

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, May 23, 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 residents of the Northfield 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 themselves and the group they represent, if any. Please state your reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments.

The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
 1. District Educational Program Advisory Committee (DEPAC) Goals for 2016-2017.
 2. 2016-2017 General Fund Budget.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Proposed 2016-2017 Capital and Facilities Budget.
 2. Positive Attention and Learning Support Staffing.
 3. Caseload/Workload for Special Education Teachers – Clerical Support.
 4. School Board Policy 560, Memorials.
 - B. Items for Consent Grouping
 1. District Youth Council Membership.
 2. Personnel Items.
- VIII. Items for Information
 1. New Superintendent Evaluation Process.
 2. July 2016 – June 2017 School Board Meeting Schedule.
 3. Upcoming Dates:
 - Retirement Celebrations for Dr. Richardson
Tuesday, May 31: 5 to 8 PM (Program at 6 PM) for the Community and School District Staff
Weitz Center for Creativity (320 Third Street East)
 - Wednesday, June 1: 3:30 to 5 PM (Program at 4 PM) for School District Staff
Northfield High School Upper Cafeteria
 - Area Learning Center Graduation
Thursday, June 2: 7:00 PM, High School Auditorium
 - High School Graduation
Sunday, June 5: 2:00 PM, Memorial Field
- IX. Future Meetings

Monday, June 13, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, July 11, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, May 23, 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 May 23, 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 meeting held on May 9, 2016, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. District Educational Program Advisory Committee (DEPAC) Goals for 2016-2017.
Kyle Wilkomm, Chair of the District Educational Program Advisory Council (DEPAC), will share with the Board the recommended goals that were developed by this committee of community members, parents, teachers, and administrators. A student representative will be added for the 2016-17 school year to comply with the World's Best Workforce requirements. DEPAC met six times during the 2015-16 school year. DEPAC's responsibilities include reviewing district data and information and crafting broad district-wide goals. Those goals are then presented to the School Board for consideration and action. The DEPAC goals are used to guide buildings and PLCs as they write their SMART goals.
 2. 2016-2017 General Fund Budget.
The General Fund budget will be presented by Val Mertesdorf, Director of Finance. Included in the Board materials are the assumptions and parameters for revenues and expenditures used for development of this budget. No action is required on the budget until June 13, 2016.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Proposed 2016-2017 Capital and Facilities Budget.
Information was presented for the 2016-17 budget at the May 9, 2016, Board meeting. The Board is asked to approve the following Revenue and Expenditure budget:

	<u>Revenues</u>	<u>Expenditures</u>
Capital & Facilities Budget	\$2,650,111	\$2,542,450
 2. Superintendent's Recommendation: Motion to approve the proposed 2016-17 Capital and Facilities Budget.
 2. Positive Attention and Learning Support Staffing.
Elements of this proposal were presented to the Board at its May 9th meeting by the three elementary principals with the understanding that a more detailed proposal, including costing and funding sources, would be provided at the May 23, 2016, Board meeting. The focus of this proposal is to address the social, emotional and behavioral needs of our elementary regular education students in response to a significant increase in these needs over the last several years. The full proposal, including Background, Purpose, Funding Proposal and Evaluation, is provided in the Board packet.

Superintendent's Recommendation: Motion to approve the hiring of 3.0 FTE Positive Attention and Learning Support (PALS) staff for the 2016-17 school year using the funding approach provided in the program proposal.

3. Caseload/Workload for Special Education Teachers – Clerical Support.

This proposal was presented to the Board at its May 9th meeting by Director of Special Services Cheryl Hall. It is the first step in addressing special education workload issues through the implementation of a clerical support model that would remove the logistical requirements for scheduling and coordinating the variety of IEP and case management meetings from teachers and allow teachers more time for working with students and staff. The proposal provides for the hiring of three clerical support staff for a 1-year pilot to determine the effectiveness of this model. Funding would come from the General Fund so that if this pilot does not prove to be effective, maintenance of effort rules would not apply.

Superintendent's Recommendation: Motion to approve the hiring of 3.0 FTE Due Process Clerical support staff for a 1-year pilot. These positions will be funded through the General Fund for the pilot year.

4. School Board Policy 560, Memorials.

This proposed policy was given to the Board for first reading on May 9th. It includes guidance for responding to the unfortunate loss of a member of the school community. The intent of the policy is to provide clarity of process for administrators to follow during these very difficult circumstances. While the Board does not approve procedures, the suggested change to the procedures that was given on May 9th has been made.

Superintendent's Recommendation: Motion to approve School Board Policy 560, Memorials, as presented.

B. Items for Consent Grouping

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

1. District Youth Council Membership.

The following students are being recommended to serve on the District Youth Council during the 2016-2017 school year:

Rising Seniors: Abby Andrade Flores*, Sophie Bernstorff*, Max Heil*, Lars Ripley*, Linda Rosas Balvin*, Gabi Estrada, Gage Hofstad, Dylan Roney, and Benjamin Mohlke.

Rising Juniors: Lexi Dougherty*, Lawson Wheatley*, Berit Hendel, and Alida Dice.

Rising Sophomores: Sam Temple*, Ethan Schaffer and Eyely Baker.

* Denotes current District Youth Council member.

