

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, April 24, 2017, 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 ensure 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. Committee Reports.
- VII. Items for Discussion and /or Reports.
  - 1. District Youth Council Presentation.
  - 2. Proposed 2017-2018 Non-Operating Fund Budgets.
  - 3. Proposed 2017-2018 Child Nutrition Budget.
- VIII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Contract Between Northfield Public Schools and Arcadia Charter School.
    - 2. Resolution for Termination and Non-Renewal of Probationary Licensed Staff.
  - B. Items for Consent Grouping
    - 1. Personnel Items.
- IX. Items for Information
  - 1. First Reading of Revised School Board Policy 533 – Wellness.
- X. Future Meetings  

Monday, May 8, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, May 22, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- XI. Adjournment

Closed Negotiations Strategy Session to Follow Regular Board Meeting  
District Office Conference Room

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, April 24, 2017, 7:00 PM  
Northfield High School Media Center

TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed. D., Superintendent  
RE: Explanation of Agenda Items for the April 24, 2017, 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 April 10, 2017, are enclosed for your review and comment.
- V. Announcements and Recognitions.
- VI. Committee Reports.
  - Ellen Iverson has provided a report on the District Educational Program Advisory Committee (DEPAC) meeting held on Monday, April 17, 2017.
- VII. Items for Discussion and/or Reports
  1. District Youth Council.  
Members of the District Youth Council will provide an update to the Board about their work this school year and plans for next year.
  2. Proposed 2017-2018 Non-Operating Fund Budgets.  
The following proposed budgets for 2017-18 will be presented by Val Mertesdorf, Director of Finance:
    - Debt Service Fund accounts for the School District's outstanding bonded indebtedness for past building construction and major capital projects. Revenues represent property tax levies, state credits, and a minor amount of interest. Expenditures represent principal and interest payments on bonds previously sold.
    - Fiduciary or Trust Fund is used to record revenues and expenditures for trust agreements where the school board has accepted responsibility to serve as trustee, as well as annual gifts and donations for student scholarships.No action is required by the Board at this meeting.
  3. Proposed 2017-2018 Child Nutrition Budget.  
Child Nutrition Director Stephany Stromme will present the 2017-18 proposed child nutrition budget. This fund is used to record financial activities of providing nutrition services to students, which include preparation and service of the milk, meals, and snacks in connection with school and community services activities. No Board action is required by the Board at this meeting.
- VIII. Superintendent's Report.
  - A. Items for Individual Action
    1. Contract Between Northfield Public Schools and Arcadia Charter School.  
Superintendent Hillmann will provide an overview of the proposed contract and exhibits that have been extensively reviewed and revised and have been accepted by the Minnesota Department of Education as in full compliance with Charter School Statutes. If accepted by both Boards of Education, this new five-year contract will take effect July 1, 2017.

**Superintendent's Recommendation:** Motion to approve the Contract Between Northfield Public Schools and Arcadia Charter School effective July 1, 2017 -- June 30, 2022.

2. Resolution for Termination and Non-Renewal of Probationary Licensed Staff.

The Board is requested to adopt the enclosed Resolution related to the termination and non-renewal of the teaching contract of the following probationary licensed teachers effective at the end of the 2016-2017 school year.

| <u>Name</u>            | <u>FTE</u> | <u>Position</u>                   |
|------------------------|------------|-----------------------------------|
| Bleckwehl, Mary        | .50        | Grade 2                           |
| Christopherson, Tricia | .50        | Grade 2                           |
| Crase, Danielle        | 1.00       | Special Education                 |
| Gill, Nicole           | 1.00       | Special Education                 |
| Kremin, Megan          | 1.00       | Early Childhood Special Education |
| Kubach, Aurora         | 1.00       | Special Education                 |
| Maire, Emily           | 1.00       | Orchestra                         |
| McLaughlin, Elizabeth  | .50        | Grade 2                           |
| Paulson, Tamra         | 1.00       | Special Education                 |
| Ryan, Tiffany          | 1.00       | Grade 4                           |
| Sterud, Gloria         | 1.00       | Grade 2                           |
| Stulken, Shelley       | 1.00       | Grade 5                           |
| Whitney, Jon           | .60        | Social Studies                    |

The following employees are being terminated and non-renewed due to the fact that the Cannon Valley Special Education Cooperative will be hosting their own contracts effective July 1, 2017.

|                    |     |                   |
|--------------------|-----|-------------------|
| Ahnupkana, Wendy   | 1.0 | Special Education |
| Bosch, Stacey      | 1.0 | Special Education |
| Callahan, Cory     | 1.0 | General Education |
| Carnevale, Corrine | 1.0 | Special Education |
| Chlan, Samantha    | 1.0 | Special Education |
| Daymont, Richard   | .50 | Special Education |
| Dehnert, Diane     | .50 | Special Education |
| Hanson, Pamela     | 1.0 | General Education |
| Hartwell, Carolyn  | 1.0 | General Education |
| Kopp, Alison       | 1.0 | Special Education |
| Laue, Brittney     | 1.0 | Special Education |
| Lovrien, Catherine | .40 | Special Education |
| Moore, Amanda      | 1.0 | General Education |
| Olukiran, Courtney | 1.0 | Special Education |
| Reed, Amanda       | 1.0 | Special Education |
| Roth, Melissa      | 1.0 | Special Education |
| Smith, Neil        | 1.0 | Special Education |
| Theis, Jennifer    | 1.0 | Special Education |
| Vermillion, Thomas | 1.0 | Special Education |

**Superintendent's Recommendation:** Motion to adopt the Resolution related to the termination and non-renewal of the teaching contract of the probationary licensed teachers listed above effective at the end of the 2016-2017 school year.

B. Items for Consent Grouping

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

1. Personnel Items.

a. Appointments.

1. Correction: William Kaul, Grounds Maintenance Tech. from 7-3:30 p.m. Mon-Thur. District Wide, beginning 04/02/2017; \$14.00/hr.
2. Bjorn Bade, Summer Maintenance Worker 7-3:30 p.m. Mon-Fri. District Wide, beginning approx. 05/01/2017-approx. 10/01/2017; \$11.25/hr.
3. Shalin Carranza, Summer BLAST Site Assistant for 6hrs/day Mon.-Thur. at the Middle School and Carleton, beginning 06/15/2017-07/27/2017; Step 1, \$12.43/hr.

4. Kristi Huettl, Summer PLUS Teacher for 4.75hrs/day Mon.-Thur. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 6-\$27.73/hr.
  5. Evan Johnson, Summer Maintenance Worker 7-3:30 p.m. Mon-Fri. District Wide, beginning approx. 05/01/2017-approx. 10/01/2017; \$10.25/hr.
  6. Mark Kennedy, Summer Maintenance Worker 7-3:30 p.m. Mon-Fri. District Wide, beginning approx. 04/26/2017-approx. 10/01/2017; \$10.00/hr.
  7. Rebecca Lorang, 1.0 FTE EL Teacher at the Middle School, beginning 08/28/2017; BA+60, Step 1
  8. Deborah Massey, 1.0 FTE Long Term Substitute First Grade Companeros Teacher at Greenvale Park Elementary, beginning 04/13/2017-06/06/2017; Shortcall - \$23.20/hr.
  9. Betsy McLaughlin, .5 FTE Long Term Substitute Second Grade Teacher at Greenvale Park Elementary, beginning 08/28/2017-06/07/2018; MA, Step 6
  10. Elisabeth Parroquin, Summer BLAST Site Assistant for 6hrs/day Mon.-Thur. at the Middle School and Carleton, beginning 06/15/2017-07/27/2017; Step 1 - \$12.43/hr.
  11. Sara Pratt, 1.0 FTE Assistant Director of Special Services, District Wide, beginning 07/03/2017; \$113,122, Step 4.
  12. Adam Rodgers, Summer Maintenance Worker 7-3:30 p.m. Mon-Fri. District Wide, beginning approx. 05/01/2017-approx. 09/29/2017; \$10.50/hr.
  13. Hunter Sannes, Summer Maintenance Worker 7-3:30 p.m. Mon-Fri. District Wide, beginning approx. 05/01/2017-approx. 10/01/2017; \$10.00/hr.
  14. Bill Seeberg, Homebound Instructor for up to 5hrs/wk. at the Middle School, beginning 04/10/2017-06/06/2017; BA+60, Step 14
  15. Rebecca Stoufis, Long Term Substitute Special Education Resource Teacher-ASD/LD at Bridgewater, beginning 05/14/2017-06/06/2017; Short call - \$23.20/hr. 15 days on, one off.
- b. Increase/Decrease/Change in Assignment.
1. Correction: Katrina Warner, Substitute at Longfellow, add Targeted Services PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 1-\$12.77/hr.
  2. Elliot Courchaine, Educational Assistant at the Middle School, add Target Services Summer BLAST Site Assistant for 6hrs/day Mon.-Thur. at the Middle School, beginning 06/15/2017-07/27/2017; Step 2 - \$12.77/hr.
  3. Marcy Korynta, School Psychologist CVSEC/Northfield for .6 FTE High School and .4 FTE CVSEC, change to School Psychologist Northfield for .6 FTE High School and .4 FTE ALC beginning 08/28/2017;
  4. Deborah Massey, Teacher with Community Services, add Targeted Services Summer BLAST Teacher for up to 6 hrs/day at the Middle School, beginning 06/15/2017-07/27/2017; Year 1-\$27.11/hr.
  5. Nicholas Mertesdorf, EA at the High School, add Summer Maintenance Worker 7-3:30 p.m. Mon-Fri. District Wide, beginning 06/13/2017-approx. 08/31/2017; \$10.25/hr.
  6. David Piper, Teacher at the Middle School, add Seasonal Building and Grounds Technician from 7-3:30 p.m. Mon-Thur, beginning 06/13/2017-approx. 08/31/2017; \$14
- c. Leave of Absence Requests.
1. Correction: Kimberly Medin, Special Education Educational Assistant PCA at the Middle School Family/Medical Leave of absence, beginning 04/03/2017-04/28/2017. Change return date to 05/10/2017.
  2. Scott Peterson, Teacher at the High School, Leave of Absence for the 2017-18 school year.
- d. Resignations / Retirements / Terminations.
1. Shannon Flegel, Occupational Therapist at Longfellow, resignation effective 06/30/2017.
  2. Daniel Hampsey, Head Custodian at Bridgewater, resignation effective 04/30/2017.
  3. Ellie Ims, KidVentures Student Site Assistant at Greenvale Park Elementary, resignation effective 05/01/2017.
  4. Jacqueline Ims, Psychologist at Greenvale Park Elementary, resignation effective end of the 2016-17 school year.

