

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, January 25, 2016
7:00 PM
Northfield High School Media Center

AGENDA

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
This is an opportunity for members of the school district to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify himself/herself and the group represented, if any. He/She will then state the reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. Please know that this is not a time to debate an issue, but for you to make your comments.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
 - 1. Prairie Creek Community School and Arcadia Charter School Annual Reports.
 - 2. Financial Forecast and 2016-2017 General Fund Budget Plan.
 - 3. Process for Reviewing District Discipline Policies and Procedures.
- VII. Superintendent's Report
 - A. Items for Individual Action
There are no items at this time.
 - B. Items for Consent Grouping
 - 1. Grant Application.
 - 2. Gift Agreement.
 - 3. Designation of MN State High School League's Member School's Representatives.
 - 4. Personnel Items.
- VIII. Items for Information
 - 1. School Board Committee Appointments.
 - 2. School Board Policy 808 – Key Access Control.
- IX. Future Meetings
Monday, February 8, 2016, Time TBD, Public Hearing, Northfield High School Media Center
Monday, February 8, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, February 22, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

Closed Negotiations Strategy Session
District Office Conference Room

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, January 25, 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 25, 2016, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes
Minutes of the Organizational and Regular School Board meetings held on January 11, 2016, are enclosed for your review and comment, as well as the minutes of the January 14, 2016 Special School Board meeting.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. Prairie Creek Community School and Arcadia Charter School Annual Report.
Simon Tyler, Director of Prairie Creek Community School, and Patrick Exner, Director of Arcadia, will be doing a joint presentation of the programs being provided in their two charter schools. Simon will be presenting a review of Prairie Creek's thirteenth year of operation as a charter school under the sponsorship of the Northfield Public Schools, and an overview of this current school year. Prairie Creek's 2014-2015 Annual Report is enclosed for your review. Patrick will review Arcadia's program and present their 2014-2015 Annual Report, which is enclosed. Arcadia, formerly ARTech, is in its twelfth year of operation. These reviews and written reports fulfill state requirements for annual reporting as well as our District's request that each charter school authorized by the Northfield Public Schools present an annual report to the School Board.
 2. Financial Forecast and 2016-17 General Fund Budget Plan
Director of Finance Val Mertesdorf will present the financial forecast and preliminary budget plan parameters and timeline for the 2016-17 school year. The presentation will include discussion of the assumptions used for development of the five-year financial forecast.
 3. Process for Reviewing School District Discipline Policies and Procedures.
Superintendent Richardson will present a proposed process for establishing clarity for the administration concerning the Board's expectations for implementing School Board discipline policies and procedures detailed in the Student Citizenship Handbook. The initial step in this proposed process would be a School Board work session with district and building administrators to review current discipline policies and the Student Citizenship Handbook and discuss School Board desired changes in how discipline offenses will be handled. The work session discussion will be used by administrators to draft modifications to discipline policies and procedures and the Student Citizenship Handbook that will be presented to the School Board at a subsequent School Board meeting.
- VII. Superintendent's Report
 - A. Items for Individual Action
At this time there are no items for individual action.
 - B. Items for Consent Grouping
Superintendent's Recommendation: Motion to approve the following items listed under the Consent Grouping.