2. Personnel Items.

a. Appointments.*

1. Correction: Kelley Foehrkolb, 1.0 FTE ASD Behavior Consultant for the Northfield District & CVSEC beginning 07/01/2016; change from MA15, Step 13 to MA 30, Step 14 (additional transcripts received).
2. Annette Armstrong, SpecEd Educational Assistant-PCA for 7 hours/day at the Cannon Valley Special Education Cooperative Focus Program (Faribault site) beginning 08/29/2016; Step 6, \$15.95/hour.**
3. Taryn Atchison, TS Summer PLUS Teacher at Bridgewater for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 6, \$27.73/hour.
4. Sierra Barck, Temporary TS Summer PLUS Student Site Assistant at Bridgewater for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$9.00/hour.
5. Josh Corbin, Community Services Summer Recreation Intern for CS beginning 05/18/2016 - 8/26/2016; \$13.08/hour.

6. Catherine Craft, Temporary KidVentures Site Assistant at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016; \$12.19/hour.
 7. Molly Ericksen, 1.0 FTE School Psychologist at Bridgewater beginning 08/29/2016; MA60, Step 11 (2016-17).
 8. Melanie Feldhake, Temporary KidVentures Site Assistant at Sibley for 24 hours/week beginning 06/09/2016 – 09/02/2016; \$12.19/hour.
 9. Margaret Goldade, 1.0 FTE ECSE Teacher at Longfellow beginning 08/29/2016; MA, Step 3.
 10. Leah Grisim, Temporary KidVentures Site Assistant at Sibley for 25 hours/week beginning 06/09/2016 – 09/02/2016; \$12.19/hour.
 11. Alex Hansen, Temporary KidVentures Site Assistant at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016; \$12.19/hour.
 12. Sophia Nevin, CS Recreation Staff beginning 05/17/2016 – 08/31/2016 (Aquatics Instructor \$9.00/hour; Aquatics Supervisor \$10.00/hour; Lifeguard \$9.50/hour.)
 13. Joy Serie-Amunrud, Summer PLUS Club Leader at Bridgewater for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$19.50/hour.
 14. Tonja Trump, Long-Term Substitute Special Education Educational Assistant-PCA at the High School for 6.75 hours/day beginning 05/18/2016 – 06/08/2016; Step 5, \$15.51/hour. **
 15. Tonja Trump, SpecEd Educational Assistant-PCA for 6.5 hours/day at the Cannon Valley Special Education Cooperative STEP program (Faribault site) beginning 08/29/2016; Step 5, \$15.51/hour. **
 16. Kari Winter, 1.0 FTE ECSE Teacher at Longfellow beginning 08/29/2016; MA, Step 14 (2016-17).
 17. Event Workers – beginning 05/17/2016: Emma Vinella-Brusher, Evan Olawsky, Antonia Piergies and Emma Grizansio.
- b. Increase/Decrease/Change in Assignment.
1. Kathryn Budig, Child Nutrition Associate II at the HS (5.5 hours/day), change to Child Nutrition Associate II at the High School for 7.25 hours/day beginning 05/16/2016.
 2. Peggy Fink, 1.0 SLD Teacher at the High School, change to .8 FTE SLD Teacher at the High School beginning 08/29/2016 – 06/06/2017 (for 2016-17 school year).
 3. Mary Harrity Davidson, .5 FTE PE at the MS, .25 FTE PE at the ALC; change to .5 FTE PE at the MS, .33 FTE PE at the ALC beginning 08/31/2015 (from .75 FTE to .83 FTE).
 4. Annie Kruse, B-5 ECSE Teacher, add overload ECSE B-5 at Longfellow beginning 03/29/2015 – 06/01/2016.
 5. SueAnn Lepinski, Child Nutrition Associate I at the HS (3.75 hours/day; \$15.52/hour), change to Child Nutrition Associate II at the High School for 5.5 hours/day; \$16.52/hour beginning 05/16/2016.
 6. Carolyn Manderfeld, Educational Assistant, add TS Summer PLUS Club Leader at Bridgewater Elementary for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$19.50/hour.
 7. Kelli Otting, 1.0 FTE Long-Term Substitute SLD Resource Teacher at Sibley, change to 1.0 FTE SLD Resource Teacher at Sibley beginning 08/29/2016 (ongoing position).
 8. Chris Scoville-Riazi, .5 FTE Art Teacher at the ALC, change to .66 FTE Art Teacher at the ALC beginning 08/31/2016.
 9. Eric Swan McDonald, .5 FTE Science Teacher at the ALC, change to .66 FTE Science Teacher at the ALC beginning 08/31/2016 – 06/08/2016. (1.0 FTE total for 2016-17).
- c. Leave of Absence.
1. Justina David, Family/Medical Leave of Absence beginning on or about 08/15/2016 through 11/04/2016. Her estimated return to work date will be 11/07/2016.
- d. Resignations and Retirement.
1. Deirdre Andrie, Educational Assistant (CVSEC), declined position 5/11/2016.
 2. Melissa Bernhard, Co-Head Gymnastics Coach, resignation effective 5/10/2016.

3. Paul Bernhard, Co-Head Gymnastics Coach, resignation effective 4/29/2016.
4. Lianne Deanovic, Educational Assistant, resignation effective 06/01/2016.
5. Bonnie Klamm, Educational Assistant, retirement effective 06/08/2016.
6. Cheyenne Lax, ECFE Teacher/Parent Educator, resignation effective 07/15/2016.
7. Sara Line, Early Childhood Coordinator, resignation effective 06/30/2016.
8. Deb Seitz, Boys & Girls Swimming & Diving Coach, resignation effective 05/10/2016.
9. Angela Sletten, Educational Assistant, resignation effective 06/08/2016.

e. Advancement of Third Year Probationary to Tenure Status for 2016-17

Kelli Otting

Advancement of First Year Probationary to Second Year Probationary for 2016-17

Nicole Gill

* Conditional offers of employment are subject to successful completion of a criminal background check and pre-work screening (if applicable)

**Hourly rate of pay is subject to change upon settlement of 2016-2018 EA employee agreement

VIII. Items for Information

1. New Superintendent Evaluation Process.

2. July 2016 – June 2017 School Board Meeting Schedule.

3. Upcoming Dates:

Retirement Celebrations for Dr. Richardson.