5. Kateva Shavers, Due Process Clerical at Greenvale Park and the Middle School, termination effective 04/13/2017.
6. Tom White, Special Education Coordinator with CVSEC, resignation effective end of the 2016-17 school year.
7. David Craft, Greenvale Park Elementary School Principal, retirement by agreement effective August 31, 2017.

The following employees are being terminated due to the fact that the Cannon Valley Special Education Cooperative will be hosting their own contracts effective July 1, 2017:

8. Alyssa Anderson – Educational Assistant, effective 06/30/2017.
  9. Patricia Anderson – Office Employee, effective 06/30/2017.
  10. Melissa Antonell – Educational Assistant, effective 06/30/2017.
  11. Kelcey Aspelund – Educational Assistant, effective 06/30/2017.
  12. Mark Borene – Educational Assistant, effective 06/30/2017.
  13. Lauren Briscoe – Educational Assistant, effective 06/30/2017.
  14. Karleigh Bushaw – Educational Assistant, effective 06/30/2017.
  15. Brandie Carlson – Educational Assistant, effective 06/30/2017.
  16. Julieann DeMars – Educational Assistant, effective 06/30/2017.
  17. Andrew Dimick – Alexander Learning Academy Site Coordinator, effective 06/30/2017.
  18. Emily Drevlow – Educational Assistant, effective 06/30/2017.
  19. Charlotte Feely – Nurse, effective 06/30/2017.
  20. Melissa Fischer – Educational Assistant, effective 06/30/2017.
  21. Amber Frederickson – Educational Assistant, effective 06/30/2017.
  22. Kristi Hayes – Educational Assistant, effective 06/30/2017.
  23. Michelle Horak – Educational Assistant, effective 06/30/2017.
  24. Alea Johnston – Educational Assistant, effective 06/30/2017.
  25. April Kalscheuer – Educational Assistant, effective 06/30/2017.
  26. Corrine Kelly – Confidential Employee, effective 06/30/2017.
  27. Lynn Krominga – Executive Director of Cannon Valley Special Education Cooperative, effective 06/30/2017.
  28. Joseph Larscheid – Educational Assistant, effective 06/30/2017.
  29. Rebecca Maxwell Bender – Educational Assistant, effective 06/30/2017.
  30. Elizabeth McColley – Educational Assistant, effective 06/30/2017.
  31. Nicole Monroe – Educational Assistant, effective 06/30/2017.
  32. LaLonnie Moorman – Educational Assistant, effective 06/30/2017.
  33. Debra O'Meara – Office Employee, effective 06/30/2017.
  34. Cachina Rock – Educational Assistant, effective 06/30/2017.
  35. Jocelyn Scheiber – Educational Assistant, effective 06/30/2017.
  36. Derrick Schroeder – Educational Assistant, effective 06/30/2017.
  37. Lisa Schuenke – Educational Assistant, effective 06/30/2017.
  38. Amelia Wendt – Educational Assistant, effective 06/30/2017.
  39. Stacey White – Educational Assistant, effective 06/30/2017.
  40. Regina Young – Educational Assistant, effective 06/30/2017.
- e. Advancement of Probationary Licensed Staff  
Advancement of Licensed Staff to Tenure Status 2017-18  
Charlie Alvarez, Susan Bolton, Erin Brush, Kathleen Casson, Kristen Craft, Molly Ericksen, Tyler Faust, Margaret Goldade, Kristi Kortuem, Angela Kruse, Suzanne Lanza, Joyce Lindstrom, Erica Ness, Erin Nohava-Hall, Dustee Phenow, Amy Randall, Anna Rubin, Rachael Schlossin, Micah Schultz, Chris Scoville-Riazi, Allison Sweeney, Daniel Taylor, Alexi Thompson, Lori Warner, Diane Wiese, Theresa Wilson, Kari Winter, Megan Winter
- Advancement of Licensed Staff to Third Year Probationary Status  
Jennifer Allison, Tyler Balow, Stacie Banks, Anne Campbell, Taylor Farm, Marcy Korynta, Elizabeth Pfeiffer, Jodie Rud, Ellen Trotman

Advancement of Licensed Staff to Second Year Probationary Status

Amy Conway, Kelley Foehrkolb, Jamie Forbord, Sheila Hetzel, Rebecca Lorang, Rachel Morrison, Natalia Romero, Kyle Roth, Melissa Shepherd, Amber Soderlund

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

\*\* Subject to change upon Board approval of the employee agreement.

IX. Items for Information

1. First Reading of Revised School Board Policy 533 – Wellness.

Superintendent Hillmann and Director of Child Nutrition Stephany Stromme will review the proposed revised School Board Policy 533. This new Wellness Policy is an entire replacement of the current policy. While there are a number of similarities, there are numerous differences necessitated by Federal Law.

X. Future Meetings

Monday, May 8, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, May 24, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

XI. Adjournment

**Closed Negotiations Strategy Session to Follow Regular School Board Meeting  
District Office Conference Room**

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes

April 10, 2017

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 p.m. Present: Colangelo, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
Shane Brenny requested that teachers keep a log book in their classroom to record student incidents, so that these incidents can be reported to parents within 24 hours.
- IV. Approval of Minutes  
On a motion by Quinnell, seconded by Hardy, minutes of the Regular School Board meeting held on March 27, 2017, were unanimously approved.
- V. Announcements and Recognitions
  - NHS Social Studies Teacher Sarah Swan McDonald is one of eleven teachers from across the state that has been named as a finalist in the 2017 MN Teacher of the Year program. An independent selection panel of 23 leaders in the areas of education, business, government and non-profits selected the finalists from a group of 37 semifinalists. The selection panel meets again on May 6 to conduct individual interviews with each of the 11 finalists and to cast votes for the 2017 MN Teacher of the Year. This year's honoree will be announced at a banquet at the Radisson Blu Mall of America on May 7.
  - Northfield Public School District is a recipient of the 2017 School Finance Award. The School Finance Award is awarded annually by the Minnesota Department of Education, Division of School Finance, to recognize schools for meeting statutory deadlines for submission of audited fiscal financial data and reporting criteria. Thank you to Director of Finance Val Mertesdorf and her staff in the Business Office.
  - The Middle School Youth Center (MSYC) was selected by Carleton College as its recipient of the 2017 Presidents' Community Partner Award. In a letter about the award, the Minnesota Campus compact shared their delight to join President Poskanzer in recognizing the Middle School Youth Center's commitment to developing strong, mutually beneficial partnerships with the campus.
  - On April 7 a team 16 educators from Appleton, WI spent the day learning about our TORCH program.
  - Board member Goerwitz attended two excellent functions: the Red Yarn dinner sponsored by HCI and Beyond Words at Sibley.
- VI. Items for Discussion and / or Reports
  1. Social / Emotional Learning Curriculum.  
Director of Teaching and Learning Mary Grace Hanson and NHS School Psychologist Carrie Duba recommended the adoption of Second Step as the Social/Emotional Learning (SEL) Curriculum to be used in Grades K-8 beginning with the 2017-18 school year. Ms. Hanson reviewed the process used to identify potential curricula, review curricula, and to solicit feedback on it. In addition, Bridgewater Elementary School Principal Nancy Antoine and Sibley and Greenvale Park Positive Attention Learning Specialists (PALS) Peg Witt and Melissa Larsen reviewed the first year of the PALS position and how it will be integrated with SEL moving forward.
- VIII. Superintendent's Report
  - A. Items for Individual Action
    1. Laptop Computer Lease Agreement.  
On a motion by Colangelo, seconded by Goerwitz, the Board unanimously approved the lease of staff laptop computers and corresponding peripheral equipment beginning with the 2017-18 school year at a cost not to exceed \$145,000 per year for four years.

B. Items for Consent Grouping

On a motion by Iverson, seconded by Stratmoen, the Board unanimously approved the following items in the Consent Grouping.

1. Personnel Items.

a. Appointments.

