criteria that will be used to chart their progress in supporting increased student achievement and enhanced building climate. The action of the Board is to affirm the work of each site in the development and implementation of these plans.

Superintendent's Recommendation: Motion to approve the seven site improvement plans submitted by building or program staffs for the 2015-16 school year.
 - B. Items for Consent Grouping
Superintendent's Recommendation: Motion to approve the following items listed under the Consent Grouping.
 1. Grant Application to the MN State High School League (MSHSL) Foundation.
Northfield High School is requesting a \$5,000.00 grant from the MSHSL Foundation to be used as core funding for the RALIE and Life of an Athlete (LOA) programs. The grant application materials are enclosed.

2. Financial Reports – November 2015.

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,060,412.48, payroll checks totaling \$2,680,304.76 and the financial reports for November 2015. No bond payments were made in November 2015.

3. Personnel Items.

a. Appointments.*

1. Mary Bleckwehl, Long-Term Substitute First Grade Teacher at Bridgewater beginning on or about 02/01/2016 – 04/01/2016; MA60, Step 6.
2. Zaret Calderon, Community School Evening Site Assistant at Greenvale Park for 3.5 hours/day (T, Th) beginning 01/12/2016 – 06/08/2016; Step 1, \$12.19/hour.
3. Justina David, Special Education Educational Assistant (SpecEd EA-PCA) at the High School for 6.75 hours/day beginning 01/04/2016 – 06/08/2016; Step 3, \$14.86/hour.
4. Rachel Engrem, Special Education Educational Assistant (SpecEd EA-PCA) at Bridgewater for 6.75 hours/day beginning 01/12/2016 – 06/08/2016; Step 2, \$14.51/hour.
5. Thomas Gallagher, CS Recreation Staff (Aquatics Instructor \$9.00/hour; Aquatics Supervisor \$10.00/hour, Lifeguard \$9.50/hour) beginning 01/05/2016 – 05/31/2016.
6. Michelle Morales, Long-Term Substitute EL Teacher at the Middle School beginning 01/04/2016 – 01/13/2016; MA+15, Step 8.
7. Michelle Morales, Long-Term Substitute First Grade Companeros Teacher at Bridgewater beginning 01/14/2016 – 03/28/2016; MA+15, Step 8.
8. Mark Welinski, Community Services Recreation (Elementary Tennis) beginning 01/05/2016 – 05/31/2016; \$10.25/hour.
9. Christof Zweifel, Community Services Recreation (Tennis Supervisor) beginning 01/05/2016 – 05/31/2016; \$10.00/hour.
10. District Activities – Event Workers:
 - Rachel Cruz, beginning 01/05/2016.
 - Matthew Damhof, beginning 01/04/2016.
 - Anya Fairchild, beginning 01/04/2016.
 - Daniel Pawelk, beginning 01/06/2016.
 - Erik Sorensen, beginning 01/06/2016
 - John Watkins, beginning 01/04/2016.

b. Increase/Decrease/Change in Assignment.

1. Lynette Galchutt, Hand in Hand Preschool Teacher at Longfellow for 26 hours/week, increase to 32 hours/week beginning 09/01/2015.
2. Kelly Hebzynski, Math Teacher at the Middle School, add Assistant Speech Coach at the Middle School beginning 12/15/2015; Level L, Step 1.
3. Mara Hessian, GenEd EA-Supv. at Bridgewater for 6.5 hours/day through 10/31/2015, extended through 12/04/2015. Change to SpecEd EA-PCA for 3.17 hours/day/GenEd EA-Supv for 3.33 hours/day (6.5 hours/day) beginning 12/08/2015 – 12/16/2015; SpecEd EA-PCA Step 1 \$13.98/hour; GenEd EA-Supv. Step 1 \$13.46/hour.
4. Mara Hessian, SpecEdEA-PCA/GenEd EA (6.5 hours/day) at Bridgewater; change to SpecEd EA-PCA for 6.75 hours/day at Bridgewater beginning 12/21/2015 – 06/08/2016; SpecEd EA-PCA, Step 1, \$13.98/hour.
5. Kathy Lansing, General Education Educational Assistant at Longfellow, change to General Education Educational Assistant at Longfellow/NCRC for up to 8 hours/week beginning 12/15/2015.
6. Darrell Sawyer, Social Studies Teacher at the Middle School, add Assistant Girls Softball Coach (9th Grade) at the High School beginning 03/14/2016 – 06/10/2016; Level F, Step 6.
7. Jennifer Severson, SpecEd EA-PCA (5.55 hours/day), Bus EA-PCA AM (1 hour/day), Bus EA-PCA PM (1.45 hours/day) beginning 11/09/2015 – 12/18/2015 (8.0 hours/day); change to SpecEd EA-PCA for 5.5 hours/day at Bridgewater, Bus EA-PCA at MSAB for 2 hours/day (7.5 hours/day total); SpecEd EA-PCA Step 2 \$14.51/hour. Bus EA for 2 hours/day will end 06/08/2016 and Jennifer is eligible to return to 6.75 hours/day for the 2016-17 school year.