1. Grant Application to the Statewide Health Improvement Program (SHIP).
Community Services and the Greenvale Park Community School are requesting \$2,999 from the Statewide Health Improvement Program (SHIP) to purchase an additional cooler for food storage for healthy snacks for the after school and evening participants, as well as purchase additional signage to help families understand the Carleton College Food Recovery Network and the food that is available. The grant request form is included in the packet.
2. Gift Agreement.
The Sibley PTO has donated \$7000 (Walk-A-Thon funds) to be used at Sibley for leveled books and book sets (\$6000) and iPad apps (\$1000).
3. Designation of MN State High School League's (MSHSL) Member School's Representative.
The MSHSL Constitution requires that "...each member school shall designate two representatives who are authorized to vote for the member school..." "One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school." The Board is asked to approve Activities Director Tom Graupmann as the Designated School Representative and Board member Jeff Quinnell as the Designated School Board Representative.
4. Personnel Items.
 - a. Appointments.*
 1. Amber Brezina, Targeted Services PLUS Club Leader at GVP for up to 4 hours/week (M-Th) beginning 01/19/2016 – 05/18/2016; \$19.50/hour.
 2. Marty F. Johnson, Assistant Middle School Boys Tennis Coach at the Middle School beginning 03/29/2016 – 05/28/2016; Level I, Step 1.
 3. Anthony Seidl, Community Services Eagle Bluff Coordinator at CS beginning 02/01/2016 – 09/01/2016; \$1500 Stipend.
 4. Cheyenne Thomas-McCarty, Child Nutrition Student Associate at Longfellow/ALC for 1 hour/day beginning 02/02/2016; \$9.00/hour.
 5. Deborah Wagner, GenEd EA-Media Center at the Middle School for 2 hours/day beginning 01/25/2016 - 06/08/2016; Step 3, \$14.31/hour.
 6. Community Services Recreation Staff:
 - a) Vanessa Dimick, Basketball staff beginning 01/23/2016 – 05/31/2016; \$9.25/hour.
 - b) Anya Stromme, Basketball staff beginning 01/23/2016 – 05/31/2016; \$9.25/hour.
 - c) Ella Stromme, Basketball supervisor beginning 01/23/2016 – 05/31/2016; \$10.00/hour.
 - d) Ted Deitz: Basketball Supervisor - \$10.25/hour - beginning 02/06/2016 – 05/31/2016.
 - e) Jorgen Salverson: Basketball Staff - \$9.25/hour - beginning 02/06/2016 – 05/31/2016.
 - b. Increase/Decrease/Change in Assignment.
 1. Ruben Alvarez, 1.0 FTE EL Teacher at the Middle School, change to .9 FTE EL/.1 FTE Spanish Teacher at the Middle School beginning 09/01/2015 – 06/08/2016.
 2. Robert Garcia, 1.0 FTE 4th Grade Teacher at GVP, add Assistant Boys Baseball Coach (hourly) at the High School beginning 03/21/2016 – 06/17/2016; \$18.00/hour.
 3. Michael Humann, Evening Custodian at the High School, change to Evening Custodian at the Middle School beginning 02/15/2016.
 4. Kathy Wiertsema Miller, 1.0 FTE High School Guidance Counselor at the High School, add Language Arts Teacher at the High School to teach one class/day beginning 02/02/2016 – 06/08/2016 (overload).
 - c. Resignations.
 1. Jessica Rose, Child Nutrition Student Associate at Longfellow, resignation effective 01/22/2016. Jessica will continue to work as a Substitute Student Child Nutrition Associate.
 2. Katrina Warner, EarlyVentures Teacher at Longfellow, resignation effective 01/29/2016. Katrina will continue as a substitute with the EarlyVentures program.

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

VIII. Items for Information

1. School Board Committee Appointments.

The list of School Board Committee appointments for 2016 will be in the Table File.

2. School Board Policy 808 – Key Access Control.

The proposed Policy 808 will govern the issuance, surrender and replacement of both metal keys and identification badges which function as electronic keys. It also directs administrators to create procedures to accompany the policy.

IX. Future Meetings

Monday, February 8, 2016, Time TBD, Public Hearing, Northfield High School Media Center

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

Monday, February 22, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

Closed Negotiations Strategy Session
District Office Conference Room

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

Organizational School Board Meeting
January 11, 2016
Northfield High School Media Center

I. Call to Order.

The Organizational meeting of the School Board of Independent School District 659 was called to order at 7:00 PM by Acting Chair Julie Pritchard for the purpose of organizing the Board for the 2016 calendar year. Present: Colangelo, Hardy, Iverson, Maple, Pritchard, Quinnell, and Stratmoen.

II. Organization of the Board.

A. 1. Election of Officers.

a. Election of Board Chair.

Ellen moved and Colangelo seconded that Julie Pritchard be nominated as Board Chair. Hearing no further nominations, Julie Pritchard was unanimously elected as Board Chair.

School Board Chair Julie Pritchard then chaired the remainder of the Organizational School Board meeting.

b. Election of Vice Chair.

Stratmoen moved and Maple seconded that Ellen Iverson be nominated as Board Vice Chair. Hearing no further nominations, Ellen Iverson was unanimously elected as Board Vice Chair.

c. Election of Clerk.

Hardy moved and Iverson seconded that Noel Stratmoen be nominated as Board Clerk. Hearing no further nominations, Noel Stratmoen was unanimously elected as Board Clerk.

d. Election of Treasurer.

Maple moved and Colangelo seconded that Rob Hardy be nominated as Board Treasurer. Hearing no further nominations, Rob Hardy was unanimously elected as Board Treasurer.

3. Set Stipends of Directors and Officers.

Iverson moved and Stratmoen seconded that the stipends for Board members be maintained at the current amount of \$190 per month for Directors and \$250 per month for the Board Chair. The motion was unanimously approved.

4. 2016 Committee Appointments.

Board Chair Julie Pritchard asked that Board members let her know if there are any committees of particular interest. She will bring to the January 25th meeting the list of committee appointments.

B. Items for Consent Grouping.

On a motion by Colangelo, seconded by Hardy, the Board unanimously approved the following items listed under the consent grouping.