Community and School District Staff:

Tuesday, May 31 – 5 to 8 PM; Program at 6 PM, Weitz Center (3rd St E)

School District Staff:

Wednesday, June 1 – 3:30 to 5 PM; Program at 4 PM, Northfield High School Upper Cafeteria

Area Learning Center Graduation

Thursday, June 2: 7:00 PM, High School Auditorium

High School Graduation

Sunday, June 5: 2:00 PM, Memorial Field

IX. Future Meetings

Monday, June 13, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

Monday, July 11, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

May 9, 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 7:00 PM. Present: Bogott, Colangelo, Hardy, Iverson, Pritchard, Quinnell and Stratmoen.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was none.
- IV. Approval of Minutes
On a motion by Colangelo, seconded by Bogott, minutes of the Regular School Board meeting held on April 25, 2016, were unanimously approved.
- V. Announcements and Recognitions
 - Youthprise announced a 3-year grant totaling \$579,000 to "Tri-City Bridges to the Future", which is a new collaborative in Northfield, Faribault and Red Wing, including the MN Correctional Facility in Red Wing. The initiative will offer career pathways approaches for 85 youth ages 14-24 in the three cities who are in foster care, involved in the juvenile system, homeless or disconnected from school and work. HCI will serve as the convener and backbone organization for the coalition. Lead partners in the project include Northfield and Faribault Public Schools, Rice County Family Services Collaborative, Workforce Development, Riverland and South Central Community Colleges, MN State College –Southeast Technical and more than 20 local businesses and community organizations.
 - Wednesday, May 11th is National School Nurse day. We have an excellent nursing staff.
 - On Wednesday, April 20, Work Experience Coordinator Joe Jorgensen took five students from the high school Work Based Learning program and one student from the STEP work program to Austin to participate in a Work Skills Challenge Day. The students completed job interviews, applications, and a general work knowledge test and were ranked on their performance in each area. Three of our high school students placed in the top 3 in one or more areas.
 - Northfield Public Schools received a grant from the Minnesota Department of Education titled "Implementing Multi-tiered Systems of Support with Fidelity Federal Grant Opportunity." The grant is for \$30,000 for next year. The purposes of the grant are to analyze reading instruction at the three elementary schools to determine strengths and weaknesses of the reading program and to create an action plan to improve discovered weak areas.
- VI. Items for Discussion and / or Reports
 1. Thought Exchange Discovery Step – Facilities.
Stakeholder Engagement Facilitator Jen Reilly joined the Board meeting via video conference and presented an overview of the 'Discovery' Step regarding facilities. 584 people participated in the discovery step generating 942 thoughts regarding two approaches that were presented. In Approach A, work done on each building is independent of the work done on other buildings. In Approach B, work done on one building will impact the work done on other buildings. The overall response seemed to favor Approach B with new buildings and additions and remodeling as well as addressing traffic issues. There were many questions about how either of the approaches would be funded and how the community would respond to the costs of multiple projects.
 2. Proposed 2016-2017 Child Nutrition Budget.
Child Nutrition Director Stephany Stromme presented the 2016-17 proposed child nutrition budget of \$2,518,809 in revenues from all sources and \$2,099,604 in expenditures. This current school year for normal priced meals there has been a 9% increase in breakfast participation and a 10% increase in lunch participation. No Board action was required by the Board at this meeting.

3. Proposed 2016-2017 Budgets:

Capital and Internal Service Fund Budgets

Director of Finance Val Mertesdorf presented the proposed 2016-17 Capital budget. This budget is part of the District's General Fund budget, but requires separate accounting and fund balance reserves. A comprehensive preliminary budget for all funds will be presented for approval in June. However, because of the short timeline to complete projects in the summer months before school starts in the fall, the Board will be asked to approve this portion of the budget at the May 23 meeting. She then presented the proposed 2016-17 Proprietary or Internal Service Fund Budget. The purpose of the internal service fund is to record the financial transactions of the District's self-insured health and dental plans. No Board action was required at this meeting.

4. General Fund Budget Preview.

Superintendent Richardson and Superintendent-Elect Dr. Matt Hillmann provided a brief preview of the General Fund Budget issues facing the District as the 2016 Legislative Session draws to a close. Dr. Richardson provided information about the proposed \$55 million in budget cuts and over 100 staff layoffs across the Twin Cities for 2016-17 and reviewed the ongoing impact the Special Education and English Learner shortfalls (cross subsidies) that must be paid for through each district's General Fund. He also discussed the ongoing failure of the Legislature to provide inflationary funding increases and the need for districts to continue to increase operating levies to offset part of funding shortfall. Based on our best projections, Dr. Hillmann shared the impact of potential legislative funding and expenditure decisions on the District's fund balance over the next few years and possible District responses to maintain financial stewardship.

5. Positive Attention and Learning Support Staffing.

Elementary administrators provided the Board with more detailed information on the proposed staffing that would support students, staff and families in addressing social/emotional behavior and mental health issues. Potential costs were also discussed. A proposal will be brought to the May 23rd meeting for the Board's consideration.