1. Charlie Alvarez, Summer PLUS Teacher for up to 4.75 hrs./day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 2, \$27.11/hr.
2. Natalie Amy, 1.0 FTE Will Program Lead Teacher at the Middles School, beginning 08/27/2017; MA, Step 0
3. Sarah Bardenwerper, Building Nurse for 7hrs/wk. at St. Dominic School, beginning 03/28/2017; \$28.42/hr.
4. Lowell Bauer, Temporary Head Custodian for 8 hrs./day at Longfellow, beginning 4/10/2017-5/22/2017; \$21.54/hr.
5. Burton Bemmels, 1.0 FTE Math Teacher at the ALC, beginning 08/28/2017-06/07/2018; MA, Step 14.
6. Mckenzie Bisel, Soccer Coach for 1hr/day for 4days/wk. with Community Services, beginning 04/24/2017-05/31/2017; \$10.50/hr.
7. Brynne Diggins, Summer BLAST Site Assistant for 6hrs/day at the Middle School and Carleton, beginning 06/15/2017-07/27/2017; \$12.43/hr.
8. Molly Gainey, Targeted Services PLUS Site Assistant for 5.75 hrs./day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; \$12.43/hr.
9. Leah Grisim Special Education EA-PCA for 7hrs/day at Sibley Elementary, beginning 04/07/2017-6/06/2017; Spec Ed, Step 1-\$15.08/hr.
10. Anika Guggisberg, Targeted Services Summer PLUS Student Site Assistant for 5.75hrs/day at Greenvale Park, beginning 06/15/2017-08/03/2017; \$9.50/hr.
11. Lily Hanlon, Soccer Coach for 1.5hrs/day for 15 days with Community Services, beginning 04/24/2017-05/31/2017; \$9.50/hr.
12. William Kaul, Grounds and Maint. Tech M-Th, 7-3:30p.m. District Wide, beginning 04/02/2017; \$13.00/hr.
13. Tabatha Lagro, Child Nutrition Associate 1 for 3.25hrs/day at the High School, beginning 03/28/2017; \$16.27/hr.
14. Kevin Landry, Summer PLUS Teacher for 1.75hrs/day at Greenvale Park, beginning 06/16/2017-08/03/2017; Year 1, \$27.11/hr.
15. Martha Lundin, Summer BLAST Site Assistant for 6hrs/day at the Middle School and Carleton, beginning 06/15/2017-07/27/2017; Step 2, \$12.77/hr.
16. Hannah McClure, Aquatics Swim Aide for 2.5hrs/day for 1day/wk. with Community Services, beginning 04/10/2017-05/31/2017; \$9.50/hr.
17. Sophia Nevin, Aquatics Instructor with Community Services, beginning 3/28/2017; Lifeguard \$10/hr., Swim Aide \$9.50/hr., Class Lead \$10.50/hr.
18. Hallie Osmon, Aquatics Instructor for 2.5hrs/day 1day/wk. with Community Services, beginning 04/03/2017-05/31/2017; WSI, \$11.00/hr. and \$10.00/hr. Lifeguard
19. Mary Rodman, Special Education EA-PCA for 7hrs/day at Sibley, beginning 04/07/2017-06/06/2017; Spec Ed, Step 1-\$15.08/hr.
20. Kaitlyn Sevilla, Summer BLAST Teacher for 6hrs/day at the Middle School and Carleton, beginning 06/15/2017-07/27/2017; Year 3-\$27.11/hr.
21. Stefan Shover, Assistant Boys Lacrosse Coach at the High School, beginning 04/04/2017-06/17/2017; Level H, Step One-50% Stipend-Sharing position with Noah Johnson.
22. Sandra Soto-Perez, Child Nutrition Associate 1 for 3.75hrs/day at the Greenvale Park, beginning 04/13/2017; \$16.27/hr.
23. Matthew Walsh, Summer BLAST Site Assistant for 6hrs/day at the Middle School and Carleton, beginning 06/15/2017-07/27/2017; Step 1-\$12.43/hr.
24. Event Workers beginning 03/30/2017: Matt Roy and Dan Meyers
25. Community Services Summer 2017 Brochure Instructors.
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.
1. Correction: Kristin Basinger, EA at the Middle School, add Targeted Services Summer BLAST Site Lead for 6hrs/day 9:15-3:15 4 days a week at Bridgewater, beginning 06/15/2017-08/04/2017; Step 4 - \$16.62/hr.
  2. Ruben Alvarez, EL Teacher at the Middle School, change to 1.0 FTE Grade 5 Compañeros Teacher at Greenvale Park, beginning 08/28/2017;
  3. Patricia Anderson, Special Education EA at CVSEC-Alex, change to 1.0 FTE Building Administrative Assistant at CVSEC-Alex, beginning 03/22/2017-06/30/2017; Class IV, Step 1-\$18.28/hr.
  4. Tari Atchison, Club Leader with Targeted Services, change to Targeted Services Summer PLUS Club Leader for 5.25hrs/day at Greenvale Park, beginning 06/19/2017-08/03/2017; \$20.09/hr.
  5. Sheila Atkinson, Educational Assistant at Bridgewater, add Targeted Services PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; \$13.43/hr.
  6. Paula Baragary, Teacher at Sibley, add Eagle Bluff Coordinator with Community Services, beginning 4/10/2017-09/1/2017; \$1,000 Stipend.
  7. Robert Benson, Site Assistant at Sibley, add Targeted Services PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 2-\$12.77/hr.
  8. Elizabeth Brewer, Special Education at the Middle School, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 6-\$13.43/hr. Step 4
  9. Renee Burnham, Teacher at the ALC, add ALC Summer School Teacher for up to 5 hours/day for 4 days a week, beginning 06/12/2017-07/27/2017; Lane/Step pay
  10. Anne Campbell, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day for 4 days a week, beginning 06/12/2017-07/27/2017; Lane/Step pay
  11. Sara DeVries, Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 4-\$27.73/hr.
  12. Lindsey Downs, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 9-\$28.22/hr.
  13. Sonya Ehmer, Site Lead at Bridgewater, change to Targeted Services PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 2-\$12.77/hr.
  14. Stephanie Ennis, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 1-\$27.11/hr.
  15. Janet Gannon, Educational Assistant at the Middle School, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 4-\$13.43/hr.
  16. Robert Garcia, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 7-\$27.73/hr.
  17. Michael Garlitz, Accelerate Volunteer Coordinator at Longfellow, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 2-\$12.77/hr.
  18. Katie Goehring, Teacher at Longfellow, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 1-\$27.11/hr.
  19. Jackie Groth, Special Education at Bridgewater, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 1-\$12.43/hr.

20. Rich Guggisberg, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 2-\$27.11/hr.
21. Inger Hanson, RTI Coach-LTS at Bridgewater, change to 1.0 FTE RTI Coach at Bridgewater, beginning 08/28/2017-ongoing;
22. Jeanne Mahoney-Hanzlik, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day for 4 days a week, beginning 06/12/2017-07/27/2017; MA+15, Step 14
23. Amanda Heinritz, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.00hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 2-\$27.11/hr.
24. Mitzi Holden, Food Service at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 1-\$12.43/hr.
25. April Kalscheuer (Gustafson), EA at CVSEC, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 1-\$12.43/hr.
26. Anna Kelly, Media Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for 3.50hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 2-\$12.77/hr.
27. Anna Kelly, Media Assistant at Greenvale Park, add Targeted Services Summer PLUS Club Leader for 2.25hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; \$20.09/hr.
28. Lily Landry, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 4-\$27.73/hr.
29. Darren Lofquist, Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 5-\$27.73/hr.
30. Tiffany Malecha, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 4-\$27.73/hr.
31. Carolyn Manderfeld, Special Education at the Middle School, add Targeted Services PLUS Club Leader for 1.0hrs/day for 4days/wk. at Greenvale Park, beginning 04/03/2017-05/04/2017; \$20.09/hr.
32. Cheryl Mathison, Teacher at the ALC, add ALC Summer School Teacher for up to 5 hours/day for 4 days a week, beginning 06/12/2017-07/27/2017; MA, Step 14
33. Cheryl Mathison, Teacher at the ALC, add ALC Summer School Teacher (Boundary Waters Trip) for up to 40 hours, beginning 06/12/2017-06/16/2017; MA, Step 14
34. Curtis Mikkelson, Teacher at the Middle School, add ALC Summer School Teacher for up to 5 hours/day for 4 days a week, beginning 06/12/2017-07/27/2017; BA+60, Step 14
35. Arlette Nelson, Educational Assistant at Bridgewater, add Targeted Services PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 4-\$13.43/hr.
36. Kim Norton, Special Education at Bridgewater, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 2-\$12.77/hr.
37. Chris O'Neill, Teacher at the Middle School, add Eagle Bluff Coordinator with Community Services, beginning 4/10/2017-09/1/2017; \$1,000 Stipend.
38. Dustee Phenow, Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 3-\$27.11/hr.
39. Matelin Prayfrock, Target services, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 1-\$12.43/hr.
40. Brent Rauk, Teacher at Bridgewater, add Targeted Services Summer BLAST Teacher for up to 6hrs/day for 4 days/wk. at the Middle School, beginning 06/15/2017-07/27/2017; Year 4-\$27.73/hr.