1. Designated the Director of Administrative Services (Matt Hillmann) and Director of Finance (Valori Mertesdorf) as Deputy Clerk Treasurer.
2. Designated Christine Neset, Student Information Systems Manager, as the Identified Official with Authority for MN Department of Education (MDE) Secure Website Access.
3. Designated that the Regular meetings of the Northfield School Board will begin at 7:00 p.m. on the second and fourth Mondays of each month, except for June, July and December, when the Board will meet the second Monday of the month only.
4. The *Northfield News* was designated as the official newspaper of the Northfield School Board.

5. The School Board authorized that facsimile signatures of officers of the Board be utilized in signing school district checks and documents.
6. The 2016 mileage reimbursement rate for use of private automobiles on School District business is 54 cents per mile effective January 1, 2016. This is the mileage rate established by the Internal Revenue Service.

II. On a motion by Quinnell, seconded by Iverson, the Board adjourned the Organizational meeting at 7:05 PM.

Noel Stratmoen
Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes
January 11, 2016
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 7:08 PM. Present: Colangelo, Hardy, Iverson, Maple, Pritchard, Quinnell and Stratmoen.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
Several students, parents and community members encouraged the Board to review the district's discipline policy and procedures and to consider discipline on a case-by-case basis. Others asked that the Board reconsider the district's zero tolerance policy and asked the Board to gather all the facts in order to make a well-informed decision.
- IV. Approval of Minutes
On a motion by Iverson, seconded by Quinnell, minutes of the Regular School Board meeting held on December 14, 2015, were unanimously approved.
- V. Announcements and Recognitions
 - Hardy announced that the Martin Luther King, Jr. Community Celebration is on Monday, January 18 at 7 PM at Emmaus Church. The speaker will be Sara Small, St. Olaf College. Susan Sanderson is the 2016 recipient of the Human Rights Award. The event is sponsored by the Human Rights Commission.
- VI. Items for Discussion and / or Reports
 1. Implementation of "Why We Play" Program Progress Report.
Director of Student Activities Tom Graupmann provided an update on the "Why We Play" program. The "Why We Play" program is a movement and it has taken our state by storm. In Northfield, the program is a work in progress. There will always be new students, new parents and new coaches. Board members expressed their desire to see the program move to all activities, not just athletics.
 2. Update on Cannon Valley Special Education Cooperative (CVSEC).
Superintendent Richardson provided the most current timeline of the 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. The Board asked that the CVSEC Board make periodic reports to the Northfield School Board.
 3. School Board Member's Employment.
The Board discussed Board Member Margaret Colangelo's possible employment as a substitute teacher in the Northfield School District in accordance with the stipulations stated in Minn. Stat. §123B.195. Colangelo clarified that her employment would be as a short call sub, which limits her substitute teaching to no longer than 15 consecutive days. The Board discussed the concept of a board member being an employee and their concern about conflict of interest. The Board decided to delay action until the Board's January 25, 2016 Board meeting. (Note: On January 13, 2016, Ms. Colangelo sent an email message to School Board members and Superintendent Richardson stating that she is withdrawing her request to sub in the Northfield Public Schools. Her request will be honored and no action will be taken at the Board's January 25, 2016 meeting.)
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Site Improvement Plans.

Iverson commended staff on their ambitious plans and fantastic strategies. She appreciated the hard work that went into the preparation of the plans.

On a motion by Iverson, seconded by Maple, the Board unanimously approved the seven site improvement plans submitted by building or program staffs for the 2015-16 school year.

2. Board Member Resignation.

Board members offered their personal thanks to Anne Maple for her exemplary service on the School Board since 2008. Then, on a motion by Stratmoen, seconded by Iverson, the Board regrettably unanimously accepted the resignation of Anne Maple from the Northfield Board of Education effective January 12, 2016.

3. Process for Filling the Vacancy on the School Board when there is Less than One Year Left in the Term.

Superintendent Richardson reviewed the statutory requirements for filling a vacancy on the School Board when there is less than one year left in the term.

Board Chair Julie Pritchard then presented her recommended process for filling the vacancy on the Northfield Board of Education created by Anne Maple's resignation. Pritchard recommended an open application process. Interested individuals will complete an application with three basic questions: why do you want to serve on the School Board; what is your experience relative to the Northfield School District; and what is your experience working within a group or board-type setting.

Timeline:

- January 12, 2016: Vacancy, process for filling the vacancy and application posted on the District's website. Local media alerted.
- February 1, 2016: Applications due.
- February 2-8, 2016: A subcommittee of three School Board members will review the applications and make a recommendation to the full Board at its February 8, 2016 meeting. Board Chair Pritchard asked that Board members interested in serving on the subcommittee contact her.
- February 8, 2016: Prior to the February 8, 2016, Regular School Board meeting, a public hearing will be held to hear public testimony from persons residing in the Northfield School District relating to the qualifications of prospective appointees to fill the School Board vacancy.
- February 8, 2016: At the Regular School Board meeting, the Board will appoint a person to serve out the remainder of Anne Maple's term, February 8, 2016 – December 31, 2016.