6. Caseload/Workload for Special Education Teachers – Clerical Support.

Director of Special Services Cheryl Hall discussed the first step in addressing special education workload issues through the implementation of a clerical support model that would remove the logistical requirements for scheduling and coordinating the variety of IEP and case management meetings from teachers, which would allow teachers more time for working with students and staff. The proposal provides for hiring clerical support staff for a 1-year pilot to determine the effectiveness of this model. Funding would come from the General Fund, so that if this pilot does not prove to be effective, maintenance of effort rules would not apply.

VII. Superintendent's Report

A. Items for Individual Action

1. Required Additional Special Education Teaching Staff.

On a motion by Stratmoen, seconded by Hardy, the Board unanimously approved the hiring of two Early Childhood Special Education Teachers and one K-12 special education teacher For the 2016-17 school year.

B. Items for Consent Grouping

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

1. Personnel Items.

a. Appointments.*

1. Cory Callahan, Spring Weight Room Assistant at the High School beginning 5/6/2016 – 06/08/2016; \$14.75/hour paid from Summer Weight Room General Fund.
2. Sydney Carlson, Temporary Summer PLUS Student Site Assistant at Bridgewater Elementary for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$9.00/hour.

3. Dillon Cathro, Temporary Summer BLAST Site Assistant for up to 6 hours/day (M-Th) at the Middle School/Carleton College beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 4. Hunter Grobe, Temporary Summer PLUS Student Site Assistant at Bridgewater Elementary for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$9.00/hour.
 5. Bergen Hoff, CS Recreation Staff beginning 04/25/2016 – 05/31/2016; Soccer Staff \$9.00/hour, Soccer Supervisor \$10.00/hour, General Rec Staff \$9.00/hour.
 6. Aurora Kubach, 1.0 Special Education Teacher-SLD at the High School beginning 08/29/2016; MA, Step 8.
 7. Catherine Lovrien, .4 FTE School Social Worker at CVSEC-Sun Program (Northfield site) beginning 08/29/2016; BA, Step 0 (pending issuance of MN License).
 8. Jodie Rud, 1.0 FTE Long-Term Substitute Third Grade Teacher at Sibley Elementary beginning 08/29/2016 – 06/06/2017; BA, Step 1 (2016-2017).
- b. Increase/Decrease/Change in Assignment.
1. Correction: David Piper, Special Education Teacher at the Middle School, add Summer Maintenance Worker for the District Building & Grounds for 8 hours/day beginning 06/13/2016 – 08/31/2016; \$13.75/hour. (correction from BW to MS)
 2. Rich Guggisberg, Third Grade Teacher, add Targeted Services Summer PLUS Teacher at Bridgewater for up to 3 hours/day beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
 3. Jamie Moyer, ASD/DCD Special Education Teacher at GVP, change to ASD/SLD Special Education Teacher at Bridgewater beginning 08/29/2016.
 4. Ellen Mucha, One Act Play Director (1/2 stipend), change to One Act Play Director Full Stipend beginning 05/04/2016.
 5. Geoff Staab, Assistant Wrestling Coach, change to Head Wrestling Coach at the HS beginning 04/29/2016; Level A, Step 7.
- c. Leave of Absence.
1. Amanda Tracy, High School Spanish Teacher, .2 FTE Leave of Absence for 2016-2017 school year. Amanda will remain at .6 FTE for the 2016-17 school year.
 2. Kimbra Dimick, Family/Medical Leave of Absence beginning on or about 10/18/2016 and will continue for 12 work weeks.
 3. Katherine Woodstrup, Family/Medical Leave of Absence beginning 05/03/2016 and is anticipated to continue through 05/13/2016.
- d. Resignations / Retirement / Termination.
1. Troy Cohrs, Co-Advisor One Act Plays, resignation effective 03/01/2016.
 2. Shannon Gordon, Dance Team Coach, resignation effective 04/12/2016.
 3. Erica Hubers, Educational Assistant, resignation effective 05/02/2016.
 4. Lorraine Linehan, Child Nutrition Associate, resignation effective 05/13/2016.
 5. Lauren Murtha, Educational Assistant, resignation effective 06/08/2016.
 6. Ryan Pietsch, 7th Grade Football Coach, Assistant Girls Hockey Coach, resignation effective 03/10/2016.
 7. Cynthia Samuelson, Technology Specialist, retirement effective 09/01/2016.
 8. Darrell Sawyer, Assistant Boys Basketball Coach, resignation effective 03/07/2016.
 9. Lillian Schneyer, Temporary Summer BLAST Site Assistant, declined position 5/3/2016.
 10. Ryan Trotman, EarlyVentures Teacher, termination effective 05/02/2016.
- e. Advancement of Licensed Staff to Tenure Status 2016-17
- Swan McDonald, Eric, DeVries, Sara, Bothun, Stefanie, Ackerman, Ann, Malecha, Tiffany, Dimick, Kimbra, Moyer, Jamie, Clarey, Alisha, Timerson, Bridget, Berg-Wall, Matthew, Spitzack, Joshua, Ousley, Paul, Nelson, Karen, Kuehl, Heather, Hebzynski, Kelly, Hanson, Inger, Wacholz, Maren, and Sasse, Anita

Advancement of Licensed Staff to Third Year Probationary Status

Scoville-Riazi, Chris, Schultz, Micah, Nohava-Hall, Erin, Lanza, Suzanne, Faust, Tyler, Phenow, Dustee, Rubin, Anna, Kruse, Angela, Bolton, Susan, Casson, Kathleen, Taylor, Daniel, Brush, Erin, Schlossin, Rachael, Ness, Erica, Sweeney, Allison, and Craft, Kristen

