

**NORTHFIELD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**Memorandum**

**TO:** Board of Education  
**FROM:** Matt Hillmann Ed.D., Superintendent  
**RE:** Table File Items for April 10, 2017, Regular School Board Meeting

VI. Items for Discussion

1. Social/Emotional Learning Curriculum.

Enclosed is a narrative and a power point presentation for the PALS program update.

VII. Superintendent's Report

B. Items for Consent Grouping

1. Personnel Items.

a. Appointments.

26. Noah Johnson, Assistant Boys Lacrosse Coach at the High School, beginning 04/11/2017-06/17/2017; Level H, Step One-50% Stipend-Sharing position with Stefan Shover.

b. Increase/Decrease/Change in Assignment.

56. Rebecca Meyers, ECFE Teacher with Community Ed, add Targeted Services Summer PLUS Teacher for up to 4.75hrs./day for 4 days/wk. beginning 6/15/2017-8/3/2017; Year 1-\$27.11/hr.

57. Derrick Schroeder, Sped EA/PCA at CVSEC STEP, add Sped EA/PCA Bus Aide at CVSEC STEP, beginning 03/17/2017-06/07/2017; Spec Ed \$16.19/hr.

58. Deb Thomforde, Teacher at the Middle School, change to Reading Teacher at Greenvale Park, beginning with the 2017-18 school year.

59. Lisa Weis, ASD Teacher at the High School, change to a position to be determined at the Middle School, beginning with the 2017-18 school year.

c. Leave of Absence Request.

12. Brigitte Tisdale, Title Teacher at GVP, Leave of Absence for the first semester of the 2017-18 school year.

2. Grant Request.

Enclosed is a \$36,100 grant request from Community Services to the Northfield United Way for PRIMEtime Kindergarten-8<sup>th</sup> Grade.

3. Financial Reports – December 2016 – February 2017.

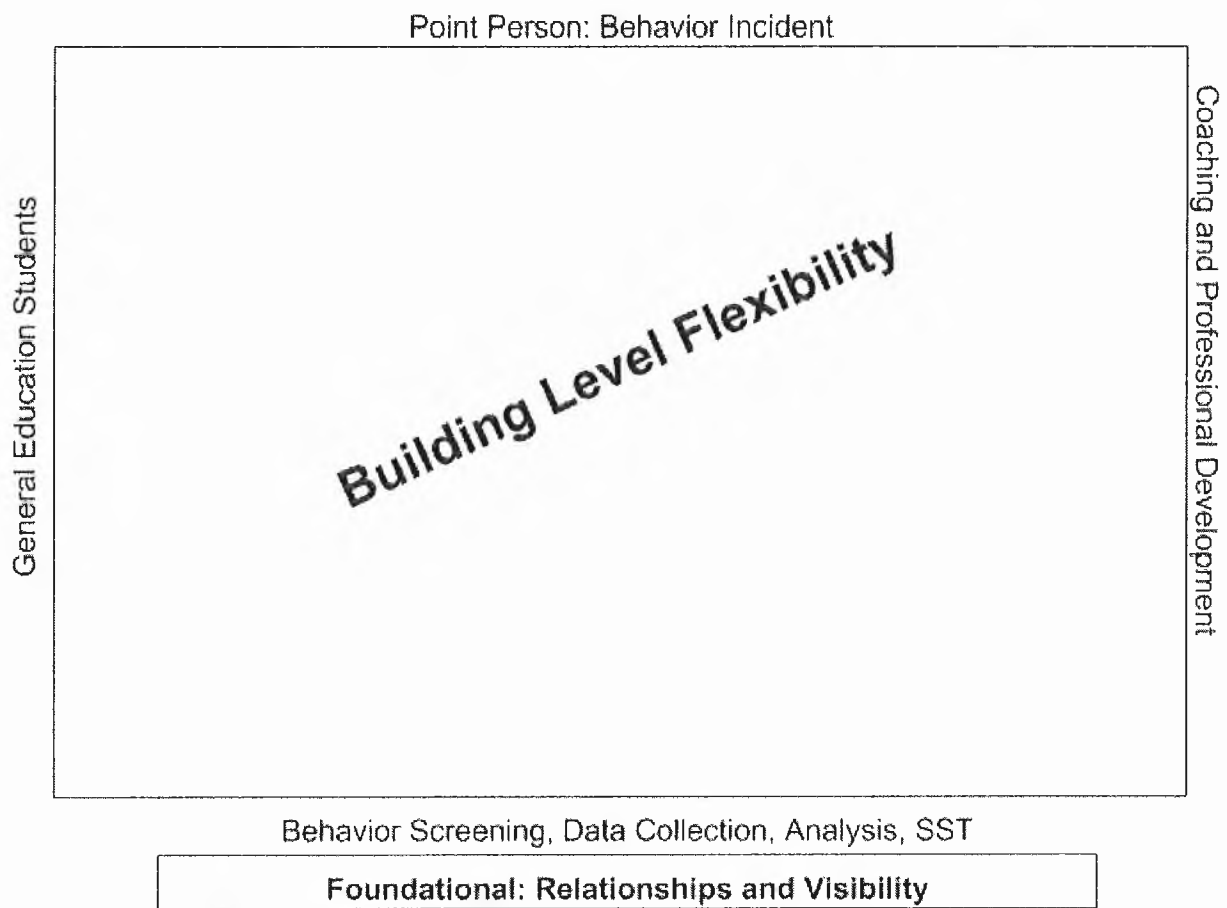
Director of Finance Val Mertesdorf requests that the Board approve the following:

- Paid bills totaling \$1,632,642.74, payroll checks totaling \$3,151,571.17 and the financial reports for December 2016. There were no bond payments made in December 2016.
- Paid bills totaling \$6,318,817.38, payroll checks totaling \$3,052,289.87, bond payments totaling \$4,766,909.38 and the financial reports for January 2017.
- Paid bills totaling \$1,410,852.46, payroll checks totaling \$3,176,281.05 and the financial reports for February 2017. There were no bond payments made in February 2017.

The Positive Attention Learning Specialists (PALS) positions were approved at the May 23, 2016 School Board meeting. The positions were intended to provide intervention services for general education students who displayed disruptive behavior and to provide coaching for teachers working with students who exhibit disruptive behaviors in the classroom.

While the positions have not been in place for a full year yet, it is important for us to provide the Board with an update as part of the Social/Emotional Learning curriculum proposal.

The PALS positions initially had the following parameters based on discussion with elementary principals, Director of Special Services Cheryl Hall, and Director of Teaching and Learning Mary Grace Hanson.



The parameters on the outside of the square demonstrate the things buildings agreed upon in terms of consistency. The middle of the square was determined to allow for the flexibility each school needs to adapt the position to their unique needs.

The PALS specialists have also met in a Professional Learning Community throughout the year. The SMART goal for 2016-17 was:

“We will increase the amount of praise statements of classroom teachers and specialists so that 50% of staff will demonstrate the use of a 4:1 ratio of praise as measured by PALS classroom observations by June 2017.”

In the January Evidence of Practice document, PALS specialists reported:

*“We have not been able to observe all the teaching staff, but the data from those observed show that there has been an increase of approximately 25% of staff either meeting the 4:1 ratio or meeting a 3:1 ratio.”*

During this baseline year, schools have been serving students in a number of ways. These include:

- Collaborating with teachers on behavioral management strategies
- Being a key point of contact for disruptive classroom behavior
- Proactively connecting with students who may have exhibited disruptive behavior on a regular basis
- Conducting small groups to provide proactive instruction for self-regulating behaviors
- Individual buildings have also used the position in different ways to support students - such as being a key point of contact for Section 504 plans.

During the baseline year, they are also gathering data in a number of ways. This data includes:

- Fix-It Plans: Fix-It Plans are used to document a ‘below the line’ behavior, to help students process the behavior, and to chart a better course of action in the future. The hypothesis is the proactive nature of the PALS specialist will help reduce the number of Fix-It Plans. Data collected from Bridgewater Elementary shows a decrease of approximately 100 Fix-It Plans in 2016-17 when compared to 2015-16.
- Capturing data using the SWIS system -- often used in PBIS schools. This allows a detailed analysis of behavior issues and the ability to directly address specific issues that seem more prevalent than others.
- Continuing to review what the best ‘bellwether’ data points are for measuring effective Social/Emotional Learning and behavior in general.