On a motion by Colangelo, seconded by Hardy the Board unanimously approved the process for filling the vacancy on the Northfield Board of Education 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. Grant Application to the MN State High School League (MSHSL) Foundation.

The Board approved a \$5,000.00 grant request to the MSHSL Foundation to be used as core funding for the RALIE and Life of an Athlete (LOA) programs.

2. Financial Reports – November 2015.

The Board approved 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.
 11. Christina Schwietz, PLUS Club Leader at Greenvale Park Elementary for up to 4 hours/week beginning 01/14/2016 – 05/18/2016; \$19.50/hour.
- 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.
 10. Cindy Keogh, KidVentures Site Assistant at Bridgewater (23.5 hours/week); GenEd EA-Supv. at BW (10 hours/week); add CS Recreation Supervision up to 4 hours/week beginning 01/10/2016 – 05/31/2016; \$14.75/hour.

11. Jed McGuire, Assistant Boys Baseball Coach (Hourly), change to Assistant Boys Baseball Coach (9th Grade) at the High School beginning 03/21/2016 – 06/17/2016; Level F, Step 2.
12. Diane Torbenson, RTI Coach at GVP, add Targeted Services PLUS Teacher at GVP for 1.25 hours/day (M-Th) beginning 01/11/2016 – 05/18/2016; Year 3, \$27.11/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.

This item was moved to Item #3 under Items for Discussion and / or Reports.

4. Student Activity Account – Softball Team.

The Board approved designating up to \$1000 (includes salary and any benefits) from the Softball Team's student activity account to pay for an additional coach. The rate of pay will be \$14 per hour. The Softball Team fundraised so that this coach could be secured.

This would be for the 2015-2016 school year only.

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

VIII. Items for Information

1. Hwy 246 Update.

Superintendent Richardson provided 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, such as speed limits, proposed crossings and crossing guards, and future busing for walking area students 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.

4. Educational Assistant Recognition Week – January 11-15, 2016.

This week has been designated as Educational Assistant Recognition Week. Educational Assistants provide services in multiple settings within schools, including support for instruction and individual students, student activities, and numerous tasks that contribute to educational success. The support and services provided by educational assistants are integral to improving student achievement and increasing the effectiveness of Minnesota schools. Buildings are recognizing the contributions of educational assistants this week.

5. Special School Board Meeting, Thursday, January 14, 2016, 7:00 PM, High School Media Center to consider and take action on the administrative recommendation to expel a student.

IX. Future Meetings

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

X. On a motion by Quinnell, seconded by Maple, the Board adjourned at 9:50 PM.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

Minutes of the Special Board Meeting
January 14, 2016
Northfield High School Media Center

I. Call to Order

Board Chair Julie Pritchard called the Special meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 PM. The purpose of the Special Board Meeting was to consider and take action on the proposed administrative recommendation to expel a student.

Present: Colangelo, Hardy, Iverson, Pritchard, and Quinnell. Stratmoen was absent; Maple resigned effective January 12, 2016.

II. Closed Session for Consideration of Educational Data in Connection with a Proposed Student Expulsion

On a motion by Iverson, seconded by Quinnell, the Board unanimously approved moving into a closed session in the Northfield High School Conference Room for consideration of educational data in connection with a proposed student expulsion.

On a motion by Colangelo, seconded by Quinnell, at 11:30 PM the Board unanimously approved ending the closed session and opened the meeting to act on the proposed Resolution regarding a student expulsion.

III. Resolution Regarding the Proposed Expulsion of a Student

WHEREAS, the Administration served a student and the student's parent with written notice that the Administration was proposing to expel the student pursuant to the Minnesota Pupil Fair Dismissal Act;

WHEREAS, a fair and impartial hearing on the proposed expulsion of the student was held before an independent hearing officer beginning at approximately 1:30 p.m. on January 12, 2016, in the Northfield Public School District Conference Room, located at 1400 Division Street South, Northfield, Minnesota;

WHEREAS, the independent hearing officer has issued findings of fact, conclusions, and a recommendation regarding the proposed expulsion;

WHEREAS, the School Board has reviewed the independent hearing officer's findings of fact, conclusions, and recommendation; and

WHEREAS, the written notice of proposed expulsion, the name of the student proposed for expulsion, and the independent hearing officer's findings, conclusions, and recommendation are classified as private educational data under the Minnesota Government Data Practices Act;

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 659 as follows:
The School Board hereby does not expel the student from the schools of Independent School District No. 659 for the remainder of the 2015-2016 school year. The student is free to return to Northfield High School on Friday, January 15, 2016.