Advancement of Licensed Staff to Second Year Probationary Status

Murry, Taylor, Trotman, Ellen, Hetzel, Sheila, Maley, Carley, Thompson, Kari, Korynta, Marcy, Balow, Tyler, Pfeiffer, Elizabeth, Van Sickle, Sarah, Campbell, Anne, and Rud, Jodie

* Conditional offers of employment are subject to successful completion of a criminal background check and pre-work screening (if applicable)

**Hourly rate of pay is subject to change upon settlement of 2016-2018 I/A employee agreement

VIII. Items for Information

1. School Board Policy 560, Memorials – First Reading.

The proposed policy includes guidance for responding to the unfortunate loss of a member of the school community. The District recognizes such a loss has a great impact on students, staff, and families. The intent of the policy is to provide clarity of process for administrators to follow during these very difficult circumstances. Board members provided feedback. The Board will be asked to take action on Proposed Policy 560, Memorials, at its May 23rd meeting.

2. Enrollment Report – May 2016.

3. Upcoming Dates:

Retirement Celebrations for Dr. Richardson.

Community and School District Staff:

Tuesday, May 31 – 5 to 8 PM; Program at 6 PM, Weitz Center (3rd St E)

School District Staff:

Wednesday, June 1 – 3:30 to 5 PM; Program at 4 PM, Northfield High School Upper Cafeteria

Area Learning Center Graduation

Thursday, June 2: 7:00 PM, High School Auditorium

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IX. Future Meetings

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Monday, June 13, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 10:02 PM.

Noel Stratmoen
School Board Clerk

District Educational Program Advisory Council (DEPAC) Goals 2016-17

Assessment

To support the ongoing measurement of student growth,
Northfield Public Schools will:

- Partner with community agencies that serve students by providing meaningful data support emphasizing key transitions young people make on the "cradle to career" continuum.
- Develop a comprehensive formative assessment framework within each Professional Learning Community.

Student Support Services

To ensure student engagement, connectedness and success, Northfield Public Schools will:

- Implement and evaluate a multi-tiered system of academic and behavioral interventions.
- Integrate practices and services for social emotional learning and children's mental well-being.

Teaching and Learning

To meet the specific needs of all learners and improve student achievement Northfield Public Schools will:

- Develop and implement continuous, accurate, and separate measurements of each student's progress toward academic mastery, work habits, and behavior standards.
- Utilize assessment data to guide programmatic and instructional decisions.
- Collect and implement best practices, collaborate and share successes, challenges and strategies.

2016-17 Proposed Budget

General Fund

Enrollment Projections

Adjusted Pupil Units							
	Pre-K	KG	1-3	4-6	7-12	Total	Weighted
2015-16	24.5	253.4	834.9	862.1	1905.9	3,880.8	4,262.0
2016-17	23.6	243.9	828.3	885.0	1,865.3	3,846.2	4,219.3
2017-18	23.0	237.8	830.7	904.4	1,864.5	3,860.4	4,233.3
2018-19	22.0	227.4	815.4	913.1	1,918.0	3,895.9	4,279.5
2019-20	21.2	218.7	786.6	904.4	1920.1	3,850.9	4,235.0

Revenue Assumptions

- General Education Aid
 - 2% increase in basic revenue
 - Enrollment
- Special Education
 - Change in funding formula
 - Cannon Valley Special Education Cooperative
- Levy
- Local Sources

Revenue

	2013-14	2014-15	2015-16	2016-17
	AUDIT	AUDIT	REVISED	PROPOSED
	RESULTS	RESULTS	BUDGET	BUDGET
PROPERTY TAXES	5,290,057	9,763,250	9,786,010	10,374,684
STATE SOURCES	34,755,108	33,762,653	34,712,420	33,902,571
FEDERAL SOURCES	1,215,595	1,120,740	1,321,189	1,260,364
LOCAL SOURCES	1,269,119	1,326,140	1,253,546	1,151,699
CVSEC	-	-	-	2,500,000
TOTAL	42,529,879	45,972,783	47,073,165	49,189,318

Expenditure Assumptions

- Salaries
- Benefits
- Cannon Valley Special Education Cooperative
- Non-Salary & Other Operational
- Fund Balance Goal = 16% of total expenditures

Expenditures

	2013-14 AUDIT RESULTS	2014-15 AUDIT RESULTS	2015-16 REVISED BUDGET	2016-17 PROPOSED BUDGET
ADMINISTRATION	1,548,532	1,630,917	1,680,354	1,781,075
DISTRICT SUPPORT SERVICES	1,117,381	1,197,606	1,391,939	1,215,591
REGULAR INSTRUCTION	21,317,273	23,367,355	24,243,038	24,945,633
VOCATIONAL INSTRUCTION	204,971	275,187	276,513	283,633
SPECIAL EDUCATION	8,090,448	8,815,903	9,532,668	9,208,538
INSTRUCTIONAL SUPPORT	1,342,272	1,382,598	1,492,062	2,850,183
PUPIL SUPPORT	3,261,921	3,448,280	3,592,619	3,590,217
SITE & BUILDINGS	5,078,695	4,796,315	4,873,500	4,442,007
FISCAL & OTHER FIXED COSTS	139,733	141,031	145,000	145,000
CVSEC	-	-	-	2,500,000
TOTAL	42,101,226	45,055,192	47,227,693	50,961,877