As we move forward to implementing the new Social/Emotional Learning Curriculum in 2017-18, the PALS Specialist will be instrumental in helping support teachers in delivering the curriculum, intervening when the core curriculum doesn’t address the needs of some learners, and continuing to reinforce the schoolwide implementation of the Social/Emotional Learning Curriculum.

# PALS 2016-17

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Positive Attention and Learning Support

## A Typical Day...

### Before School

- **Meet with Teachers to Discuss Student Progress and Concerns**
- **Participate in a Staff Development Meetings (10)**
- **Responsive Classroom Team Forming CARES Presentations (Monthly) and All School Meeting Planning (Quarterly)**
- **Student Support Team Meetings (Weekly)**

## **A Typical Day...**

- **Meet weekly with Small Groups Including Kindergarten, First, Second, and Fifth Graders, 46 students participated**
- **Weekly Whole Class Lessons including Mind Up and Second Step Participation in Kindergarten, First, Second, Third, Fourth and Fifth Grade**
- **Individual Check In Behavioral Charts/Graphs Approximately 10 students**

## **A Typical Day...**

- **SWIS Collection on Behavior Events (200 to date)**
- **Student Meeting to Discuss and Complete "Think and Fix It" Plan (66 issued)**
- **Parent Contact Person for Incidents**
- **Building Climate Goal 4:1 Praise to Reprimand**
- **PLC Meetings with PALS**
- **504 Coordinator**
- **Lunchroom Supervision**

## A Typical Day...

### After School

- **Meet With and Support Teachers**
- **Prepare Lessons**
- **Check In with School Social Worker**

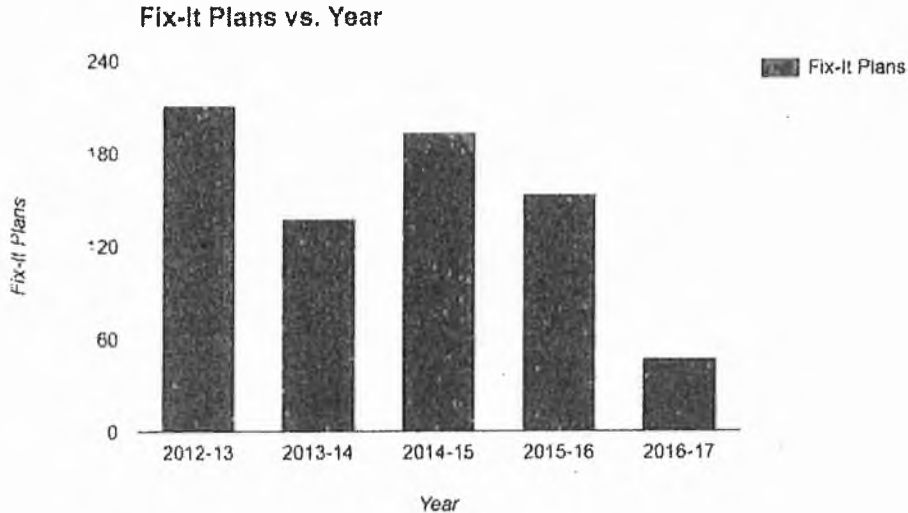
## Greenvale Park PALS Visits

250 documented Visits:

- 22 % Classroom and Student Observations
- 20 % as part of the Student Assistance Team
- 15% Addressing Student Behaviors (ie. Consequences, Interviews, Parent Contact)
- 12 % as InteOvrrvention Support
- 10 % Student Support

The PALS has had direct contact (ie. social conferences, intervention support, behavior intervention) with over 70 students.