The motion for the adoption of this Resolution was duly made by Iverson and seconded by Quinnell and on a roll call vote the following voted in favor of the Resolution: Margaret Colangelo, Rob Hardy and Ellen Iverson

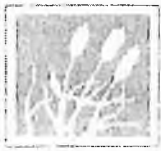
And the following voted against this Resolution: Jeff Quinnell and Julie Pritchard

Whereupon this resolution was declared duly passed and adopted.

IV. Adjournment

On a motion by Quinnell, seconded by Iverson, the Board adjourned at 11:37 PM.

Noel Stratmoen
Clerk



PRAIRIE CREEK
COMMUNITY SCHOOL

Northfield Charter Schools

Data Sheet

Academic Goals

Math

The number of PCCS students in grades 4 and 5 attaining "medium" or "high" levels of growth, as measured by the Spring MCA III in Math Assessment will meet or exceed 74%.

PCCS NWEA MAP Goal for 2015 - 2016: 50% of students in grades 1 - 5 will meet targeted rate of growth in math, as measured by the NWEA MAP Math assessment, from fall 2015 to fall 2016.

Reading

The number of PCCS students in grades 4 and 5 attaining "medium" or "high" levels of growth, as measured by the Spring MCA III Reading Assessment will meet or exceed 74%.

Growth goals for literacy in grades K - 3 are established by teaching teams using the Fountas and Pinnell reading program.

Non-Academic Goals

Teacher Evaluation

PCCS will develop a *Progressive Educators' Characteristics List* to guide annual teacher professional goal development and teacher the evaluations PCCS will develop and pilot a new Peer Coaching model.

PCCS will develop a survey to measure and review student engagement in our learning environment at each developmental stage.

Race and Diversity

The Professional Development Committee Structure, will plan and implement sessions for faculty on the topic of Race and Diversity.

- A faculty book club: Debbie Irving's *Waking Up White*
- Presentation / multi-cultural education training with Anita Chikkatur, Carleton College Education Professor
- Director and teacher leaders to attend the Progressive Educators' Network *Equity, Access and Activism Conference* in Fall of 2015

Student Conversation Skills

Faculty will engage in professional development to review literature on student discourse in the learning environment.

PCCS Highlights / New Initiatives

Prairie Creek History Book

As an outreach initiative, Prairie Creek is actively working to share best progressive education practices. A history of the school *Learning to Make the World a Better Place*, documenting the school's 32 years as an innovative progressive school, was recently published.

The Arts

Colleen Riley, ceramic artist, is this year's artist in residence.

All of the children will work with her to create pottery stacks that will be placed as permanent sculptures on the school grounds.

Visual art teacher Angie working with children during the residency



Prairie Creek

Community School Mission

PCCS is a community school.

PCCS is a child-centered school.

PCCS is a progressive school.

PCCS aims to make the world a better place.

Minnesota Comprehensive Assessments

2015 MCA Scores

	2013	2014	2015
PCCS Reading	65.5%	63.7%	70.0%
State Reading	57.8%	59.8%	60.6%

PCCS Math	63.6%	53.8%	66.7%
State Math	62.6%	61.9%	61.6%

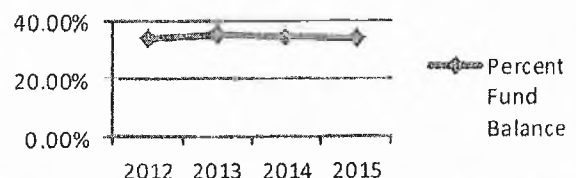
PCCS Science	71.4%	63.3%	80.6%
State Science	59.7%	54.5%	60.2%

MCA Assessment—Medium or High Growth	2013-2014	2014-2015
PCCS		
Reading	87.7%	83.1%
Math	71.40%	88.1%
State of Minnesota		
Reading	72.10%	83.2%
Math	73.90%	80.4%

Finance Update

Prairie Creek continues to maintain a healthy fund balance reserve, finishing FY15 with a fund balance of \$609,035 (33.7% of annual expenditures).

Percent Fund Balance



Arcadia Charter School Mission

It is the mission of Arcadia Charter School to prepare our students to transition intellectually, emotionally, and ethically to higher education and future employment. Arcadia envisions a learning community that encourages and assists students to:

- Express themselves artistically
- Use technology responsibly, creatively, and with innovation
- Develop critical thinking and creative problem solving skills
- Construct knowledge and meaning for themselves
- Understand and strive for wellness of their whole person
- Recognize and act upon their responsibilities as local citizens within our global context
- Achieve proficiency in project-based learning

Arcadia Highlights

Community Partnerships

Arcadia continues to grow our community partnerships in the areas of student learning support. Saint Olaf and Carleton students provide homework help after school every Tuesday and Thursday. This also includes



Faculty members at both colleges supporting both our World Language classes and our Computer Coding classes. Numerous community members act as mentors to our many student projects.