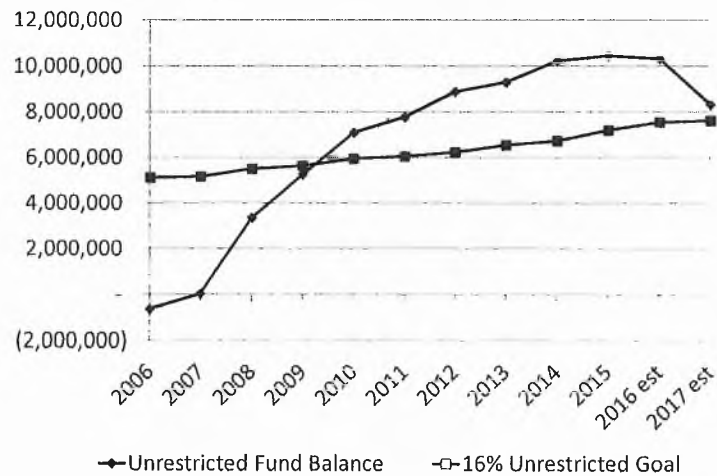
General Fund Summary

	2013-14 AUDIT RESULTS	2014-15 AUDIT RESULTS	2015-16 REVISED BUDGET	2016-17 PROPOSED BUDGET
REVENUE	42,529,879	45,972,783	47,073,165	49,189,318
EXPENDITURES	42,101,226	45,055,192	47,227,693	50,961,877
DIFFERENCE	428,653	917,591	(154,528)	(1,772,559)
BEGINNING FUND BALANCE	14,522,922	14,951,575	15,869,166	15,714,638
ENDING FUND BALANCE	14,951,575	15,869,166	15,714,638	13,942,079
RESTRICTED FUND BALANCE	4,723,657	5,422,617	4,813,337	4,950,601
UNRESTRICTED FUND BALANCE	10,227,918	10,446,549	10,901,301	8,991,478
UNASSIGNED FUND BALANCE %	24.3%	23.2%	23.1%	17.6%

Financial Projection

Definitions	Actual 2014-2015	Budget 2015-2016	Projected 2016-2017	Projected 2017-2018	Projected 2018-2019
Revenue	\$45,972,783	\$47,073,165	\$49,189,318	\$49,781,522	\$50,824,172
Expenditures	\$45,055,192	\$47,227,693	\$50,961,877	\$52,498,511	\$53,999,650
Revenue Over (Under) Expenditures	\$917,591	(\$154,528)	(\$1,772,560)	(\$2,716,989)	(\$3,175,478)
Fund Balance	\$15,869,166	\$15,714,638	\$13,942,078	\$11,225,090	\$8,049,611
Assigned Fund Balance	\$5,422,618	\$4,839,922	\$4,950,602	\$4,994,298	\$5,043,898
Unassigned Fund Balance	\$10,446,548	\$10,874,716	\$8,991,476	\$6,230,792	\$3,005,713
Percent Unassigned	23.2%	23.0%	17.6%	11.9%	5.6%
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	\$8,153,900	\$8,399,762	\$8,639,944
Fund Balance Over (Under) Target	\$3,237,717	\$3,318,285	\$837,576	(\$2,168,970)	(\$5,634,231)

Fund Balance History



Summary

- Deficit budget for 2016-17
- Significant changes due to cooperative
- History of stewardship softens impact
- Exceeded promised made during 2011 operating referendum campaign
- Continued lack of state funding will necessitate reductions for 2017-18

Questions?

- Thanks for your time!

General Fund | 2016-17 Proposed Budget | May 23, 2016
Val Mertesdorf, Director of Finance

Enrollment: Enrollment drives roughly 65% of our total revenue. We have had very steady enrollment historically. With the beginning of the Cannon Valley Special Education Cooperative (CVSEC) we will see a reduction of approximately 30 students in our enrollment because the Northfield students placed there will be claimed by CVSEC for tuition purposes. The state uses our adjusted pupil counts and weights each student based on their grade level. This weighted calculation is called Adjusted Pupil Units or APU. Beginning with the 2014-15 school year the weightings were simplified, Kindergarten through grade 6 earn 1.0 and grades 7-12 earn 1.2. We are planning for 4,219 adjusted pupil units for the 2016-17 school year.

Revenue Assumptions: Last year the legislature authorized a 2% increase on the basic formula for the 2016-17 school year. The basic formula generates approximately 55% of our total revenue. The increase from the legislature will be partially offset by the reduction in enrollment from the students attending CVSEC.

The state made significant changes to the special education funding formula beginning with the 2015-16 school year. While MDE suggested this was supposed to simplify special education it certainly has not. We do believe the new formula will provide more revenue. The general fund budget includes a significant decrease to our special education revenue.

The transition to a cooperative from our joint powers arrangement creates many changes to our budget. The cooperative will charge their expenses through tuition billing which is a negative adjustment on our special education revenue. Our revenue will be lower because of this and our expenditures will also be lower because the cooperative will be operating the program. There is also a separate increase to revenue and expenditures because Northfield is the fiscal host of the cooperative. I am estimating we will incur approximately \$2.5 million dollars in salary and benefit costs that we will bill to the cooperative. This amount is listed as a separate line item for clarity.

Our overall levy certification was down slightly, but the general fund portion increased significantly which provides greater flexibility. Our federal revenue is slightly lower due to the Project Aware grant ending this June. Local sources are lower due to an estimated \$50,000 decrease in medical assistance revenue, because the students who generate the bulk of this revenue will be placed at CVSEC. We are also discontinuing our contract with the State Academies for our autism specialist which is approximately \$30,000.

Expenditure Assumptions: Salaries had an aggregate increase of 4.3%, this is a combination of settled agreements as well as assumptions for agreements currently being negotiated. Benefits increased an aggregate of 2.2%, primarily due to the increase in taxes associated with enhanced salaries as well as the proposed increase for TRA. TRA has proposed a 1% increase to employer contributions effective January 1, 2017. Non-salary and other operational costs saw minimal increases.