# Bridgewater Elementary Fix-It Plan Comparison



# Grant Application Approval Form

March 17, 2017

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	PRIMEtime Kindergarten – 8 <sup>th</sup> grade
Project Period	From: July 1, 2017 To: June 30, 2018
Funding Source	Northfield United Way
Application Deadline	March 17, 2017
List all Grant Applicants	PRIMEtime Collaborative
School/Department	Northfield Community Services
Contact Person	Erin Bailey Phone No. 507-664-3652
Project Information	
Brief Proposal Description	PRIMEtime (Preparing Responsible Individuals through Mentoring and Enrichment) provides low-income and at-risk Northfield children with free mentoring, tutoring, skill-building workshops, and cultural enrichment programs after school and over the summer. The target population includes children at-risk of academic failure and low-income youth receiving free/reduced price lunches. Now in its tenth year, PRIMEtime provides after-school and summer programming that will serve over 850 (unduplicated count) youth in Kindergarten through 8 <sup>th</sup> grade next year.
Project Goal (in one Sentence)	Serving children in grades K-8, PRIMEtime programs will provide after school and summer enrichment to over 850 Northfield youth next year.
List All Personnel Involved in Application	Erin Bailey, Daryl Kehler and PRIMEtime Collaborative
Budget Information	
Amount Requested	\$36,100.00
Matching Funds	\$161,462.00
Source of Matching Funds	\$157,962 Northfield Public Schools Targeted Services and \$3,500 Northfield Public Schools Community Services Division

Required Documents Attached:  Completed Application     Rough Draft     Summary of Application

*Erin Bailey*

Project Initiator Signature

*Erin Bailey*

Building Principal or District Administrator  
Signature

Approved by the School Board     Not Approved by the School Board    Date \_\_\_\_\_



TO: Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance *VM*  
DATE: April 10th, 2017  
RE: Board Approval of Financial Reports – December 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 December 2016.

Bills totaling \$1,632,642.74 were paid in December 2016.

Payroll checks totaling \$3,151,571.17 were issued in December 2016.

No bond payments were paid in December 2016.

At the end of December 2016 Total Cash and Investments amounted to \$27,486,876.94.

Wire transfers initiated by the district during December 2016:

12/5/16	\$1,000,000.00	From MSDLAF Liquid to MSDLAF AP Liquid
12/29/16	\$75.00	From MN Trust Dental to MN Trust Op
12/30/16	\$437,444.44	From MN Trust Dental to MN Trust Op
12/31/16	\$187.65	From MN Trust Dental to MN Trust Op

The following financial reports for December 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

December 2016 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	(580,789.00)	2,634,031.46	3,826,044.73	(4,769,257.72)	(6,542,059.99) *
FOOD SERVICE	731,920.47	190,261.13	204,975.99	13,378.06	730,583.67
COMMUNITY ED	601,008.20	207,229.74	205,544.10	(11,228.71)	591,465.13
DEBT SERVICE	6,010,880.40	205,228.15	-	-	6,216,108.55
TRUST	128,580.11	3,600.00	1,000.00	-	131,180.11
SELF INSURANCE	5,132,888.26	599.70	546,649.09	683,560.75	5,270,399.62
<b>TOTALS</b>	<b>12,024,488.44</b>	<b>3,240,950.18</b>	<b>4,784,213.91</b>	<b>(4,083,547.62)</b>	<b>6,397,677.09</b>
CERTIFICATE OF DEPOSIT	16,998,600.00	-	-	4,090,607.85	21,089,207.85
<b>GRAND TOTALS</b>	<b>29,023,088.44</b>	<b>3,240,950.18</b>	<b>4,784,213.91</b>	<b>7,060.23</b>	<b>27,486,884.94</b>

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

December 2016

Disbursements:

Bills Paid:

General Fund	\$ 957,301.93	
Food Service Fund	104,563.29	
Community Services Fund	23,128.43	
Trust & Agency Fund	1,000.00	
Self Insurance Fund	<u>546,649.09</u>	
Total Bills Paid		1,632,642.74

Payroll:

General Fund	2,868,742.80	
Food Service Fund	100,412.70	
Community Services Fund	182,415.67	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,151,571.17

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,784,213.91</u></u>

TO: Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance *VM*  
DATE: April 10th, 2017  
RE: Board Approval of Financial Reports – January 2017

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of January 2017.

Bills totaling \$6,318,817.38 were paid in January 2017.

Payroll checks totaling \$3,052,289.87 were issued in January 2017.

Bond payments totaling \$4,766,909.38 were paid in January 2017.

At the end of January 2017 Total Cash and Investments amounted to \$22,818,652.12.