May Term

Arcadia uses many strategies to engage our students but none are more popular than our May Term. May Term is our version of a college J-Term, during which students choose one area of study and focus on that in an all-day or half-day course for the last 2 1/2 to 3 weeks of school. This is the time of the year when we work in longer trips and a lot of experiential education in the outdoors. May Term allows students to close the regular school year feeling engaged and reinvigorated.

Minnesota Comprehensive Assessments

2015 MCA Scores

	2013	2014	2015
Arcadia Reading	69.3%	63.7%	62.9%
State Reading	58.7%	59.8%	59.5%

Arcadia Math	43.1%	44.1%	52.8%
State Math	60.2%	60.5%	60.2%

Arcadia Science	44.4%	51.5%	55.6%
State Science	51.4%	53.4%	53.4%

• All scores are based on October 1st enrollment data.

School Wide MCA Goals

Through the Q-Comp program the school calculated a goal for MCA math and reading through 2017.

By 2017, 85.95% of students will score proficient or better on the MCA-III reading test. With a goal of 75.41% proficient in 2015.

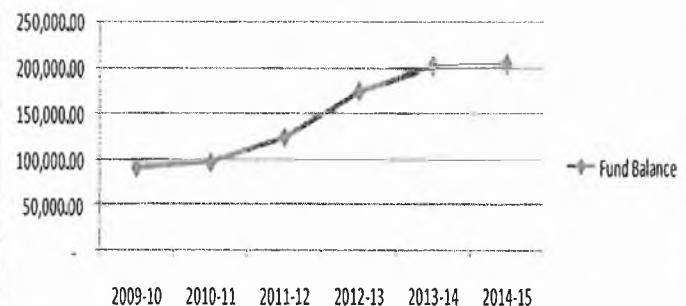
By 2017, 71.75% of students in grades 6,7,8 will score proficient or better on the MCA test for mathematics. With a goal of 57.5% proficient in 2015.

By 2017, 70.0% of students in grade 11 will score proficient or better on the MCA test for mathematics. With a goal of 55.0% proficient in 2015

Finance Update

The school budgeted more aggressively in FY15 at a projected enrollment of 122 students. The end of year enrollment data limited the increase to the fund balance by only \$1,016 in FY15. The school did not meet it's fund balance goal of 2% of revenues based on the 2014-15 school budget. However, contributed positively to the general

Fund Balance



Financial Forecast and Budget Plan | 2016-2017 Narrative

Val Mertesdorf, Director of Finance

Financial Forecast

The financial forecast is based on the information that we know along with a set of assumptions for the next several years. We ended fiscal year 2015 in an unexpectedly positive manner. We were able to increase the total fund balance by roughly \$900,000. Fiscal year 2015 had revenue of \$45.9M and expenditures of \$45.0M.

Enrollment drives over 70% of our total revenue. Our enrollment has been steady the last several years. For 2015-16 we are projecting increased enrollment. In 2016-17 and beyond our enrollment projection shows a slight increase each year until fiscal year 2019-20. We recognize this trend does not align at this point with the 2014 demographic study, but it is our current reality.

In December, the Board approved the revised General Fund budget for 2015-16 which projects revenues of \$47.1M and expenditures of \$47.2M. This is a 0.3% deficit or approximately \$155,000. 78% of our total expenditures are for salaries and benefits. We are a “people business.”

What we don’t know is our future enrollment, the amount of state aid provided by the legislature and the amount of contract settlements. We utilize current information, professional judgment, and historical trends to develop budget assumptions.

2016-17 Revenue Assumptions:

- Enrollment will increase slightly over the next several years. While this not consistent with the demographic study, we do have more students currently.
- 2% increase in basic general education revenue formula in 2016-17 (second year of the biennium)
- 0.5% increase in basic general education revenue formula years following 2016-17
- Referendum inflationary increases
- 4% increase in special education funding – rate factor written in statute
- Included new Long-Term Facilities Maintenance Revenue

2016-17 Expenditure Assumptions::

- Salaries and Benefits will average 5.0% increase across all employee groups
- 5% increase in health insurance due to increased participation
- 2% for purchased services
- Non-salary items will be increased 1% based on historical data

We project aggregate revenue to increase by 2.4% and aggregate expenditures to increase by 4.8%. We anticipate revenues of \$48.4M and expenditures of \$49.8M for 2016-17. The District plans to use a portion of the unassigned fund balance to cover this deficit. We project to end the 2016-17 school year with an 18.5% fund balance.