The expenditure chart has a few items to note. First, the decrease in District Support Services from the revised budget is partially due to a required UFARS change. The majority of the technology support budget is now considered instructional support because they are primarily supporting students and teachers. The decline in special education is due to the shifting of expenditures to CVSEC. The increase in instructional support is a direct result of the UFARS-related technology department shift. Pupil support remained flat because the increase in salaries was offset by the Project Aware grant expenditures being removed.

Budget Plan: When all the assumptions come together we are proposing a general fund budget with revenues of \$49.2M and expenditures of \$51.0M. We are planning to spend down roughly \$1.77 million dollars of our fund balance. This is less favorable than the forecast presented in January. We had originally projected spending down \$1.46 million dollars. The primary difference is the projected impact of the cooperative. We did not have sufficient data in January to calculate the effect.

Financial Projection: We are projecting to end FY17 with a 17.6% unassigned fund balance which is above the Board's recommended fund balance goal of 16%, the 7th year in a row we will finish a fiscal year better than this target. The January forecast anticipated ending with 18.5% unassigned fund balance. Our fund balance goal of 16% is set to be an early detection point to signal potential budget reductions in order to maintain the District's fiscal health. This enables us to adjust our budget without the urgency some districts face. Currently, we are planning to implement a program based budget reduction process this winter for the 2017-18 school year.

Fund Balance History: The board goal has set a goal of 16% unassigned fund balance as a percentage of our total expenditures. This chart is a great visual of the excellent stewardship of district resources. You can see the district was in financial trouble and year after year has made the commitment to meet and exceed the board goal of 16%. We increased our unrestricted fund balance nine years in a row. This is truly remarkable considering the state has not provided an increase in funding that has kept up with inflation in the last decade, salaries and benefits always increase along with normal inflation on everything else. The district has not only maintained world class programming during this time but also implemented several new initiatives.

Summary: As always, the budget is an estimate with the best information at the current time. Due to the significant number of changes and upcoming budget reduction we will be monitoring the budget very closely and revising as necessary.

We are very proud of the fact that we have maintained programming two years past what we originally thought was possible when we passed the operating referendum in 2011. We have been good stewards of the resources entrusted to us. We built the fund balance up as we told the community. However, we have reached the point in which our expenditures are increasing at a more significant rate than our revenue and will use this fund balance, as promised, to soften the impact. The legislature's chronic underfunding of Minnesota schools continues to be the most significant challenge we face as a school system. According to a recent study published by the North Star Institute, the current basic formula would need to be increased by approximately \$1,000 per pupil to provide the equivalent purchasing power it had in 2003.

Memorandum

To: Board of Education
From: L. Chris Richardson, Ph.D., Superintendent of Schools
Subject: Proposal to Implement Positive Attention & Learning Support (PALS) Program in each Elementary Building
Date: May 19, 2016

Background:

Over the last several years, the number of situations involving elementary students experiencing significant social, emotional and behavioral issues has rapidly increased. In an effort to address those needs, we provided additional building support including 1.0 FTE School Psychologists and 1.0 FTE School Social Workers for each building. Understanding that these positions were previously fully funded through special education, we further determined to split the funding for school social work services, so that each Social Worker was funded 50% from special education funding and 50% from regular education funding. We felt this would allow each School Social Worker the ability to work as needed with regular education students experiencing social, emotional and behavioral issues.

Over the last five years, the number of special education students has grown significantly. At the same time the level of social, emotional and behavioral needs of both special education and regular education students has grown dramatically. As a result more of our Psychologist's and Social Worker's time is needed to address the needs of special education students. This has significantly reduced the ability of these individuals to support the social, emotional and behavioral needs of regular education students. While we understand that these students needs impact School Social Workers K-12, we believe that the most immediate need is at the elementary level where no counseling or assistant principal staff exists to provide direct support for students with these needs. We will continue to monitor the social, emotional and behavioral needs of secondary students to determine if additional special education support is needed.

At this point we believe we must consider a new direction for serving our elementary regular education students who are dealing with these issues. This proposal requires us to rethink and expand the amount of services that must be focused on the needs of our special education students and funded using special education dollars. By doing so, it frees up regular education funds to support the social, emotional and behavioral needs of regular education students.

Purpose of Positive Attention & Learning Support (PALS) Staffing:

The purpose of these positions is to proactively address the social, emotional and behavioral needs of elementary students. Supervised by each Elementary Principal, the Positive Attention & Learning Support (PALS) will be responsible for academic and behavioral intervention services for the school's regular education at-risk population. The primary role of the PALS is to be pre-emptive so that more children have their social, emotional, and behavioral needs met. This practice will reduce the number of referrals to special education. The PALS will work collaboratively with the school Principal to develop an effective In-School Personal Development program for regular education at-risk children by reinforcing and drawing positive attention toward replacement behaviors. Additional functions will include mentoring teachers who have groups of students that demonstrate: a) lack of focus in instruction and participation, b) non-compliance with ordinary routines and school expectations, c) inability to self-regulate or exhibit tendencies to disrupt the learning environment.