8. Pilar Sullivan, ECFE General Education Educational Assistant at LF/NCRC (up to 30 hours/week); change to SpecEd EA-PCA for 5.6 hours/day (28 hours/week) at Longfellow beginning 01/04/2016; SpecEd EA-PCA Step 2, \$14.51/hour.
 9. Trent Swartwoudt, Community Services Lifeguard, add General Recreation Staff beginning 01/04/2016 – 05/31/2016; \$9.00/hour.
- c. Leave of Absence.
1. Sarah Duchene, Family/Medical Leave of Absence beginning on or about 04/04/2016 continuing through 06/02/2016 with a return to work date on 06/03/2016.
 2. Donna Hall, Family/Medical Leave of Absence beginning 01/20/2016 – 02/24/2016.
 3. Cindy Samuelson, Family/Medical Leave of Absence beginning 01/04/2016 for up to 52.50 work days on an intermittent basis.
- d. Resignation.
1. Kimbra Dimick, Assistant Boys Golf Coach, resignation effective 01/07/2016.
- e. School Board Member's Employment.
- The Board is being asked to approve Board Member Margaret Colangelo's employment as a substitute teacher in the Northfield School District for the time period January 12, 2016 through June 30, 2016 in accordance with the stipulations stated in Minn. Stat. § 123B.195, which reads as follows:
- "Notwithstanding section 471.88, subd. 5, a school board member may be newly employed or may continue to be employed by a school district as an employee only if there is a reasonable expectation at the beginning of the fiscal year or at the time the contract is entered into or extended that the amount to be earned by that officer under that contract or employment relationship will not exceed \$8,000 in that fiscal year. Notwithstanding section 122A.40 or 122A.41 or other law, if the officer does not receive majority approval to be initially employed or to continue in employment at a meeting at which all board members are present, that employment is immediately terminated and that officer has no further rights to employment while serving as a school board member in the district."
- The Minnesota School Boards Association has advised the district that Ms. Colangelo's employment in the Northfield Public Schools will need to be approved each fiscal year (July 1-June 30) that she wishes to work in the district while serving as a member of the Northfield Board of Education.

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

VIII. Items for Information

1. Hwy 246 Update.

Superintendent Richardson will provide an update on an information request from the Minnesota Department of Transportation and a discussion between City and School District representatives concerning the Division Street School Zone and crossing project. While decisions have not been finalized, the discussion provides greater clarity to a number of issues that need to be addressed as this project moves forward.

2. Enrollment Report – January 2016.

3. Closed Negotiation Strategy Session to follow January 25, 2016 Board meeting

IX. Future Meetings

Monday, January 25, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, February 8, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes
December 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 of Independent School District 659 to order at 7:00 PM. Present: Colangelo, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. Maple was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
Mar Valdecantos, co-chair of the Highway 246 Solutions Group, shared with the Board the work of this grassroots organization and the progress that has been made with MNDOT.
- IV. Approval of Minutes
On a motion by Quinnell, seconded by Hardy, minutes of the Regular School Board meeting held on November 23, 2015, were unanimously approved.
- V. Announcements and Recognitions
 - Congratulations to Community Services who was presented a Minnesota Community Education Association Outstanding Project Award in recognition of the annual sports sale to benefit the Northfield Youth Scholarship Fund.
 - The University of Minnesota and the National Fluid Power Association donated two bus trips (about \$900) from Northfield Lines to the Northfield Middle School Technology and Engineering Department. Sixteen eighth grade students (8 boys, 8 girls) are taking part in the Fluid Power Challenge. On December 8th the students spent the day learning about Fluid Power, the math, science and practical application by building a lift mechanism, a rotation mechanism, and a grabbing mechanism. At the end of the day they were given a task or game that they will compete in on January 26th. The students will spend time until then to design and build a machine that will compete in the game.
 - Several Board members attended the 1st annual TORCH Poetry Slam. Thank you to Jennifer Lompart, Linda Henderson, Leslie Schultz, Teddy Gelderman and Kim Horner for organizing a remarkable event. Also, thank you to the sponsors – Health Finders Collaborative, TEEN Outreach program and the Latino Play Festival.
- VI. Items for Discussion and / or Reports
 1. Truth in Taxation Presentation for the Payable 2016 Property Tax Levy followed by Public Comment.
The amount of the proposed final levy for 2016 is \$15,548,102.12 and represents a 0.20% decrease from the prior year. Director of Administrative Services Matt Hillmann and Director of Finance Val Mertesdorf reviewed the levy and the current year's revised general fund budget. There was no public comment.
 2. School Improvement Plan Presentation – Greenvale Park Elementary School.
Greenvale Park Principal Dave Craft introduced Greenvale Park's school improvement plan followed by Literacy Instructional Coach Diane Torbenson speaking about the progress that has been made in reading. This has been accomplished by strengthening core instruction through instructional strategies that help students to comprehend text and read fluently and PLC teams working together to create common essential learnings, pacing and assessments. Professional development this year in reading include 9 staff meetings devoted to reading instruction and all reading teachers attending sessions on *Guided Reading* and *Helping the Struggling Reader*. Principal Craft shared how instructional strategies are helping students to build math fact and computational fluency and deepen problem-solving skills. Math workshop has provided a structure for differentiated instruction. Finally, Educational Assistant Kelle Edwards and Greenvale Park parent Amy Willkomm talked about how Greenvale Park is developing a framework for establishing the student, parent and staff social culture needed to achieve academic, behavior, social and emotional success for all

students. The presentation concluded with a powerful video of students talking about why they like being a student at Greenvale Park.

3. FY 2015 Audit.

Justin Fahse, Senior Accountant with CliftonLarsonAllen, LLP, presented the results of the 2014-15 fiscal year audit. Comments focused on the executive summary.

4. Highway 246 Update.

Superintendent Richardson and Director of Administrative Services Matt Hillmann provided an update on the most recent developments regarding Highway 246 as it relates to the school district as well as shared the most updated information from MNDOT and the City of Northfield. Board members thanked the Highway 246 Solutions Group for their work on this issue.

5. Every Student Succeeds Act (ESSA).

Superintendent Richardson provided an update on the passage of the new federal education bill that replaces No Child Left Behind.

VII. Superintendent's Report

A. Items for Individual Action

1. FY 2015 Audit.

On a motion by Stratmoen, seconded by Iverson, the Board unanimously accepted the 2014-2015 audit report as presented.

2. Certify Final 2015 Payable 2016 Tax Levy.

On a motion by Iverson, seconded by Hardy, the Board unanimously approved certifying to County Auditors the 2015 Payable 2016 Final Certified Net Tax Levy in the amount \$15,548,102.12.

3. Fiscal Year 2015-2016 General Fund Budget Revision.

On a motion by Colangelo, seconded by Iverson, the Board unanimously approved the revised 2015-16 general fund budget of revenues of \$47,073,165 and expenditures of \$47,227,693.

4. Revisions to School Board Policy 412 – Expense Reimbursement.

On a motion by Stratmoen, seconded by Colangelo, the Board unanimously approved revised School Board Policy 412 – Expense Reimbursement as presented.

B. Items for Consent Grouping

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

1. Financial Reports – October 2015.

The Board approved paid bills totaling \$1,580,279.38, payroll checks totaling \$2,746,925.56 and the financial reports for October 2015. No bond payments were made in October 2015.

2. School Resource Officer Agreement.

The Board approved a contract renewal with the City of Northfield for the 2016-2018 calendar years. The contract provides for a 3% increase for the 2016 calendar year and includes no increase in the District contribution for the remaining two years of the agreement (2017 and 2018).

3. Personnel Items.

a. Appointments.*

1. Rachel Beran, Assistant Speech Coach at the High School beginning 12/11/2015 – 04/16/2016; \$14.00/hour. (activity account transfer)
2. Tasha Jasper (Jessen), Long-Term Substitute Special Education Educational Assistant-PCA at Greenvale Park for 7 hours/day beginning 01/04/2016 – 04/06/2016; Step 2, \$14.51/hour.
3. Kim Medin, Special Education Educational Assistant (SpecEd EA-PCA) at the Middle School for 6.1 hours/day beginning 12/02/2015 – 06/08/2016; SpecEd EA-PCA Step 2, \$14.51/hour.

4. Charles "Pat" Shelby, Activities Event Worker beginning 12/01/2015.
 5. Jon Whitney, .4 FTE Long-Term Substitute Social Studies Teacher at the High School beginning 02/02/2016 – 06/08/2016; MA, Step 6.
 6. Samuel Gainey, Targeted Services PLUS Student Site Assistant at GVP beginning 12/16/2015 – 05/19/2016; \$8.77/hour.
 7. Event Workers – Beginning 12/09/2015: Amrita Bhagia, Rachel Beran, Pamela Hanson and Russ Boyington.
- b. Increase/Decrease/Change in Assignment.
1. Addition: Pamela Hanson, General Education Educational Assistant at the High School (6 hours/day), add Assistant Speech Coach (shared position) at the High School beginning 12/11/2015 – 04/16/2016; Level H, Step 1 (**50% Stipend**).
 2. Pamela Hanson, General Education Educational Assistant at the High School (6 hours/day), shift 2 hours/day to Substitute Teacher for the Read 180 program at the High School beginning 10/08/2015 – 11/06/2015; extended through 01/29/2016.
 3. Jeanne Mahoney-Hanzlik, 1.0 FTE Science Teacher at the High School, add ALC Night School Teacher at Longfellow for 2.5 hours/day beginning 12/3/2015 – 05/12/2016.
 4. Nick Mertesdorf, SpecEd EA for 6.5 hours/day at the High School, add SpecEd EA for additional 10 minutes/day at the HS beginning 12/03/2015 – 12/22/2015 (6.5 hours/day to 6.67 hours/day).
 5. Jacob Odell, SpecEd EA-PCA for 6.75 hours/day at the High School, add SpecEd EA-PCA Wrestling program at the Middle School for 1.5 hours/day beginning 11/30/2015 – 01/19/2016 (6.75 hours/day to 8.25 hours/day).
 6. Tony Rasmussen, KidVentures Site Assistant at Bridgewater for 17 hours/week, increase to 23.5 hours/week beginning 11/30/2015; Step 1, \$12.19/hour.
 7. Trisha Beacom, Early Ventures Site Assistant at Longfellow for 40 hours/week (Step 4, \$13.17/hour), change to EarlyVentures Teacher at Longfellow for 40 hours/week beginning 01/01/2016; Step 4, \$16.50/hour.
 8. Anita Corwin, EarlyVentures Site Assistant at Longfellow for 40 hours/week (Step 4, \$13.17/hour), change to Ventures Site Assistant at Longfellow for 40 hours/week beginning 01/01/2016; Step 4, \$13.17/hour.
 9. Julie Erickson, EarlyVentures Site Assistant at Longfellow for 40 hours/week (Step 4, \$13.17/hour), change to EarlyVentures Teacher at Longfellow for 40 hours/week beginning 01/01/2016; Step 4, \$16.50/hour.
 10. Debbie Foley, EarlyVentures Site Assistant at Longfellow for 30 hours/week (Step 4, \$13.17/hour), change to EarlyVentures Assistant Teacher at Longfellow for 30 hours/week beginning 01/01/2016; Step 4, \$15.50/hour.
 11. Aimee Gerdesmeier, KV Site Leader at Sibley (Step 4, \$16.46/hour)/EarlyVentures Site Assistant (Step 4, \$13.17/hour) at Longfellow for 36 hours/week, change to Ventures Site Leader/Ventures Site Assistant at Sibley/Longfellow for 36 hours/week beginning 01/01/2016; Site Lead Step 4, \$19.50/hour; Site Asst. Step 4, \$13.17/hour.
 12. Sara Gerdesmeier, EarlyVentures Site Assistant at Longfellow for 34.5 hours/week (Step 1, \$12.19/hour), change to Ventures Site Assistant at Longfellow for 34.5 hours/week; Step 1, \$12.19/hour.
 13. Courtney Gilomen (Beumer) EarlyVentures Site Assistant at Longfellow for 40 hours/week (Step 2, \$12.52/hour), change to EarlyVentures Teacher at Longfellow for 40 hours/week beginning 01/01/2016; Step 2, \$15.50/hour.
 14. Katie Goehring, EarlyVentures Site Assistant at Longfellow for 40 hours/week (Step 1, \$12.19/hour); change to EarlyVentures Teacher at Longfellow for 40 hours/week beginning 01/01/2016; Step 1, \$15.00/hour.
 15. Kaci Henry, EarlyVentures Site Assistant at Longfellow for 38 hours/week (Step 2, \$12.52/hour); change to EarlyVentures Teacher at Longfellow for 40 hours/week beginning 01/01/2016; Step 2, \$15.50/hour.
 16. Carol Nick, EarlyVentures Site Assistant at Longfellow for 35 hours/week (Step 3, \$12.83/hour), change to EarlyVentures Teacher at Longfellow for 35 hours/week beginning 01/01/2016; Step 3, \$16.00/hour.

17. Roberta Schmidtke, EarlyVentures Site Leader at Longfellow for 40 hours/week (Step 4, \$16.46/hour), change to Ventures Site Leader at Longfellow for 40 hours/week beginning 01/01/2016; Step 4, \$19.50/hour.
18. Tonya Skluzacek (Merritt) KV Site Leader at Bridgewater (Step 1 \$15.19/hour)/EV Site Assistant (Step 1 \$12.19/hour) at Longfellow for 36 hours/week; change to Ventures Site Leader/Ventures Site Assistant at BW/LF for 36 hours/week beginning 01/01/2016; Site Leader Step 1 \$18.00/hour; Site Assistant Step 1 \$12.19/hour).
19. Ryan Trotman, EarlyVentures Site Assistant at Longfellow for 40 hours/week (Step 1, \$12.19/hour), change to EarlyVentures Teacher at Longfellow for 40 hour/week beginning 01/01/2016; Step 1, \$15.00/hour)
20. Dylan Warner, KV Site Leader at GVP (Step 2 \$15.51/Hour)/EV Site Assistant Substitute (Step 1, \$12.19/hour) at Longfellow for 30 hours/week; change to Ventures Site Leader at GVP; Ventures Site Assistant Substitute at Longfellow for 30 hours/week beginning 01/01/2016; Site Leader Step 2 \$18.50/hour; Sub Site Asst. Step 1, \$12.19/hour.
21. Katrina Warner, EarlyVentures Site Assistant at Longfellow for 32 hours/week (Step 1, \$12.19/hour), change to EarlyVentures Teacher at Longfellow for 32 hours/week beginning 01/01/2016; Step 1, \$15.00/hour.
22. Kim Medin, Special Education Educational Assistant (SpecEd EA-PCA) at the Middle School for 30.5 hours/week, change to SpecEd EA-PCA for 28 hours/week, GenEd EA for 2 hours/week (30 hours/week) beginning 12/14/2015 – 06/08/2016; SpecEd EA-PCA Step 2, \$14.51/hour; GenEd EA Step 2, \$13.84/hour.
- c. Leave of Absence.
 1. Ruben Alvarez, Family/Medical Leave of Absence beginning on or about 12/26/2015 – 01/22/2016, with a planned return to work date of 01/25/2016.
 2. Kevin Dahle, Unpaid Legislative Leave of Absence beginning 01/18/2016 – 06/08/2016 (end of 2015-16 school year).
 3. Debra James, Family/Medical Leave of Absence beginning 11/16/2015 through 11/25/2015; extended through 12/04/2015.
- d. Resignations / Retirements / Termination.
 1. Kyle Blom, Assistant Boys & Girls Track Coach, resignation effective 12/04/2015.
 2. James M. Murray, Middle School Custodian, retirement effective 02/12/2016.
 3. Marilynne Neuville, Assistant Speech Coach at the Middle School, resignation effective 12/01/2015.
 4. Debra Peters, Special Education Teacher at Longfellow, retirement effective 06/16/2016.
 5. Lindsay Schacht, SpecEd EA-PCA, HS/MS Volleyball Coach, termination effective 12/04/2015.
 6. Christa Udelhofen, GenEd EA at the Middle School, resignation effective 12/18/2015.
- e. Seniority Lists.