The state has consistently underfunded schools by legislating increases less than inflation or by providing new revenue tied to specific programs. The legislature provided districts’ with a 2% increase in each year of the current biennium after significant pressure from the education community and advocates. We do not know what to expect in the next biennium.

We have said for the last few years we were building our fund balance to protect the District’s program from continued lack of adequate and predictable state funding. Our stewardship allows deficit spending for two years, providing adequate time to consider and enact budget adjustments. While we have presented similar forecasts over the past few years projecting budget deficits two years out, it is important to remember that the vast majority of this information is an estimate. We currently have a 23.2% unassigned fund balance, well above the 16% board goal. The District is financially sound. We pride ourselves in being conservative and realistic. We want to make decisions proactively so we can make the right decisions for our students, faculty and community. There are many decision points before this type of forecast would become reality. The forecast is intended as a tool for creating awareness and provide information to be considered in our decision making process.



Financial Forecast and Budget Plan 2016-17

Discussion Items

- What we know
- Enrollment Projections
- Financial Assumptions
- Summary of 16-17 Budget Parameters
- Budget Presentation Timeline

What we know...

- We increased the fund balance by \$917k. The unassigned fund balance increased \$218k
- Enrollment drives over 70% of our total revenue
- 78% of our expenditures are for salaries and benefits
- The 15-16 revised budget has revenues of \$47.1M and expenditures of \$47.2M. A deficit projection of 0.3% or approximately \$155k

Enrollment Projections

Adjusted Pupil Units (APU)							
	Pre-K	KG	1-3	4-6	7-12	Total	APU
2014-15	24.5	266.4	816.0	862.9	1,899.5	3,869.3	4,249.2
2015-16	24.5	251.3	828.9	853.7	1,929.5	3,887.9	4,273.8
2016-17	23.8	243.4	820.4	870.3	1,972.7	3,930.6	4,325.1
2017-18	23.2	237.2	819.5	886.1	1,983.3	3,949.3	4,346.0
2018-19	22.1	226.9	807.4	895.9	2,016.4	3,968.7	4,372.0
2019-20	21.3	218.3	780.5	885.5	1,997.6	3,903.2	4,302.7

Financial Assumptions

- Unassigned fund balance minimum set at 16% of total general fund expenditures
- Moved \$580k assigned for self-insurance to unassigned in 2015-16
- Revenue Assumptions
 - 2% increase in basic formula revenue for each year of the biennium beginning in 15-16; .5% after that
 - Referendum inflationary increase applied – estimate 1%
 - 4% increase in special education funding each year
 - New Long-Term Facilities Maintenance Revenue
 - Aggregate increase of 2.4%

Financial Assumptions cont.

- Expenditure Assumptions
 - Salaries and Benefits: average for all employee groups is 5.0%
 - 5% increase in health insurance due to increased participation each year
 - 2% increase for purchased services
 - Non-Salary: average increase of 1%
 - Aggregate increase for 16-17 = 4.8%

	Actual	Budget	Projected	Projected	Projected
Definitions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Revenue	\$45,972,783	\$47,073,165	\$48,383,720	\$49,034,600	\$49,983,739
Expenditures	\$45,055,192	\$47,227,693	\$49,844,271	\$52,147,257	\$54,206,257
Revenue Over (Under) Expenditures	\$917,591	(\$154,528)	(\$1,460,550)	(\$3,112,657)	(\$4,222,518)
Fund Balance	\$15,869,166	\$15,714,638	\$14,254,088	\$11,141,431	\$6,918,913
Assigned Fund Balance	\$5,422,618	\$4,812,938	\$5,025,892	\$5,015,492	\$5,005,092
Unassigned Fund Balance	\$10,446,548	\$10,901,700	\$9,228,196	\$6,125,939	\$1,913,821
Percent Unassigned	23.2%	23.1%	18.5%	11.7%	3.5%
Unassigned Target Fd Bal. Percent	16.0%	16.0%	16.0%	16.0%	16.0%
Minimum Unassigned Fund Balance	\$7,208,831	\$7,556,431	\$7,975,083	\$8,343,561	\$8,673,001
Fund Balance Over (Under) Target	\$3,237,717	\$3,345,269	\$1,253,113	(\$2,217,622)	(\$6,759,180)