(Continued on the Reverse Side)

The PALS will:

- Ensure that all students are supported in a manner that will successfully address the rate of repeat at-risk social, emotional, and behavioral manifestations.
- Work collaboratively with the School Social Worker, School Psychologist and faculty to provide empathetic and preventative support in a progressive nature and in the least restrictive setting.
- Develop appropriate personalized relationships with all students as well as with other children as assigned by the principal.
- Build positive and productive relationships with students and leverage those relationships to fully engage students in their learning environment by reinforcing the demonstration of replacement behaviors in a variety of environments.
- Act as a member of the Student Support Team.
- Proactively teach interpersonal life skills in a social context.
- Coach and train teachers in use of multi-tiered interventions for all students.
- Coach and teach teachers in developing, implementing and monitoring the core social emotional curriculum.
- Use data to inform decision-making and to evaluate the effectiveness of interventions.
- Assist with student behavior in and out of the classroom.
- Act as a resident mentor, social emotional curriculum coordinator and program coordinator so as to reduce referrals out of the classroom and reduce suspension rates.

Funding Proposal:

To address the social, emotional, and behavioral needs of our elementary students, we would propose the following beginning in the 2016-17 school year:

1. Hire three (3.0 FTE) PALS staff, with 1.0 FTE staff assigned to each elementary building.
2. Fully fund the three positions as follows:
 - a. Restore 100% of funding for the three elementary School Social Workers' salary and benefits to the special education budget. Approximately 52% of that 1.5 FTE restoration would be reimbursed as a special education expense.
 - b. Use the 1.5 FTE regular education dollars currently funding elementary School Social Workers' salary and benefits to fund 1.5 FTE PALS staff.
 - c. Fund an additional 1.0 FTE of technology specialist from the Operating Capital Budget. This provides \$80,000 of relief to the General Fund allowing support of 1.0 PALS FTE. The new Long Term Facilities Maintenance Fund, a fund that is scheduled to increase from \$790,000 per year in FY17 to \$1,513,844 per year in FY 19, is a new avenue for funding ongoing building maintenance that allows us to make this shift of technology staff into the Operating Capital Budget without negatively impacting the long-term maintenance and stewardship of our facilities and equipment.
 - d. Use the 1.0 FTE regular education dollars currently funding technology network support to fund 1.0 FTE PALS staff.
 - e. Eliminate the Director of Administrative Services position.
 - f. Use a portion of the savings from the elimination of the Director position to fund the remaining 0.5 FTE PALS staff.

Evaluation:

Data will be maintained on the number of students served by PALS staff as well as the number of students who receive repeat services. Other school districts like ISD 196 (Rosemount-Apple Valley-Eagan) who have implemented similar models would indicate that the number of students served might initially increase as teaching staff becomes aware and accustomed to using the services. Our belief is that over time, high quality interventions and instruction with students experiencing social, emotional and behavioral issues will reduce repeat offenses and provide teaching staff with enhanced skills to directly intervene in these situations and support replacement behaviors.

To: Northfield School Board Members
Dr. Chris Richardson

From: Cheryl Hall, Director of Special Services

Re: Request for Due Process Clerical Positions

Date: May 19, 2016

In response to the special education workload analysis for 2016-17 and the workload committee, I am requesting the addition of 3.0 FTE Due Process Clerical positions as a pilot for one school year. The three positions will provide .5 FTE to each of the buildings to assist special education teachers in completing their required duties. These positions would be funded through the general fund for the pilot year.

Costs to the General Fund:

			Total
3.0 FTE	Full Benefits	\$46,102	\$138,306
	Single Benefits	\$35,853	\$107,559
	No Benefits	\$28,859	\$86,577

Policy 560 - Memorials

Purpose

Northfield Public Schools recognizes that the loss of a member of the school community has a great impact on students, staff, and families. Further, the District recognizes that decisions made about memorials immediately after traumatic events may not take into full consideration the potential impacts to students, staff, and community members. The purpose of this policy is to assist staff, students and families impacted by a death by providing guidelines for decision-making regarding memorials and memorial-related activities.

General Statement of Policy

1. While the school district wants to support students and staff who are grieving a loss, memorials can be an ongoing reminder of a traumatic event and can be impossible for students to avoid when located on school property or included in school-wide events.
2. The Superintendent or his/her designee shall develop procedures governing public memorials.

Definitions

1. "Memorials" mean objects or activities meant to remember an event or deceased person(s).

Policy 560 - Memorials

Adopted:

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Procedures for Policy 560

Memorials

- Other than the Graduation procedures listed below, public memorial activities at school sponsored events will not be scheduled.
- Principals, in consultation with the school crisis team and considering the developmental level of the students impacted, will determine the appropriate response to support students at school following the loss of a student at the building.

Graduation

In the event of a student from the graduating class has passed away during the *senior year*, the following guidelines will be used for the graduation ceremony:

- If the student death occurs during the *senior year*, the family of the deceased student will receive an honorary diploma for their son/daughter.
- The names of all students who have completed the requirements for graduation will be listed in the program.
- Chairs will be set for students participating in the graduation ceremony.
- Only the names of students participating in the graduation ceremony will be read during the distribution of diplomas.
- Reference to the deceased student will be made during the principal's remarks, at the principal's discretion.
- A plant, purchased by the senior class, will be displayed on the commencement stage for each deceased student. The plant, diploma (if applicable), and program will be presented to the family after the ceremony.

Schedule for School Board Meetings

July 2016 – June 2017

School Board meetings begin at 7:00 PM
Location: Northfield High School, Media Center

Monday, July 11

Monday, August 8

Monday, August 22

Monday, September 12

Monday, September 26

Monday, October 10

Monday, October 24

Monday, November 14

Monday, November 28

Monday, December 12

Monday, January 9

Monday, January 23

Monday, February 13

Monday, February 27

Monday, March 13

Monday, March 27

(Non-student day; Teacher Preparation Day)

Monday, April 10

Monday, April 24

Monday, May 8

Monday, May 22

Monday, June 12