41. Bethany Rohde, Teacher at Longfellow, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 1-\$27.11/hr.
  42. Guadalupe (Linda) Rosas, PLUS Site Assistant at Greenvale Park, add Community School-Student Site Assistant at Greenvale Park, beginning 03/20/2017-06/08/2017. \$9.50/hr.
  43. Jodie Rud, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 1-\$27.11/hr.
  44. Micah Schultz, Teacher at the ALC, add Targeted Services summer BLAST Teacher for 6hrs/day for 4 days/wk., beginning 06/15/2017-07/27/2017; Year 3-\$27.11/hr.
  45. Amber Soderlund, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 1-\$27.11/hr.
  46. Robyn Spillman, Special Education Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 3-\$13.09/hr.
  47. Josh Spitzack, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 3-\$27.11/hr.
  48. Pilar Sullivan, Educational Assistant at Longfellow, add Early Childhood Screening Staff with Community Services, beginning 03/27/2017; \$20.00/hr.
  49. Eric Swan McDonald, Teacher at the ALC, add ALC Summer School Teacher (Boundary Waters Trip) for up to 40 hours, beginning 06/12/2017-06/16/2017; Lane/Step pay
  50. Gina Swenson, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 4-\$27.73/hr.
  51. Amy Tacheny, 5<sup>th</sup> Grade Compañeros Teacher, change to 6<sup>th</sup> Grade Middle School Teacher, beginning 08/28/2017;
  52. Deloris Tomczik, Educational Assistant at Bridgewater, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 4-\$13.43/hr.
  53. Diane Torbenson, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 4-\$27.73/hr.
  54. Katrina Warner, Substitute at Longfellow, add Targeted Services PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 1-\$12.43/hr.
  55. Kate Woodstrup, Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 7-\$27.73/hr.
  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 Requests Approved.
1. David Craft, Principal at Greenvale Park Family/Medical Leave of absence, beginning 03/16/2017- for up to 60 work days.
  2. Margaret Fink, Special Education Teacher .20 FTE Leave of Absence request for the 2017-18 school year.

3. Mark Harder, Head Custodian at Longfellow Family/Medical Leave of absence, beginning 04/10/2017-05/19/2017.
  4. Melody Leidall, School Nurse at Bridgewater, will job share with Lucy Archibald for the 2017-18 school year.
  5. Kim Medin, Special Education Educational Assistant PCA at the Middle School Family/Medical Leave of absence, beginning 04/03/2017-04/28/2017.
  6. Sara Mikkelsen, 6<sup>th</sup> Grade Reading Teacher 0.2 FTE Leave of Absence Request for the 2017-18 school year.
  7. Jacie Myers, Special Education Teacher 1.0 FTE Leave of Absence effective for the 2017-18 school year.
  8. Allison Otte, Teacher at Sibley 1.0 FTE Leave of Absence effective for the 2017-18 school year.
  9. Ashley Patterson, Psychologist at Longfellow .25 FTE Leave of Absence effective for the 2017-18 school year.
  10. Mary Robia, Teacher at the High School .40 FTE Leave of Absence request for the 2017-18 school year.
  11. Linda Temple, Teacher at Bridgewater 1.0 FTE Leave of Absence effective for the 2017-18 school year.
  12. Brigitte Tisdale, Title Teacher at GVP, Leave of Absence for the first semester of the 2017-18 school year.
- d. Resignation / Retirement.
1. Rafael Estrella, Head Soccer Coach for the Middle School, resignation effective 03/28/2017.
  2. Patricia Pfeiffer, Special Education Teacher at the Middle School, retirement effective at the end of the 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. Grant Request.

A \$36,100 grant request from Community Services to the Northfield United Way for PRIMETIME Kindergarten-8<sup>th</sup> Grade was approved.

3. Financial Reports – December 2016 – February 2017.

The Board approved 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.

IX. Items for Information

1. Enrollment Report – April 2017.

X. Future Meetings

Wednesday, April 19, 2017, 5:30 PM-7:30 PM, School Board Work Session, Master Facilities Master Plan, Northfield High School Media Center  
Monday, April 24, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, May 8, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

XI. Adjournment

On a motion by Stratmoen, seconded by Iverson, the Board adjourned at 8:35 p.m.

Noel Stratmoen  
School Board Clerk



## Committee Report

*Board of Education*

**Name:** Ellen Iverson

**Committee:** DEPAC

**Date Submitted:** 4/19/2017 21:53:48

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Based on previous DEPAC meeting structured discussions, Dr. Hillmann presented a proposal for a DEPAC redesign for the 2017-2018 school year. DEPAC members discussed the redesign in small groups and provided feedback in the shape of concerns, things that were appreciated, questions, and suggestions. The proposed redesign positions DEPAC as the “critical friend” of the District as part of a continuous improvement model. Dr. Hillmann outlined team membership, meeting interaction grouping, and a framework of agendas for four meetings per school year. The proposed membership would include more teachers and community members. Rather than three standing committees, the meetings would have more flexible groups. The proposed redesign agendas included opportunities to provide review and feedback on: progress on strategic plan, World’s Best Workforce results, and evidence of practice from PLCs. The meetings would include opportunities for signature results presentations that would feature PLCs that have particularly succeeded or learned important lessons. By March/April DEPAC would also provide recommendations for Site Improvement Plans. All of these elements: strategic plan priorities, school improvement plans, PLCs evidence of practice would align as part of a continuous improvement model.

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# District Youth Council

Update

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## Brief Overview of the DYC

- Student run organization
  - A voice for the youth
  - Interaction with district
  - Youth input
  - Informing youth
  - We've divided up our council into sub committees
-

# Diversity and Representation Committee

What we're working on this year:

- We recognize there are many of our peers struggling with mental health issues.
- We reached out to peers to gain an understanding of their thoughts on current mental health resources at the high school.
- Finding included:
  - Many students are unaware of our mental health resources
  - Many are also uneasy at coming to get help at the school.



## Diversity and Representation Committee continued: Our current work

- Currently creating short videos of the school Counselors.
- The videos will be shown in classes
- Researching what mental health resources are available in the summer
- We will be working on publicizing these summer resources
- Have been working with Ms.Duba and Greg Gianopoulos

# Connection to the School Board Committee

What we're working on this year:

- Have become active members of DEPAC
- As DEPAC evolves we will continue to analyze how best to represent student voice at that meeting.
- Encouraged DYC members to attend school board meetings and formalized a reporting structure back to the DYC as a whole.

# Publicity Committee

What we're working on this year:

- We are trying to ensure that students are aware of the DYC and its role.
- We created a display case near the front office that advises students who are the current DYC members and when we meet.
- Hosted an evening event.

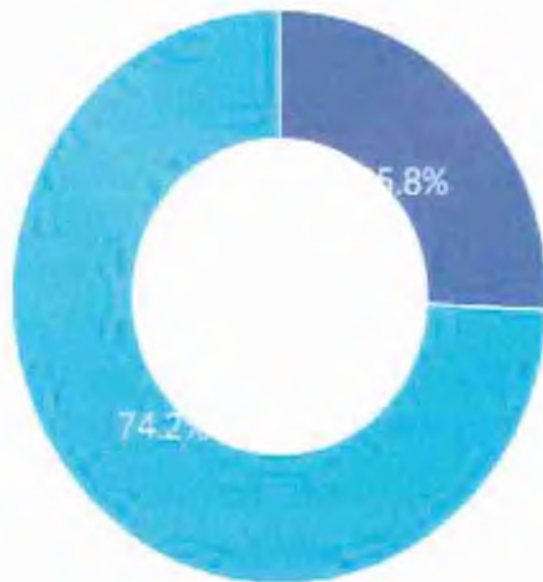
# Student Rights and Handbook Committee

What we're working on this year:

- We recognized that the student handbook was only referenced at one point during the year and our peers didn't fully understand everything that the student handbook covered.
- In order to help increase student knowledge we initiated a twice-monthly one-question survey

January 17th, 2017

I can have my pocket knife in my car during a basketball game since it's not during the school day.



Choices

Totals

● True.

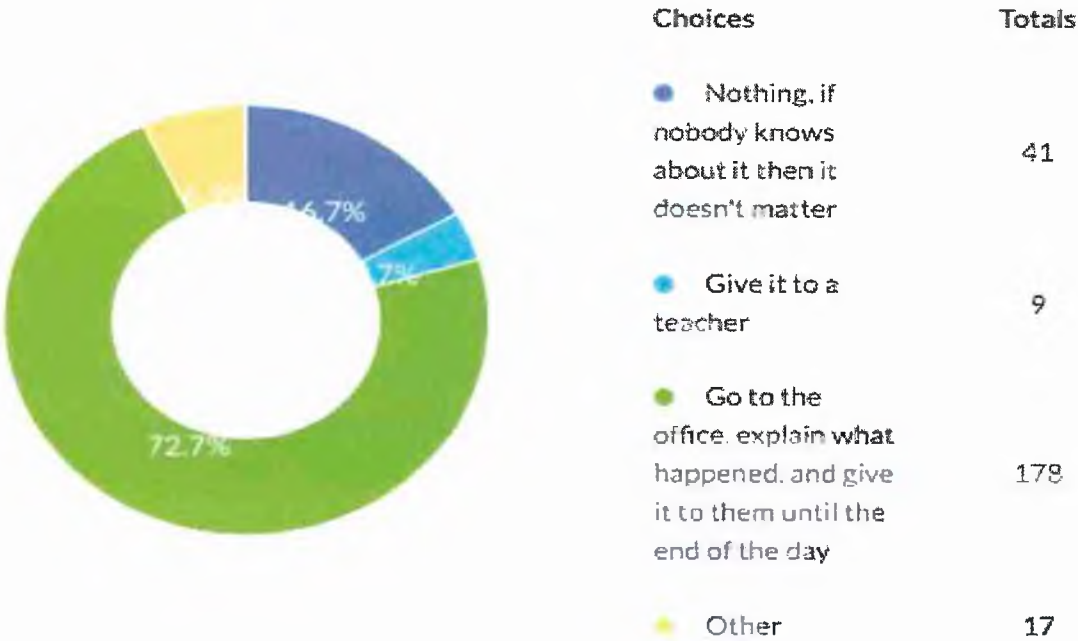
66

● False. you are still on school property.

190

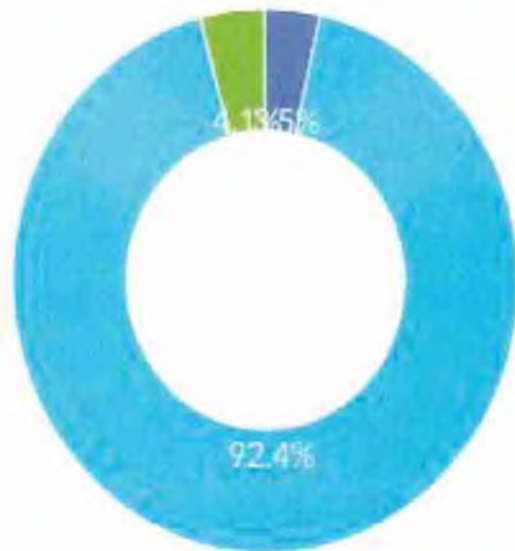
February 8th, 2017

If you forget that you have a pocket knife in your pocket, what should you do?



February 22nd, 2017

If one is 18 and brings Tobacco to school is it okay?



Choices

Totals

Yes, if one is 18

6

No, school is a  
drug free zone

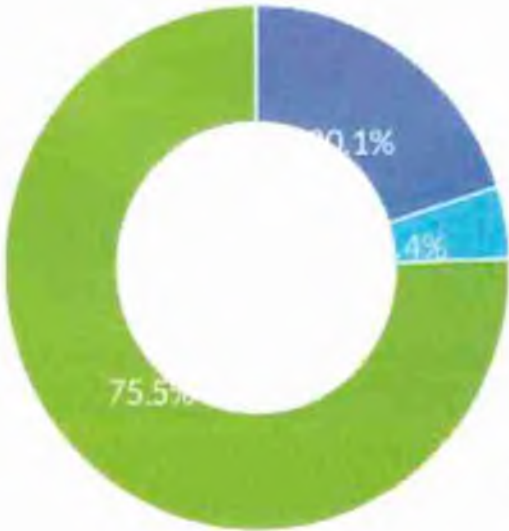
157

Yes, it is a legal  
drug

7

March 8th, 2017

Can the school search my backpack?





| Choices   | Totals |
|---|--------|
| <input checked="" type="radio"/> No, not without my permission to do so     | 59     |
| <input type="radio"/> No, not without the permission of my parents to do so | 13     |
| <input type="radio"/> Yes, as long as there is probable cause               | 222    |

## Comments we received off of the surveys

**To whom this may concern, a number of attending students do not live in Northfield. It can be quite difficult for us to commute to Northfield to get to class on time, especially when the weather isn't in our favor. Today is March 13, 2017 and last night, is snowed a decent amount. Even with the efforts of the weather control teams such as plows and whatnot, it still took me almost an hour to drive to school. I would like the board, or whoever makes the decision on the topic of delaying/canceling school, to consider these students that live abroad and find a solution to our predicament. Thank You.**

**More after school activities should be presented for students to have some place to channel some of their talents (when they don't have anywhere else to do so). There are plenty of good ones, but a few more from each field in STEAM (science, technology, engineering, arts and mathematics) should be considered. These additions to after school activities could give struggling students a creative outlet to express themselves, and it could even improve their test scores and academic grades.**

## Comments Continued..

**I think that there should be a day where the students can talk freely about every teacher without them being there or hearing and the principal and other people part of the school board can hear so that they can know how a teacher really teaches and how the students like or don't like that technique. When the principal comes into a classroom the teacher knows and changes their behavior and acts like a saint because they do not want to get fired so this students telling their opinion would really help because there are a lot of teachers whom I would love to see change or love for an important person hear about and I know other students feel the same way.**

**I think that the Northfield high school should have later start times. That later start times improves students grades and their concentration. I think that the school board or administration should start school at 8:51am or 9am. I think that they would respond positively if they had enough research presented to them when they were hearing about this suggestion.**

**Just because someone has a pocket knife in their car is not a big deal. If they feel obligated that they need to defend themselves or use it for emergency purposes who are we to tell them they can't do it. The only difference is if they bring it IN school then that's a problem.**

## Plans for next year

- Formalizing our structure for next year
- Continue serve on DEPAC
- Further strengthen the relationship with the school board
- Continue to explore ways for youth to have input into their schools.

Thank you for your time and  
consideration.



## **Proposed Budget – Non-Operating Funds | 2017-18 • Narrative | April 24, 2017**

Val Mertesdorf, Director of Finance

### **Debt Service Fund**

State statute requires the District to ask the voters for authority to bond. This means that property taxes are the main source of revenue for the debt service fund. The majority of our bonds are voter approved and we are required by statute to levy 105% of our debt service payments annually. This is part of our levy certification process we do each fall. We have one bond that was issued as capital facility bond. Capital facility bonds are revenue neutral to the taxpayers. The payment for these bonds is reduced from our operating capital revenue and is not levied against the tax payers. In March, the District issued a Long Term Facilities Maintenance bond to replace the Bridgewater Elementary roof. This bond operates similar to the capital facility bond, except the revenue is deducted from our LTFM revenue. The expenditures of the debt service fund are restricted for principal and interest payments as well as any potential services fees we might incur from the debt.

Our revenue projection for 2017-18 is slightly higher than the current fiscal year. This is primarily driven by increased bond payment schedules. Our debt payments in 2017-18 are roughly \$400,000 higher than the prior year and we are required to levy 105% of that amount. The other significant change you will notice is the increase in state aid. This is the aid portion of our long term facilities maintenance revenue to help offset the cost to the taxpayers. This is an example of a very positive legislative decision! I'm also projecting an increase in interest earnings. As a result of intentional investing we have increased our interest income nearly \$100,000 over the last two years!

Our expenditure projection has normalized now that we don't have any refunding bonds in the process. The 2017-18 expenditures are about \$400,000 more than the prior year. We paid off the 2013A refunding bonds in 2017. The debt payments were structured such that we are now able to pay double the principal on our 2010A refunding bonds.

Our fund balance is projected to drop slightly. At the time I entered the levy information in August, we did not know we would be issuing LTFM bonds. Therefore, we did not levy for this expenditure. It will be entered during this levy cycle and should come through as an adjustment in a future levy year. I would expect our normal fund balance range to be between \$800,000 and \$1.2 million in a typical year.

For the 2017-18 school year we have five outstanding bonds with principal totaling \$4.750 million and interest totaling \$932,854. These five issues have a total debt of \$36,636,118 to be paid over the next ten years

## **Fiduciary Fund**

The Fiduciary Fund is also known as our Trust or Scholarship Fund. The fund accounts for each gift, donation, or trust that is awarded to the District. We track each account separately. The high school guidance office coordinates the gift and award process each year. We are able to provide more than 80 scholarships each year from 50 donors thanks to these gifts! The District is the fiscal host for about 50% of these scholarships.

On the summary you will see this fund is very consistent. Generally the gifts we receive are awarded as scholarships that year. For the 2017-18 school year we are anticipating \$72,300 in gifts and a nominal amount of interest. Expenditures are slightly higher due to a few scholarships that were funded in a lump sum and we are paying out over a period of time. Overall this fund balance is showing a small decline, which is what I would expect as we spend down the endowments we have received.

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# Debt Service Fund

2017-18 Proposed Budget

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# Debt Service Basics

## Debt Service Revenue:

- Levy - 105% of debt principal and interest payments
- State - LTFM Aid and state credits
- Offset of operating capital revenue

## Debt Service Expenditures:

- Outstanding principal and interest payments
  - Other debt costs, i.e. service fees
-

# Debt Service Revenue

|                         | <b>2014-15<br/>Actual</b> |           |
|-------------------------|---------------------------|-----------|
| Local Property Tax Levy | \$                        | 5,536,204 |
| Interest on Investments |                           | 9,572     |
| State of Minnesota      |                           | 51,552    |
| Total                   | \$                        | 5,597,328 |

|    | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2017-18<br/>Proposed</b> |
|----|---------------------------|---------------------------|-----------------------------|
| \$ | 5,357,436                 | \$ 4,765,914              | \$ 4,962,475                |
|    | 16,027                    | 8,000                     | 18,000                      |
|    | 73,649                    | 52,000                    | 521,707                     |
| \$ | 5,447,112                 | \$ 4,825,914              | \$ 5,502,182                |

## Debt Service Expenditures

|                         | <b>2014-15<br/>Actual</b> | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2017-18<br/>Proposed</b> |
|-------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|
| Bond Principal Payment  | \$ 4,110,000              | \$ 4,415,000              | \$ 4,265,000              | \$ 4,750,000                |
| Bond Interest           | 1,214,728                 | 1,109,094                 | 1,003,819                 | 932,854                     |
| Other Debt Service Fees | 6,135                     | 6,295                     | 6,000                     | 6,000                       |
| Total                   | <u>\$ 5,330,863</u>       | <u>\$ 5,530,389</u>       | <u>\$ 5,274,819</u>       | <u>\$ 5,688,854</u>         |

# Debt Service Summary

|                     | 2014-15<br>Actual |           |    |
|---------------------|-------------------|-----------|----|
| Beginning Balance   | \$                | 1,443,812 | \$ |
| Revenue             |                   | 5,597,328 |    |
| Total Sources       |                   | 7,041,140 |    |
| Expenditures        |                   | 5,330,863 |    |
| Ending Fund Balance | \$                | 1,710,277 | \$ |

| <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2017-18<br/>Proposed</b> |
|---------------------------|---------------------------|-----------------------------|
| 1,710,277 \$              | 1,627,000 \$              | 1,178,095                   |
| 5,447,112                 | 4,825,914                 | 5,502,182                   |
| 7,157,389                 | 6,452,914                 | 6,680,277                   |
| 5,530,389                 | 5,274,819                 | 5,688,854                   |
| 1,627,000 \$              | 1,178,095 \$              | 991,423                     |