Wire transfers initiated by the district during January 2017:

1/18/17      \$4,000,000.00      From MN Trust Op to MSDLAF Liquid

The following financial reports for January 2017 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

January 2017 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	(6,542,059.99)	4,042,489.73	3,671,936.15	10,994,327.39	4,822,820.98 *
FOOD SERVICE	730,583.67	208,998.01	161,388.67	2,381.82	780,574.83
COMMUNITY ED	591,465.13	342,347.60	206,020.50	(1,973.17)	725,819.06
DEBT SERVICE	6,216,108.55	88,623.80	4,767,359.38	-	1,537,372.97
TRUST	131,180.11	250.00	2,800.00	-	128,630.11
SELF INSURANCE	5,270,399.62	-	561,602.55	614,653.10	5,323,450.17
<b>TOTALS</b>	<b>6,397,677.09</b>	<b>4,682,709.14</b>	<b>9,371,107.25</b>	<b>11,609,389.14</b>	<b>13,318,668.12</b>
CERTIFICATE OF DEPOSIT	21,089,207.85	-	-	(11,589,207.85)	9,500,000.00
<b>GRAND TOTALS</b>	<b>27,486,884.94</b>	<b>4,682,709.14</b>	<b>9,371,107.25</b>	<b>20,181.29</b>	<b>22,818,668.12</b>

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

January 2017

Disbursements:

Bills Paid:

General Fund	\$ 882,816.89	
Food Service Fund	77,022.67	
Community Services Fund	27,215.89	
Trust & Agency Fund	2,800.00	
Self Insurance Fund	<u>561,602.55</u>	
Total Bills Paid		1,551,458.00

Payroll:

General Fund	2,789,119.26	
Food Service Fund	84,366.00	
Community Services Fund	178,804.61	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,052,289.87

Bond Payments:

Debt Redemption Fund	<u>4,767,359.38</u>	
Total Bond Payments		<u>4,767,359.38</u>
Total Disbursements		<u><u>\$9,371,107.25</u></u>

TO: Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance *VM*  
DATE: April 10th, 2017  
RE: Board Approval of Financial Reports – February 2017

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of February 2017.

Bills totaling \$1,410,852.46 were paid in February 2017.

Payroll checks totaling \$3,176,281.05 were issued in February 2017.

No bond payments were paid in February 2017.

At the end of February 2017 Total Cash and Investments amounted to \$22,658,071.47.

No wire transfers were initiated by the district during February 2017:

The following financial reports for February 2017 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

February 2017 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	4,822,820.98	4,100,615.55	3,687,056.06	8,812,883.09	14,049,263.56 *
FOOD SERVICE	780,574.83	110,633.73	216,726.24	2,326.73	676,809.05
COMMUNITY ED	725,819.06	167,841.24	225,732.34	1,606.50	669,534.46
DEBT SERVICE	1,537,372.97	4,705.65	425.00	-	1,541,653.62
TRUST	128,630.11	-	(1,000.00)	-	129,630.11
SELF INSURANCE	5,323,450.17	13,497.04	458,193.87	712,427.33	5,591,180.67
<b>TOTALS</b>	<b>13,318,668.12</b>	<b>4,397,293.21</b>	<b>4,587,133.51</b>	<b>9,529,243.65</b>	<b>22,658,071.47</b>
CERTIFICATE OF DEPOSIT	9,500,000.00	-	-	(9,500,000.00)	-
<b>GRAND TOTALS</b>	<b>22,818,668.12</b>	<b>4,397,293.21</b>	<b>4,587,133.51</b>	<b>29,243.65</b>	<b>22,658,071.47</b>

\*General Fund includes Certificate of Deposit amount



**Disbursement Report**

ISD 659 - Northfield

February 2017

Disbursements:

Bills Paid:

General Fund	\$ 812,473.30	
Food Service Fund	113,367.47	
Community Services Fund	27,392.82	
Trust & Agency Fund	(575.00)	
Self Insurance Fund	458,193.87	
Total Bills Paid	<u>1,410,852.46</u>	1,410,852.46

Payroll:

General Fund	2,874,582.76	
Food Service Fund	103,358.77	
Community Services Fund	198,339.52	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll	<u>3,176,281.05</u>	3,176,281.05

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,587,133.51</u></u>