The Board approved the 2015-16 Teacher Seniority List and the 2015-16 Principals/Assistant Principals Seniority List.
4. Gift Agreement.

The Board approved a \$17,392 gift from the Northfield Wrestling Association. This donation provides for the purchase and installation of a middle school wrestling mat hoist to be installed in the small gym at Northfield Middle School.

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

VIII. Items for Information

1. Enrollment Report – December 2015.

IX. Future Meetings

Monday, January 11, 2016, 7 PM, Organizational School Board Meeting followed by Regular School Board Meeting, NHS Media Center
Monday, January 25, 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 9:00 PM.

Noel Stratmoen
School Board Clerk

Why We Play

Northfield High School (NHS) Best Practices

1. Coaching Interview Questions
 - a. Why do you Coach?
 - b. Why do you Coach the way you do?
 - c. How does it feel to be Coached by you?
 - d. How do you define Success?
2. InSideOut Coaching – NHS Coaches Book Review.
3. Pre-season coaches meetings---example below:

We will be having a spring sport head coaches meeting starting at 3:30 PM (HS Media Center). We will conclude the meeting before 4:30. The main thrust of the meeting will be professional sharing and growth.

Please come to the meeting ready to share your ideas, experiences, and thoughts revolving around these topics, or other topics that are important to you. Again, this will be a time to dialogue and learn from each other. We did this with Fall & Winter Coaches and their response was that this was the best coaches meeting they had ever attended! It won't be me talking; it will be the experts---you all!!!! :) And, if you want to bring assistant coaches with you that will be GREAT! I encourage you to do so.

Some possible topics for discussion; remember, you can also bring up other topics that are important to you.

 - Keeping practices fun.
 - Team-Building strategies.
 - Developing Student Leaders.
 - Developing a Coaching Purpose.
 - Coaching from your Purpose - Incorporating Intentional Strategies into your Practice Plan.
4. Mid-season check –in emails----example below:

I decided to send this out to all Spring Sport Head Coaches as we are about 1/3 through this spring season.....I'm wondering how your Coaching Purpose is matching up with how things are going this spring.

Here's your Coaching Purpose:

"I coach to create positive relationships with my athletes so that they know I care about them while striving to be an authentic leader who they can trust as we both work together to discover the joy in our sport and in competition."

 - Are you, your staff, your captains, your team in alignment with the Purpose Statement you developed? And, I'm wondering how your team purpose meeting went.....
 - Have you noticed that "things" are getting in the way of your coaching purpose? What are those things? Are you able to realign with your purpose, if necessary?

- Are there things I can help with?

These are questions you don't need to respond to----just rhetorical in nature, but I do hope that you and your staff are coaching from your purpose; it's very well-stated. Thanks Coach.....Go Raiders!!!!

5. Post-season coaches meetings – Opened the meeting by letting the head coach read his/her entire staff's coaching purpose statements. Discussion revolved around how he/she felt about coaching to that purpose. Amazing conversations!
6. Big Nine Leadership Conference – developed a Northfield Athletics Coaching/Athlete “coaching/playing purpose” statement – “Our purpose is to play passionately to experience joy and build relationships based on loyalty and integrity.”
7. RALIE (Raider Activity Leaders Inspiring Enthusiasm) and LOA (Life Of an Athlete). These are two student leadership groups. We have done a lot to develop student leadership/play purpose statements and to intentionally have these leaders step forward to help with their teams' and our school's climate. Each RALIE and LOA student have purpose statements. One goal will be to incorporate, read, print, post these purpose statements in our school and at events. Both these purpose statements and being intentional to have leaders step forward were focal points at our May, 2015 and August, 2015 workshops. We are continuing with this through out school year 2015-16. The January, 2016 RALIE meeting will focus on current RALIE members inviting one 9th or 10th grade student to teach them how to write a student leadership/play purpose statement.
8. Head Football Coach, Bubba Sullivan led our end of the year Head Coaches meeting (Spring, 2015)----discussion segment on being intentional to create a positive team atmosphere. I thought at this setting to have a “peer” lead this would help with active participation.
9. Why We Play posters in hallways of our school developed by LOA. Example attached.
10. Updated Coaching/Co-Curricular Assessments and Post Season meetings, based on Ehrmann's four questions (Transactional/Transformational coaching).
11. Using our RALIE “Why We Play/Lead” purpose statements in our game programs.
12. This has gotten to more than just athletics; our speech program has adopted Why We Play as well and the Speech Coaches all have developed purpose statements and are coaching toward those statements.



balance between
competition and
integrity.

Why We Play

I play and lead to build
trusting relationships
with teammates and
to demonstrate
perseverance while
challenging myself and
others to find the



FORM B

Minnesota State High School League Foundation Application for Grant School Year 2015-2016

Mission Statement: *Founded in 2007, the Minnesota State High School League Foundation is a nonprofit association, serving both public and private schools, created to complement the Minnesota State High School League by providing support for Minnesota's high school youth to participate in athletics and fine arts. Minnesota State High School League Foundation's goals are to promote the growth of high school students through participation in valuable extra-curricular activities.*

Awarding of Grants: *The primary goal of the Foundation will be to award grants that assist, recognize, promote, and fund extra-curricular participation by high school students in athletic and fine arts programs. These grants will be awarded based upon gender balance, school size and geographic location to the extent possible.*

THE APPLICATION MUST BE SUBMITTED ELECTRONICALLY TO THE MSHSL FOUNDATION NO LATER THAN FEBRUARY 1, 2016. ALL REQUIRED INFORMATION MUST BE INCLUDED IN ORDER FOR THE APPLICATION TO BE CONSIDERED (see Item #6).

Date of Application 12/15/15 _____

Northfield Public Schools _____
Name of School/Organization

41-6008327 _____
Federal Tax ID Number

1400 Division Street South _____
Street

Northfield _____
City

MN _____
State

55057 _____
Zip Code

(507) 663-0630 _____
Phone

(507) 645-3455 _____
Fax

Please identify the SPECIFIC Amount Requested: \$ 5,000.00 _____ (Maximum \$5,000.00)

Since our inception, the average amount approved has been \$2,000.

1. Describe (1) your request (see Appendix A on page 6), (2) the amount requested (see Appendix B on page 7), you must submit a **DETAILED LINE ITEM BUDGET SPECIFIC TO YOUR REQUEST**, and (3) your timetable for completing the project. THE REQUEST WILL NOT BE REVIEWED UNLESS SUBMITTED PER THE DIRECTIONS IN APPENDIX A and B. Additional pages can be attached to this request if necessary.

We request a grant in the amount of \$5,000.00 to support RALIE (Raider Activity Leaders Inspiring Enthusiasm) and LOA (Life Of an Athlete) and our efforts in our school and our community, assisting us in taking a positive stand with our student leaders and their choice to lead a drug-free life during their high school career. As noted in the detailed line item budget, all of the funds to recruit, promote and run RALIE and LOA come from the MSHSL Foundation Grant. We would like to request funding from the MSHSL Foundation to continue our program with hopes of expanding this opportunity to other Northfield students. RALIE's and LOA's efforts are on going; this request will help with expenses incurred for school year 2015-16.

2. Describe how the funds requested for the identified project furthers the stated mission and primary goal(s) of the MSHSL Foundation AND the mission and goals of your school district as identified by your school board.

In keeping with the mission of the MSHSL Foundation, we want to provide all of our students with the option to participate in co-curricular programs. Studies have shown a direct correlation between the participation in co-curricular programs and increased academic achievement. We believe these funds will increase the likelihood that many of our student leaders will choose to lead a drug-free life; one that will serve as a model for other students. Thereby, providing leadership to our students while promoting the "growth of high school students through participation in valuable co-curricular activities."

We would like to request funding to continue the support of our RALIE and Life of an Athlete programs (both programs designed to build/teach student leadership). RALIE began 28 years ago at Northfield High School. It's an acronym that stands for Raider Activity Leaders Inspiring Enthusiasm. It stemmed from the death of a Northfield High School student who was struck by a drunk driver. The family of this student worked collaboratively with the school to create the RALIE program and the program has flourished for years. It is a program for juniors and seniors. Currently there are approximately 100 Northfield High School students in the RALIE program. That is roughly 7.7 % of the student body. It's a student leadership group who have made a drug-free pledge and who've vowed to make the school and the activities program a more positive place by providing leadership within each activity and by hosting events that promote a chemically free lifestyle.

Our Life Of an Athlete (LOA) program is in its 7th year. Within the last four years, the LOA program has become "student-directed." We have an adult facilitator, but the facilitator's main role to help keep the group organized; the LOA students determine the direction and initiatives. There are nine LOA students (all juniors and seniors). LOA also helps lead our RALIE group, so we have students leading students, rather than adults in that role. LOA's main missions are to work with our activities program in keeping away from drugs, alcohol, and tobacco as well as educating our students in the following health areas as well: nutrition, hydration, over use injury prevention; all designed to work toward the best educational experience possible for all students.

A focus beginning last year and carrying into this year has been the MSHSL's Why We Play initiative. All RALIE and LOA members have developed "Leadership – Student/Athlete Purpose statements." This has been a truly transformational endeavor. Below are two examples of these statements by two members of RALIE/LOA:

- "I play and lead to inspire my peers with a love and passion for the game, to become driven and committed athletes while building lifelong relationships."
- "I play to help create a family of athletes that are respectful, responsible, and committed both on and off the field."

Purpose statements are posted in our school and we are inserting them into our Winter Sport Game programs as well. We plan to continue to nurture and foster this initiative and RALIE and LOA has embraced it, 100%!

3. Are there any other similar programs that serve the same geographic area and groups of people identified in question number one (1) above? If the answer is, "Yes", please explain the relationship between the two programs. If the answer is, "No", please continue on to question number five (5).

No

4. List other actual or proposed sources for funding of the project, including the amounts of the other requests and commitments from other entities. Indicate those sources from which commitments have been received with an asterisk.

None

**MSHSL Foundation
Form B/C
Expenditure Line Item Budget
Northfield High School
RALIE/LOA for 2015-16**

Anticipated Expense	Cost	Grants/Donations	Possible Credit	Balance
		MSHSL Grant	\$5,000.00	\$5,000.00
Workshops	- \$1,500.00			\$3,500.00
Honorarium	-\$1,000.00			\$2,500.00
Supplies/Books	-\$1,500.00			\$1,000.00
Transportation	-\$1,000.00			\$0.00
-----				-----
	-\$5,000.00			\$0.00

Expenses Defined

Conference: Attend Big 9 & Region 1AA Leadership Workshops.
Honorarium: Honorarium for annual speaker to promote drug-free lifestyle and leadership.
Supplies: Supplies/Books purchased for RALIE meetings and special events (LOA). Book for
Leaders: Playing Beyond the Scoreboard.
Transportation: Transportation to and from leadership workshops and activities in Minnesota.

5. If your School or School District, is submitting a grant request, please attach the following information:

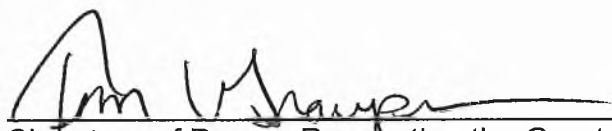
- a. A copy of the MSHSL Foundation Board of Director's Resolution (see sample resolution on page 6) requesting funds from the Foundation as identified in your grant request OR a copy of the official minutes from the school board meeting when the grant request was approved.
- b. Line Item Budget (see sample line item budget on page 7).
- c. Other documents you may determine to be important for the MSHSL Foundation Board of Directors to review.

6. MSHSL Region Committees and MSHSL Athletic/Activity Conferences submitting a grant request must attach the following information:

- a. A copy of the IRS determination letter regarding exempt status or other evidence of exempt status.
 - b. A copy of the most recent Form 990 or Form 990T, if applicable, with all schedules submitted to the IRS and/or an explanation of the organization's fund balance, including restricted and non-restricted funds.
 - c. Overall organization budget, including a specific project budget indicating items for which MSHSL Foundation support is requested. You may attach a brief narrative explanation of the budget if necessary.
 - d. A list of the names of the Board of Directors or other governing body.
 - e. Other documents you may determine to be important for the MSHSL Foundation Board of Directors to review.
- **This application will not be considered unless the entire application is submitted including all required attachments.**
 - **Please note that the MSHSL Foundation Board of Directors may request additional information regarding any proposal.**

Tom Graupmann
Printed Name of Person Requesting the Grant

tgraupmann@northfieldschools.org
Email Address


Signature of Person Requesting the Grant

12-15-15
Date Completed

FORM B MUST BE SUBMITTED NO LATER THAN FEBRUARY 1, 2016.

TO: L. Chris Richardson, Superintendent
FROM: Val Mertesdorf, Director of Finance VM
DATE: January 11, 2016
RE: Board Approval of Financial Reports – November 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 November 2015.

Bills totaling \$1,060,412.48 were paid in November 2015.

Payroll checks totaling \$2,680,304.76 were issued in November 2015.

No bond payments were paid in November 2015.

At the end of November 2015 Total Cash and Investments amounted to \$29,244,172.94.
All funds ended November with positive cash balances.

No wire transfers were initiated by the district during November 2015.

The following financial reports for November 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

November 2015 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	5,782,269.86	2,336,236.72	2,947,080.49	(561,996.13)	4,609,429.96 *
FOOD SERVICE	576,618.62	207,954.32	193,417.37	2,291.76	593,447.33
COMMUNITY ED	465,136.62	194,716.95	186,226.40	(5,048.52)	468,578.65
DEBT SERVICE	5,116,619.25	1,158,703.25	-	-	6,275,322.50
TRUST	127,512.27	-	500.00	-	127,012.27
SELF INSURANCE	4,011,860.90	112.34	413,492.98	571,901.97	4,170,382.23
TOTALS	16,080,017.52	3,897,723.58	3,740,717.24	7,149.08	16,244,172.94
CERTIFICATE OF DEPOSIT	13,000,000.00	-	-	-	13,000,000.00
GRAND TOTALS	29,080,017.52	3,897,723.58	3,740,717.24	7,149.08	29,244,172.94

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

November 2015

Disbursements:

Bills Paid:

General Fund	\$ 510,690.25	
Food Service Fund	105,885.47	
Community Services Fund	29,843.78	
Trust & Agency Fund	500.00	
Self Insurance Fund	<u>413,492.98</u>	
Total Bills Paid		1,060,412.48

Payroll:

General Fund	2,436,390.24	
Food Service Fund	87,531.90	
Community Services Fund	156,382.62	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,680,304.76

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$3,740,717.24</u></u>

1/4/2016

Northfield Public Schools Enrollment Report

LongfellowEarly Childhood

Dorey	13
James	10
Kruse	18
O'Connor	10
Patterson	
Schnorr	12
Sorenson	16
TOTAL	79

**

Greenvale Park

K	Flicek	22	
K	Hagberg	21	
K	Malecha	21	
K	Ziemann	16	
1	Landry	24	C
1	Nivala	22	
1	Youngblut	21	
1	Zach	21	
2	Amundson	21	C
2	Bulfer	20	
2	Johnson	18	
2	Larson	20	
3	Gearing	22	
3	Spitzack	21	
3	Thompson	24	C
3	Timerson	22	
4	Carey	20	
4	Dimick	20	
4	Garcia	28	C
4	Hetzel	19	
5	Harding	27	
5	Sickler	28	
5	Tacheny	20	C
TOTAL		498	

Early Childhood**	79	
Kindergarten-2021	249	
Grade 1-2021	278	
Grade 2-2021	268	
Grade 3-2021	291	
Grade 4-2021	283	
Grade 5-2021	269	
Total K-5	1717	1717
Total Middle School	934	
Total High School	1282	
GRAND TOTAL	3933	
ALC 9-12**	56	F/T=37 P/T=1 I/S=18
GRAND TOTAL with ALC	3989	

Enrollments represent 100% enrolled except where indicated by **
 Half day St. Dominic's students are represented by *

Sibley

Grade	Teacher		
K	Born	23	
K	Downs	22	
K	Heil	23	
K	Wacholz	22	
1	Craft	21	
1	Sasse	22	C
1	Sieger	21	
1	Swenson	20	
2	Seeberg	26	
2	Spitzack	27	
2	Van Hoy	21	C
2	Witt	27	
3	Guggisberg	26	
3	Jandro	26	
3	Johnson	25	C
3	Rud	26	
4	Day	28	
4	Fox	28	
4	Haar	29	
4	McManus	25	C
5	Baragary	24	
5	Foley	24	
5	Ostermann	15	C
5	Sweeney	23	
	TOTAL	574	

Bridgewater

K	Cade	20	
K	Danielson	19	
K	Tran	18	
K	Wisdorf	22	
1	Allison	19	
1	Charlton	20	
1	Ellerguxh	20	
1	Hall	20	
1	Lanza	27	C
2	Lane	21	
2	Lofquist	21	
2	Rubin	26	C
2	Schwaab	20	
3	Larson	23	C
3	Sickler	26	
3	Temple	26	
3	Truman	24	
4	Danielson	22	
4	Holden	23	
4	Schuster	23	
4	Swenson	18	C
5	DeVries	25	C
5	Duchene	29	
5	Kohl	27	
5	Rauk	27	
	TOTAL	566	

Middle School

Grade 6 -2021	310
Grade 7 (*inc. 14 - 1/2 day)-2021	324
Grade 8 (*inc. 8 - 1/2 day)-2020	300
TOTAL	934

*22 (11) St. Dominic's students attend 1/2 day

High School

Grade 9-2019	360
Grade 10-2018	298
Grade 11-2017	321
Grade 12-2016	303
TOTAL	1282

2015-2016

School and Grade Level	September 8th	September 11th	September 18th	September 25th	October 1st	November 2nd	December 1st	January 4th	February 2nd	March 1st	April 1st	May 1st	End of Year 6/8/2016
Longfellow													
Early Childhood	66	65	70	74	76	76	81	79					
Total	66	65	70	74	76	76	81	79	0	0	0	0	0
Greenvale Park													
Grade K-2028	82	81	81	81	81	81	82	80					
Grade 1-2027	83	85	85	86	86	87	89	88					
Grade 2-2026	82	82	82	82	82	81	80	79					
Grade 3-2025	89	87	87	87	87	88	89	89					
Grade 4-2024	87	86	86	86	86	88	88	87					
Grade 5-2023	76	75	75	75	75	75	75	75					
Total	499	496	496	497	497	500	503	498	0	0	0	0	0
Sibley													
Grade K-2028	90	89	90	90	89	90	89	90					
Grade 1-2027	85	85	86	86	84	84	84	84					
Grade 2-2026	98	98	99	99	99	99	99	101					
Grade 3-2025	102	103	103	103	104	103	103	103					
Grade 4-2024	109	109	109	109	109	110	110	110					
Grade 5-2023	84	83	83	83	84	85	85	86					
Total	568	567	570	570	569	571	570	574	0	0	0	0	0
Bridgewater													
Grade K-2028	84	81	81	81	81	80	81	79					
Grade 1-2027	104	105	105	105	105	105	106	106					
Grade 2-2026	89	89	89	89	89	89	89	88					
Grade 3-2025	102	101	101	101	100	100	100	99					
Grade 4-2024	83	85	85	85	85	84	85	86					
Grade 5-2023	111	111	111	111	110	109	109	108					
Total	573	572	572	572	570	567	570	566	0	0	0	0	0
Middle School													
Grade 6-2022	309	310	310	310	310	312	310	310					
Grade 7-2021	319	317	317	317	318	318	318	317					
Grade 8-2020	300	300	300	299	298	297	297	296					
St. Dominics	10.5	10.5	10.5	11	11	11	11	11					
Total	938.5	937.5	937.5	937	937	938	936	934	0	0	0	0	0
High School													
Grade 9-2019	369	368	366	365	365	365	361	360					
Grade 10-2018	302	304	303	303	302	301	301	298					
Grade 11-2017	323	320	319	319	317	318	320	321					
Grade 12-2016	322	325	313	313	311	310	306	303					
Total	1316	1317	1301	1300	1295	1294	1288	1282	0	0	0	0	0
ALC													
Grade 9-2019	0	0	0	0	0	0	0	2					
Grade 10-2018	4	3	5	5	4	4	5	5					
Grade 11-2017	11	11	11	11	11	12	17	16					
Grade 12-2016	28	31	35	35	35	34	30	33					
Total	43	45	51	51	50	50	52	56	0	0	0	0	0
Grand Total	4003.5	3999.5	3997.5	4001	3994	3996	4000	3989	0	0	0	0	0