

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: Matt Hillmann Ed.D., Superintendent
RE: Table File Items for November 28, 2016, Regular School Board Meeting

VI. Committee Reports.
Enclosed is a Human Rights Commission report from Board member Rob Hardy.

VIII. Superintendent's Report
A. Items for Individual Action

B. Items for Consent Grouping

1. Personnel Items

a. Appointments*

5. Deborah Massey 1.0 FTE Long Term Substitute EL Elementary Teacher at Sibley beginning 1/3/2017-1/27/17; Community Expert –BA, 0.

b. Increase/Decrease/Change in Assignment

15. Brianne Barrett Ventures Coordinator with Community Services, job was evaluated and changed from \$53,239/yr to \$59,239/yr beginning 12/05/2016.

16. Annie Kruse ECSE Spec Ed Teacher at Longfellow, change to Early Childhood Coordinator with Community Services beginning 12/05/2016. Early Childhood Coordinator position changed from \$53,239/yr for 52 wks/yr to \$57,191 for 50 wks/yr.

c. Leave of Absence Requests

4. Mary Huberg Administration Assistant at the ALC Family/Medical leave beginning 11/14/2016 to continue on an intermittent basis for up to 60 work days.

d. Resignation / Retirement.

1. Rosangely Montanez EA at the Middle School resignation effective 12/9/2016.

2. Doug Tschann Middle School Teacher retirement effective end of 2016-17 school year.

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

2. Financial Reports – July 2016.

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$2,096,337.44, payroll checks totaling \$1,055,962.03, bond payments totaling \$503,259.38 and the financial reports for July 2016.

3. Grant Request.

Enclosed is a \$10,000 grant request from the Northfield Public Schools Early Childhood Initiative Coalition to the Southern MN Initiative Foundation (SMIF). If this grant is received, the Early Childhood Initiative Coalition will implement three innovative outreach efforts – the Latino Childcare Providers Network, Early Learning Childcare at Greenvale Park Community School and Tiempo Para Bebe (Time for Baby class).



Committee Report


Board of Education

Name: Rob Hardy

Committee: Human Rights Commission

Date Submitted: 11/26/2016 10:02:23

The Northfield Human Rights Commission (HRC) met on Thursday, November 10 and heard numerous concerns from Northfield residents about the outcome of the election and about an increase in incidents of harassment and intimidation. The HRC joined in organizing a community meeting at St. Dominic's on Sunday, November 13 to hear the concerns of the Latino community and to provide information on the efforts of the city and school district to protect the rights of all members of the community. Another meeting was held at City Hall on Monday, November 14 to discuss specific actions, including a resolution (passed at the Tuesday, November 15 City Council meeting) to affirm Northfield's commitment to be a safe, inclusive, and welcoming community to all. I attended the meeting along with three members of the HRC, three members of the City Council, the police chief and deputy chief, a representative of Northfield HCI, the City Administrator, and members of the Latino community. After the meeting at City Hall, a member of the HRC and I met with Dr. Hillmann, who reaffirmed the commitment of the Northfield Public Schools to be a safe and inclusive learning community where every student is valued. I've volunteered in the high school EL class regularly in the past two weeks, and have noted some increased concern among the students. Finally, I spoke to Principal Leer last week, and he expressed his pride in how mature and supportive students at the high school have been in the weeks following the election.

TO: Matt Hillmann, Superintendent
FROM: Val Mertesdorf, Director of Finance 
DATE: November 28th, 2016
RE: Board Approval of Financial Reports – July 2016

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of July 2016.

Bills totaling \$2,096,337.44 were paid in July 2016.

Payroll checks totaling \$1,055,962.03 were issued in July 2016.

Bond payments totaling \$503,259.38 were paid in July 2016.

At the end of July 2016 Total Cash and Investments amounted to \$25,770,332.22.

Wire transfers initiated by the district during July 2016:

7/26/16	\$750,000.00	From MSDLAF Liquid to MSDLAF AP Liquid
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The following financial reports for July 2016 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

July 2016 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	8,057,494.45	253,549.42	2,034,275.58	9,579,907.42	15,856,675.71 *
FOOD SERVICE	683,292.89	13,958.39	27,056.34	(98.58)	670,096.36
COMMUNITY ED	760,244.04	126,937.92	221,715.82	(6,139.22)	659,326.92
DEBT SERVICE	4,071,429.80	31,983.64	503,259.38	-	3,600,154.06
TRUST	148,175.55	25,099.31	12,500.00	-	160,774.86
SELF INSURANCE	4,726,457.89	547.92	353,492.35	449,790.85	4,823,304.31
TOTALS	18,447,094.62	452,076.60	3,152,299.47	10,023,460.47	25,770,332.22
CERTIFICATE OF DEPOSIT	10,000,000.00	-	-	(10,000,000.00)	-
GRAND TOTALS	28,447,094.62	452,076.60	3,152,299.47	23,460.47	25,770,332.22

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

July 2016

Disbursements:

Bills Paid:

General Fund	\$ 1,166,281.25	
Food Service Fund	8,617.87	
Community Services Fund	52,186.59	
Trust & Agency Fund	515,759.38	
Self Insurance Fund	<u>353,492.35</u>	
Total Bills Paid		2,096,337.44

Payroll:

General Fund	867,994.33	
Food Service Fund	18,438.47	
Community Services Fund	169,529.23	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		1,055,962.03

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>503,259.38</u>
Total Disbursements		<u><u>\$3,655,558.85</u></u>

Grant Application Approval Form

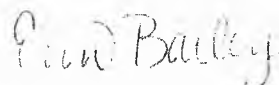
November 28, 2016

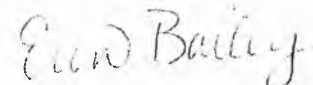
Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with a 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	Apyando a Nuestros Bebes (Supporting Our Babies)
Project Period	From: January 1, 2017 To: September 1, 2017
Funding Source	Southern Minnesota Initiative Foundation (SMIF)
Application Deadline	November 21, 2016
List all Grant Applicants	Northfield Early Childhood Initiative Coalition
School/Department	Northfield Community Services
Contact Person	Erin Bailey Phone No. 507-664-3652
Project Information	
Brief Proposal Description	Access to high quality early childhood programming is strongly linked to kindergarten readiness, future academic success, and overall health and wellbeing. With support from SMIF, Northfield Public Schools Early Childhood Initiative Coalition will implement three innovative outreach efforts, the Latino Childcare Providers Network, Early Learning Childcare at the Greenvale Park Community School and Tiempo Para Bebe (Time for Baby Class).
Project Goal (in one Sentence)	With support from SMIF, Northfield Public Schools Early Childhood Initiative Coalition will implement three innovative outreach efforts, the Latino Childcare Providers Network, Early Learning Childcare at the Greenvale Park Community School and Tiempo Para Bebe (Time for Baby Class).
List All Personnel Involved in Application	Erin Bailey, Growing Up Healthy, Laura Berdahl, Kathryn Lozada, ECFE staff
Budget Information	
Amount Requested	\$10,000
Matching Funds	\$11,442
Source of Matching Funds	Women in Northfield Giving Support grants, Early Childhood Family Education staff time

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 _____