## Principal and Interest Schedule

| Issue Date | Net Interest Rate | Original Issue | Purpose                         | Final Maturity | FY 2017-18 Payments |                   |                     |
|------------|-------------------|----------------|---------------------------------|----------------|---------------------|-------------------|---------------------|
|            |                   |                |                                 |                | Principal           | Interest          | Total               |
| 2/16/2010  | 2.0 - 4.0%        | 22,615,000     | Refund '01<br>MS/HS/MF          | 2/1/2022       | 3,160,000           | 532,200           | 3,692,200           |
| 12/7/2011  | 2.0 - 2.375%      | 9,750,000      | Refund '03A<br>MS/HS/MF         | 2/1/2024       | 555,000             | 187,694           | 742,694             |
| 12/19/2012 | 1.5 - 2.0%        | 9,825,000      | Refund<br>'04/'05 Indoor<br>Air | 2/1/2025       | 765,000             | 148,375           | 913,375             |
| 5/13/2014  | 2.0-3.0%          | 1,525,000      | GVP/HS<br>Roofs                 | 2/1/2025       | 145,000             | 29,550            | 174,550             |
| 3/23/2017  | 1.93%             | 1,365,000      | BW Roof                         | 2/1/2027       | 125,000             | 35,035            | 160,035             |
|            |                   |                |                                 |                | <u>\$ 4,750,000</u> | <u>\$ 932,854</u> | <u>\$ 5,682,854</u> |

# Maturity Schedule

| Fiscal Year | Principal         |
|-------------|-------------------|
| 2018        | 4,750,000         |
| 2019        | 4,915,000         |
| 2020        | 5,110,000         |
| 2021        | 5,325,000         |
| 2022        | 3,410,000         |
| 2023        | 3,760,000         |
| 2024        | 3,890,000         |
| 2025        | 1,575,000         |
| 2026        | 150,000           |
| 2027        | 155,000           |
|             | <u>33,040,000</u> |



| <b>Interest</b> | <b>Total</b> |
|-----------------|--------------|
| 932,854         | 5,682,854    |
| 814,744         | 5,729,744    |
| 654,044         | 5,764,044    |
| 482,194         | 5,807,194    |
| 302,894         | 3,712,894    |
| 218,025         | 3,978,025    |
| 133,813         | 4,023,813    |
| 43,750          | 1,618,750    |
| 9,150           | 159,150      |
| 4,650           | 159,650      |
| 3,596,118       | 36,636,118   |

# Questions?

Thank you!

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# Scholarship Fund

2017-18 Proposed Budget

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## Scholarship Fund (Fiduciary)

- One active trust fund
  - Individual accounts for each scholarship
  - NHS Guidance Office coordinates gift and award process
  - Non-scholarship accounts are monitored for appropriate use as designated by donors
  - More than 80 scholarships and awards from 50+ donors!!
  - The District is the fiscal host for roughly 50% of the scholarships
-

# Financial Summary

|                         | 2014-15<br>Actual |
|-------------------------|-------------------|
| Beginning Balance       | \$ 142,937        |
| Gifts and Donations     | 61,925            |
| Earnings on Investments | 301               |
| Total Sources           | 205,163           |
| Expenditures            | 66,800            |
| Ending Fund Balance     | \$ 138,363        |

| <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2017-18<br/>Proposed</b> |
|---------------------------|---------------------------|-----------------------------|
| \$ 138,363                | \$ 133,938                | \$ 129,638                  |
| 63,300                    | 67,300                    | 72,300                      |
| 75                        | 200                       | 200                         |
| 201,738                   | 201,438                   | 202,138                     |
| 67,800                    | 71,800                    | 76,800                      |
| \$ 133,938                | \$ 129,638                | \$ 125,338                  |

# Scholarship Listing

|  |           |   |                  |
|--|-----------|---|------------------|
| AAUW Scholarship                         | \$ 500    | NFLD Alumni Scholarship                 | \$ 500           |
| Al Berkvam Memorial Scholarship          | \$ 500    | NFLD Office Employees' Scholarship      | \$ 1,000         |
| Apple Autos                              | \$ 5,000  | Northfield Prairie Partners Scholarship | \$ 200           |
| Booster Club                             | \$ 1,000  | Northfield Union of Youth (The Key)     | \$ 20,000        |
| Cannon Valley Lions Club Scholarship     | \$ 1,500  | PEO Recognition Scholarship             | \$ 1,800         |
| Cannon River Sportsmen Club              | \$ 1,000  | Rotary Scholarship                      | \$ 3,000         |
| Cardinal CG Scholarship                  | \$ 500    | Skip Boyum Scholarship                  | \$ 750           |
| Cinco de Mayo Scholarship                | \$ 2,100  | Steele-Waseca Electric                  | \$ 500           |
| Dakota Electric Fund                     | \$ 3,000  | Step Up Scholarship                     | \$ 1,200         |
| David Rodgers Memorial Scholarship       | \$ 3,000  | Stratmoen Family Scholarship            | \$ 750           |
| Hansen-Lamb Memorial Scholarship         | \$ 1,000  | Tom Blaisdell Memorial                  | \$ 2,000         |
| Kluver/Monsanto Scholarship              | \$ 500    | TORCH Scholarship                       | \$ 4,000         |
| Lucille Duesterhoeft Memorial            | \$ 12,000 | VFW                                     | \$ 1,500         |
| Myrtle Houston Trust                     | \$ 4,000  | W Stickley Memorial                     | \$ 4,000         |
| Natalie Perry Smead Memorial Scholarship | \$ 1,500  | <b>Total</b>                            | <b>\$ 76,800</b> |

# Questions

Thank you!

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**Annual Child Nutrition Program and Budget Report | April 24th, 2017**  
**Stephany Stromme, RDL D | Director of Child Nutrition**

**District Vision:** We will prepare every student for lifelong success within a world-class learning environment with a commitment to community partnerships and sustainability.

**Department Mission:** Provide quality nutritious meals that support the growth and development of our students to fuel their learning.

**2016-17 Review**

**Breakfast:** Breakfast has been suggested to positively affect learning in children in terms of behavior, cognitive, and school performance. We are excited to report that for school year 2016-17 breakfast participation increased for the normal priced meals by 10% and reduced priced meals by 16%. We saw a reduction of approximately 3% or 24 students who qualified for free meals in 2016-17 school year versus the 2015-16 school year resulting in fewer free breakfast meals served. We also saw a decline in the number of Kindergarten students participating in the free breakfast program. Free breakfast continues to be served for all kindergarten students.

**Lunch:** During the school year 2016-17 we saw a decrease in student meal participation of 3% free meals, but show increases of 13% in reduced meals and 3% in normal priced meals. One main contributor to the fluctuation in participation is indicated by the change in students who qualify for free or reduced priced meals as previously mentioned with breakfast.

**What's New:**

- At the High School and Middle School we will be offering another reimbursable hot meal line. In the past these items were only offered as a la carte options. These options are priced higher because there is no reimbursable funding associated with these items. We are planning to switch our hot a la carte items into reimbursable meal options. We will be creating a two week menu cycle which students will be able to purchase items that previously were available only through purchasing a la carte. This will create increased state and federal reimbursement funding for the child nutrition program, but more importantly this will allow **all** students to have access to these items while creating a more well balanced meal by including all meal components.
- Two of the elementary schools, Greenvale Park and Sibley, introduced new pre-made salads as an alternate lunch meal. A main entree salad is offered daily and includes options such as Taco Salad, Chicken Caesar Salad, Asian Chicken Salad, and Crispy Chicken. The kitchen managers have reported an increase in participation by students who previously were not eating school lunch.
- This year Vicki Malecha, Bridgewater Kitchen Manager, and I visited each 5th grade class at Bridgewater Elementary. We discussed with them how school lunch menus are developed and the requirements and guidelines we must follow when creating meals.

Each fifth grade class then helped us to create a menu which was featured for all Bridgewater students to try. Some of the items they selected were Upside-down Chicken Pot Pie, Build A Burger Bar, Loaded Baked Potato Bar, Breakfast for Lunch with a Rainbow Fruit Salad.

- As a result of a theme expressed in the Thought Exchange Process we developed a video tour of the MS Cafeteria and menu offerings. This video will be used to educate parents and incoming students who are currently 5th graders. To view the video visit <http://northfieldschools.org/departments/food/about-us/> or click [here](#).

### **World Language Week:**

- Once again the HS Child Nutrition staff worked along with the World Languages department to celebrate World Language week by offering a week long menu in our high school cafeteria focusing on the languages offered at NHS. This year we offered a Rodeo Burger for the American meal and offered a Chicken and Bean Burrito which included Mango Salsa and Plantains as menu options for our Mexican meal.

### **Legislative Conference:**

- In February I joined several MN School Nutrition Directors and the MSNA Public Policy Committee to speak with our legislators proposing a bill to increase the state's reimbursement for school lunches from 12.5 cents to 17.5 cents for every lunch served. The last increase from the state for all school lunches served was in 2013. The infographic included in my slide presentation is a snapshot describing school lunch reimbursement rates and direct food cost expenses. Unfortunately, the bill did not pass the vote to make it out of committee.

### **Local Wellness Policy:**

- The USDA Food and Nutrition Service (FNS) finalized regulations including guidelines for written wellness policies established by Local Education Authorities (LEA's). The final rule requires LEA's to begin developing a revised local school wellness policy during School Year 2016-2017. Districts must fully comply with the requirements of the final rule by June 30, 2017. Please review [Local Wellness Policies - Summary of the Final Rule](#) for details. (Handout provided)

### **2016-17 Budget Revision**

A revision of the 2016-17 budget was completed due to unexpected health care benefit costs because of increased participation and eligibility by staff. We also revised the 2016-17 food budget based on lower food costs than were anticipated. This decrease was seen due to a reduction in overall milk expenses and the incorporation of the food sharing cart. Two pieces of equipment were purchased, but the cost was offset by a Farm-to-School Grant received in January resulting in lower equipment expenditures.

The amount received for the grant totalled \$11,286 from the Department of Agriculture and Blue Cross Blue Shield. We have seen an increase in both breakfast and lunch participation for SY 2016-17. Breakfast participation increased with paid students by approximately 10%. We also saw a 16% increase in meal participation from reduced price breakfast. There was a 13% increase in reduced meal lunch participation and 3% increase in paid meal lunch participation. The adopted budget included revenues of \$2,023,235 and expenditures of \$2,099,604. Due to the personnel changes, lower than expected food costs and a revised revenue forecast with actual participation, we recommend the revised budget include revenues of \$2,173,012 and expenditures of \$2,071,965. We are projecting a surplus of approximately \$100,000 which is higher than our original projection spend down of approximately \$76,000.

### **2017-18 Adopted Budget:**

**Revenue Assumptions:** Revenue for school year 2017-18 was calculated by projecting actual participation for school year 2016-17 and assuming participation will stay similar. At this time we do know that state reimbursement rates will not be increased, however, we are unsure what the federal reimbursement rates will be. To be conservative, we are assuming reimbursement rates will remain flat. Typically we have increased meal prices every other year. It is our goal to provide quality nutritious affordable meals for all students that support their growth and development to fuel learning potential, but also understand as a business operation the need to remain fiscally responsible. We did increase meal prices by \$.15 for school year 2015-16. Since we have been fiscally responsible and expect our fund balance to exceed three months operating expenses we are proposing that rather than increase our meal prices we will elect to spend down our fund balance. Next year we expect a revenue shift from à la carte sales to student meals. With the increase in student meals we should have an increase in reimbursement, however, this does not offset the difference in revenue margin. Reimbursable meals have a small revenue margin compared to à la carte sales which has an impact on the bottom line when we see this type of shift. The two snow days and lower student attendance days due to the state tournaments participation had a negative impact on our revenue. The proposed budget revenue for school year 2017-18 is \$2,173,400.

**Expenditure Assumptions:** After consulting with our food vendors regarding the expected market for the 2017-18 school year we are assuming a 2-3% food cost increase. We are looking at purchasing a new steamer for Sibley Elementary to increase the handling and production capacity of menu items. In light of the long term facilities plan we will purchase this piece of equipment with the expectation of being able to utilize it if a kitchen remodel for Sibley is planned. The proposed budget expenditures for school year 2017-18 are \$2,232,949. Based on the direct food cost model shown on the Legislative Conference slide (#11) our combined food and milk expenditures are estimated at 44%, labor was estimated at 32.2%, and benefits were at 16% which is in line with suggested expenditures.

**Budget Plan:** We propose a 2017-18 budget with total revenue of \$2,173,400 and expenditures of \$2,232,949. We are projecting to end FY18 with a fund balance of \$694,279. Our department goal is to maintain and not exceed 3 months of average operating expenses based on a 9 month operating year. The fund balance maximum for school year 2017-18 should not exceed \$744,316.

## Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010: Summary of the Final Rule

### What is a local school wellness policy?

A local school wellness policy ("wellness policy") is a written document that guides a local educational agency's (LEA) or school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn.

The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). It requires each LEA participating in the National School Lunch Program and/or School Breakfast Program to develop a wellness policy. The final rule expands the requirements to strengthen policies and increase transparency. The responsibility for developing, implementing, and evaluating a wellness policy is placed at the local level, so the unique needs of each school under the LEA's jurisdiction can be addressed.

### Provisions of the Final Rule

On July 29, 2016, the USDA Food and Nutrition Service (FNS) finalized regulations to create a framework and guidelines for written wellness policies established by LEAs. The final rule requires LEAs to begin developing a revised local school wellness policy during School Year 2016-2017. LEAs must fully comply with the requirements of the final rule by June 30, 2017.

#### Content of the Wellness Policy

At a minimum, policies are required to include:

- **Specific goals for** nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
- **Standards and nutrition guidelines for all foods and beverages** sold to students on the school campus during the school day that are consistent with Federal regulations for:
  - School meal nutrition standards, and the
  - Smart Snacks in School nutrition standards.
- **Standards for all foods and beverages provided, but not sold, to students** during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- **Policies for food and beverage marketing** that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- **Description of public involvement, public updates, policy leadership, and evaluation plan.**

#### Wellness Leadership

LEAs must establish **wellness policy leadership** of one or more LEA and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy.

#### Public Involvement

At a minimum, LEAs must:

- **Permit participation** by the general public and the school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the wellness policy process.



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## Triennial Assessments

The final rule requires State agencies to assess compliance with the wellness policy requirements as a part of the general areas of the administrative review every 3 years.

LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine:

- Compliance with the wellness policy,
- How the wellness policy compares to model wellness policies, and
- Progress made in attaining the goals of the wellness policy.



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## Documentation

The State agency will examine records during the Administrative Review, including:

- Copy of the current wellness policy,
- Documentation on how the policy and assessments are made available to the public,
- The most recent assessment of implementation of the policy, and
- Documentation of efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate.

## Updates to the Wellness Policy

The final rule requires that LEAs update or modify the wellness policy as appropriate.

## Public Updates

The rule requires that LEAs must make available to the public:

- The wellness policy, including any updates to and about the wellness policy, on an annual basis, at a minimum, and
- The Triennial Assessment, including progress toward meeting the goals of the policy.

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## Regulation

The proposed rule was published in the Federal Register, and the 60-day public comment period closed on April 28, 2014. FNS received 57,838 public comments that were considered in developing the final rule.

The final rule was published on July 29, 2016 and can be found online at: <http://www.fns.usda.gov/tn/local-school-wellness-policy>.

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## Resources

USDA Food and Nutrition Service's "School Nutrition Environment and Wellness Resources" Web site has information and resources on:

- Local school wellness policy process,
- Wellness policy elements,
- Success stories,
- Grants/funding opportunities, and
- Trainings.

Check it out! <http://healthymeals.nal.usda.gov/school-wellness-resources>

**Model Wellness Policy** – Thoroughly reviewed by USDA FNS, the Alliance for a Healthier Generation's model policy template is in compliance with the requirements set forth in the proposed rule and will be updated per the final rule.

**Putting Local School Wellness Policies Into Action: Stories From School Districts and Schools** – The Centers for Disease Control and Prevention and USDA developed a compilation of 11 stories to help LEAs and schools implement wellness policies.

**National Wellness Study Briefs** – Bridging the Gap's research briefs highlight areas of opportunity for State agencies, LEAs, and schools to strengthen wellness policy components.



# Northfield Public Schools Child Nutrition Program



## Our District Vision

We will prepare every student for lifelong success within a world-class learning environment with a commitment to community partnerships and sustainability.



# Northfield Public Schools Child Nutrition Program



## *Child Nutrition Services:*

*Provide quality nutritious meals that support the growth and development of our students to fuel their learning.*





2016-17 Review

# Breakfast

## Meals Served

Free: **SY 15** 43,303  
**SY 16** 39,316  
**SY 17** **35,508**  
Down 10% in participation

Reduced: **SY 15** 7,287  
**SY 16** 7,414  
**SY 17** **8,586**  
Up 16% in participation

Normal: **SY 15** 24,577  
**SY 16** 26,789  
**SY 17** **29,343**  
Up 10% in participation



# Lunch

## Meals Served

Free: **SY 15** 82,031  
**SY 16** 84,335  
**SY 17** 81,383  
Down 4% in participation

Reduced: **SY 15** 23,457  
**SY 16** 23,998  
**SY 17** 27,206  
Up 13% in participation

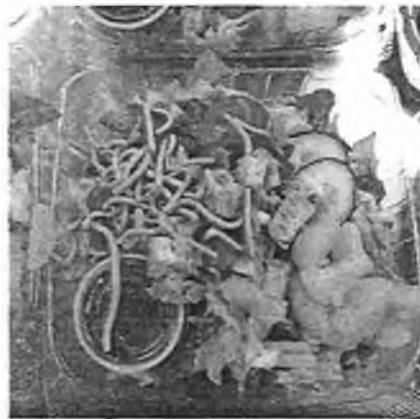
Normal: **SY 15** 171,158  
**SY 16** 188,462  
**SY 17** 193,824  
Up 3% in participation



\*\*\*Meals served are based on 126 student days vs 123 student days

# What's New

Greenvale Park Elementary and Sibley Elementary  
offering pre-made salads daily.





# Bridgewater 5th grade class meals



Bon Appetito  
 Guten Appetit  
 Selamat Makan  
 Velbekonne  
 ENJOY YOUR MEAL  
 Smakelijk  
 Bon Appetitu  
 Dobar Tek  
 Bom Apetite  
 Gudden Appetit  
 Bon Apetis  
 Bon Appetit  
 Buen Provecho  
 Buon Appetito  
 Labu Appetiti  
 Dobrou Chut

| Monday  | Tuesday  | Wednesday  | Thursday   | Friday  |
|---|--|--|--|---|
| <b>Rodeo Burger on WG Bun</b><br>Assorted burger Toppings<br>Oven baked fries<br>Steamed broccoli<br>Fruit Choice<br>Milk | <b>Cheese Crepes</b><br>Sausage Links<br>Fresh Strawberries and Bananas<br>Spinach Salad<br>Milk | <b>Orange Chicken with WG Vegetable Fried Rice</b><br>Oriental Vegetable Blend<br>WG Egg Roll with Sauce<br>Mandarin Oranges<br>Milk | <b>Chicken Bean Burrito</b><br>Assorted vegetable toppings<br>Chips and salsa bar<br>Plantains<br>Milk | <b>Sausage with Red Cabbage</b><br>Steamed vegetables<br>Applesauce and pears<br>WG pretzel bites<br>Milk |
| United States   | France   | China  | Mexico   | Germany   |

# World Language Week

## Mexico

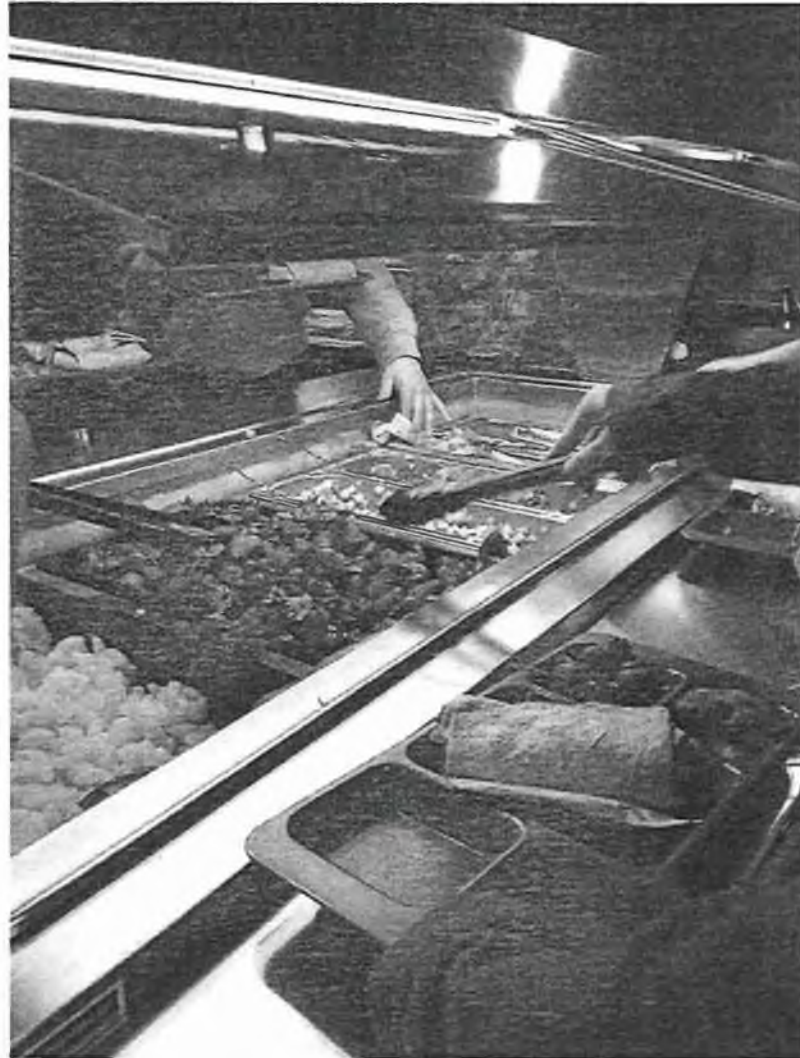
### Chicken Bean Burrito

Assorted vegetable toppings

Chips and salsa bar

Plantains

Milk





# Legislative Conference

## SCHOOL LUNCH ECONOMICS

WWW.MNSNA.ORG

School Food Service Funds are not funded by General Fund monies.

State law requires public schools to attribute food service revenues and expenditures to a **school food service fund (Fund #2)**.

Fund #2 receives monies from Food Sales & Federal & State reimbursements for school meals served and is **not financed by General Education Revenue**.

### School Lunch Reimbursement Rates

Free and Reduced Lunch

**\$3.365**  
State of MN & Federal Free & Reduced Lunch Reimbursement

**\$3.41**  
Average Cost to Make a School Lunch in MN

**-\$-.045**  
Per Meal Free & Reduced Funding Deficit

Paid Student Lunch

**\$1.505**  
State & Federal Paid Lunch Reimbursement

**\$2.78**  
The USDA recommend paid meal Price (PLE)

**-\$-.125**  
Per Meal Paid Funding Deficit

Average Price of a Paid School Lunch 2015-16

**\$2.34** Elementary  
**\$2.54** Middle School  
**\$2.60** High School

**\$2.905**  
The price a school would need to charge for a paid meal to cover the costs incurred by the unfunded mandates in the 2010 National School Lunch Bill



**\$.045**  
Current Loss Per Student Per Meal



**\$7.785**  
Current Loss Per Student Per Year



**\$778.50**  
Current Loss Per 100 Students Per Year



**\$4,403,865**  
Total Loss for MN School Year 15-16  
97,863,671 Meals

**62%**

Minnesota school districts that saw an increase in paid students not paying their meal balances. School Year 14-15

Number of Public School Students who have been approved for Free & Reduced Eligible Meals in the State of MN for school year 15-16

**329,283**

### Direct Food Service Expenses

**35%**

Food

**5%**

Milk

**33%**

Wages

**11%**

Benefit

**16%**

Other Costs



Supplies



Equipment



Maintenance



Administration



Custodial



Technology

The School Food Service Fund (Fund #2) is to be a **self-sustaining fund** with revenues coming from Food Sales & Federal & State Reimbursements. Reimbursements to the Fund #2 must be principally used for the benefit of school children, and used only for the operation or improvement of the nonprofit school food service operation.

To see the number of free and reduced students you represent please visit:

<http://education.state.mn.us/MDE/dse/FNS/SFSP/Elig/>

Then click on: Public School List with Percentage of Free and Reduced-Price Lunch Students Used for Eligibility Determinations - 2015-16



# Local Wellness Policy



## Summary of Final Rule



Child Nutrition  
2016-17 Revised Budget  
2017-18 Proposed Budget

# Child Nutrition Revenue Summary

|                 | 2014-15            | 2015-16            | 2016-17            | 2016-17            | 2017-18            |
|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                 | Actual             | Actual             | Adopted            | Revised            | Proposed           |
| Local Sources   | \$1,173,481        | \$1,206,185        | \$1,130,235        | \$1,228,720        | \$1,218,400        |
| State Sources   | 106,224            | 109,618            | 102,000            | 112,292            | 112,000            |
| Federal Sources | 787,183            | 846,446            | 791,000            | 832,000            | 843,000            |
| Total Revenue   | <u>\$2,066,888</u> | <u>\$2,162,249</u> | <u>\$2,023,235</u> | <u>\$2,173,012</u> | <u>\$2,173,400</u> |

## Budget Assumptions:

- Consistent participation
- No changes to state or federal reimbursement rates
- No increase to paid lunch rate

# Child Nutrition Expenditure Summary

|                    | 2014-15            | 2015-16            | 2016-17            | 2016-17            | 2017-18            |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                    | Actual             | Actual             | Adopted            | Revised            | Proposed           |
| Salaries and Wages | \$612,986          | \$614,839          | \$636,478          | \$634,355          | \$664,191          |
| Benefits           | 249,941            | 268,028            | 264,926            | 314,393            | 327,858            |
| Purchased Services | 96,286             | 81,968             | 86,000             | 86,000             | 87,200             |
| Food and Supplies  | 1,084,495          | 994,264            | 1,081,700          | 1,021,217          | 1,123,200          |
| Equipment          | 154,435            | 1,507              | 30,500             | 16,000             | 30,500             |
| Total Expenditures | <u>\$2,198,143</u> | <u>\$1,960,606</u> | <u>\$2,099,604</u> | <u>\$2,071,965</u> | <u>\$2,232,949</u> |

## Budget Assumptions:

- Consistent staffing model for salaries and benefits, with slight increases based on workload assessment
- 3% increase in food costs

# Child Nutrition

## 2017-18 Proposed Budget

|                         | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Adopted | 2016-17<br>Revised | 2017-18<br>Proposed |
|-------------------------|-------------------|-------------------|--------------------|--------------------|---------------------|
| Beginning Balance       | \$582,392         | \$451,138         | \$495,574          | \$652,781          | \$753,828           |
| Revenue                 | 2,066,888         | 2,162,249         | 2,023,235          | 2,173,012          | 2,173,400           |
| Total Sources           | 2,649,280         | 2,603,341         | 2,518,809          | 2,825,793          | 2,927,228           |
| Expenditures            | 2,198,143         | 1,960,606         | 2,099,604          | 2,071,965          | 2,232,949           |
| Ending Fund Balance     | \$451,137         | \$652,781         | \$419,205          | \$753,828          | \$694,279           |
| <i>Fund Balance Max</i> | <i>\$732,714</i>  | <i>\$653,535</i>  | <i>\$699,868</i>   | <i>\$690,655</i>   | <i>\$744,316</i>    |

*Per the MN Department of Education, the Child Nutrition Department fund balance should not exceed 3 months average operating expenditures assuming a 9 month operating year.*

# Historical Trends