2016-17 BUDGET DEVELOPMENT CALENDAR

Feb 8	• School Board adopts resolution requiring the administration to make recommendations for additions and reductions in programs and adding or discontinuing positions
April 11	• School Board adopts, if needed, resolutions relating to program and staffing changes for 2016-17
April 25	• Debt Service, Trust Fund and Child Nutrition Budgets
May 9	• School Board adopts individual resolutions of termination and non-renewal of probationary licensed staff • Internal Service Fund, Operating Capital/Health and Safety, and Community Services Budgets
May 23	• General Fund Budget
June 13	• School Board adopts the 2016-17 Proposed Budget – All Funds

Grant Application Approval Form

January 15, 2016

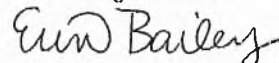
Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with a copy of the completed grant proposal. All proposals must:

- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

Grant Proposal Information	
Project Title	Greenvale Park Community School
Project Period	From: January 2016 To: September 2016
Funding Source	Statewide Health Improvement Program (SHIP)
Application Deadline	January 20, 2016
List all Grant Applicants	Northfield Public Schools
School/Department	Northfield Community Services
Contact Person	Erin Bailey Phone No. 507-664-3652
Project Information	
Brief Proposal Description	As we have learned over the past year and a half, food scarcity and access to healthy food are major concerns and issues for many families, especially those who participate in afterschool and evening programming at the Community School. Staff and program partners of the Community School have worked to bridge gaps in food systems by providing a snack for afterschool and evening program participants. In addition, through the Carleton College Food Recovery Network, we have distributed food not served in the Carleton College dining halls at the Greenvale Park Community School. Through the SHIP grant, the Greenvale Park Community School would like to purchase an additional cooler to provide food storage for healthy snacks for the afterschool and evening participants. In addition, we would like to purchase signage to help families understand the Carleton College Food Recovery Network and the food that is available.
Project Goal (in one Sentence)	Increase healthy food infrastructure
List All Personnel Involved in Application	Erin Bailey
Budget Information	
Amount Requested	\$2,999.00
Matching Funds	\$500.00
Source of Matching Funds	\$500 Northfield Public Schools Community Services Division

Required Documents Attached: ☐ Completed Application ☐ Rough Draft ☐ Summary of Application


Project Initiator Signature


Building Principal or District Administrator
Signature

☐ Approved by the School Board ☐ Not Approved by the School Board Date _____

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 13th day of Jan., 2016, 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

\$6000 for leveled Books & Book Sets

\$1000 for iPad apps

\$7000

2015-16

Walk-A-Thon funds

Sibley PTO - Pasha Qnaas
Donor

Approved by resolution of the School Board on the ____ day of ____, 20__.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

**Designation of a MSHSL Member School's
Designated School Representative and Designated School Board Representative**

The MSHSL Constitution requires that "...each member school shall designate two (2) representatives who are authorized to vote for the member school..." "One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school."

In order to identify the appropriate voter(s) for each member high school, please complete the information below. If your school district has multiple high schools for which your school board is responsible, please duplicate this sheet and submit it representing each high school.

Northfield High School
Name of High School

The school board of ISD 659 OR _____ affirms
Name of School

the following to be accurate and adopted at an official school board meeting on January 25,
2016.

PLEASE PRINT

Tom Graupmann
Name: Designated School Representative
tgraupmann@northfieldschools.org
Email Address
507-663-0632
Telephone Number

Jeff Quinnell
Name: Designated School Board Representative
jquinnell@northfieldschools.org
Email Address
612-875-1300
Telephone Number

Signature School Superintendent/Head of School
L. Chris Richardson

Signature Clerk/Secretary- Local Governing Board
Noel Stratmoen

When the above information has been completed, please email the form(s) to the MSHSL office at info@mshsl.org, mail to: Constitutional Amendment, 2100 Freeway Boulevard, Brooklyn Center, MN 55430, or send via fax to 763-569-0499.

PLEASE SUBMIT THE INFORMATION NO LATER THAN MARCH 4, 2016.

808 KEY ACCESS CONTROL POLICY TO BUILDINGS AND SITES

I. GENERAL STATEMENT OF POLICY

The purpose of this policy is to ensure the safety of all District Students, Staff and Visitors along with ensuring the security of the Buildings. This policy shall govern the issuance, surrender and replacement of both metal keys and identification badges which function as electronic keys. This document will refer to “**key(s)**” as both metal keys and electronic identification badge access cards.

II. STAFF IDENTIFICATION BADGE CARDS

The School District shall require Permanent School Employees, Substitute Employees and Volunteers/Visitors to wear appropriate identification as described in the procedures to accompany Policy 808.

III. STAFF BUILDING METAL KEYS

The School District shall issue Permanent School Employees, Substitute Employees metal keys to the buildings as outlined in Procedures to Policy 808.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Cross References: Policy 903 and Procedures - Visitors to School District Buildings and Sites

Policy 808 – Key Access Control to Buildings and Sites
Adopted:

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota