

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, September 22, 2014, 7:00 PM
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
This is an opportunity for members of the school district to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify himself/herself and the group represented, if any. He/She will then state the reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. Please know that this is not a time to debate an issue, but for you to make your comments.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
 1. ATS&R Presentation – Possible Approaches to District Master Facilities Planning.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Proposed 2014 Pay 2015 Property Tax Levy.
 2. World's Best Workforce Annual Report.
 - B. Items for Consent Grouping
 1. Student Activity Account – Dance Team.
 2. Cooperative Sponsorship
 3. Personnel Items.
- VIII. Items for Information
- IX. Future Meetings
Monday, October 13, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, October 27, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, September 22, 2014, 7:00 PM
Northfield High School Media Center

TO: Members of the Board of Education
FROM: L. Chris Richardson, Ph. D., Superintendent
RE: Explanation of Agenda Items for the September 22, 2014, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes
Minutes of Regular School Board meeting held on September 8, 2014, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. ATS&R Presentation – Possible Approaches to District Master Facilities Planning.
Mark Hayes with ATS&R will provide the Board with an overview of various approaches they have recommended to districts to address their educational adequacy and 21st century learning needs. The presentation will highlight needs and provide before and after examples of how those needs were addressed through facilities planning. District administration will also share the next steps in completing the District Master Facilities Plan.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Proposed 2014 Pay 2015 Property Tax Levy.
The amount of the proposed levy for 2015 is \$15,582,743.74 and represents a 2% increase from the prior year. The proposed property tax levy for 2015 is required to be certified to the district's home county auditor no later than September 30, 2014. Matt Hillmann, Director of Administrative Services, will review the levy certification timelines, legislative changes, and analysis of proposed levy.

Superintendent's Recommendation: Motion to certify to County Auditors the 2014 Payable 2015 Proposed Certified Net Tax Levy in the amount of \$15,582,743.74.
 2. World's Best Workforce Annual Report.
Under Minnesota Statutes, school districts are to develop a World's Best Workforce (WBWF) Annual Report for the 2013-14 school year, which documents the WBWF student achievement goals that were established last year, the strategies and initiatives that the district engaged in to meet the goals, and the subsequent progress made on those goals by the end of the school year. This report is to be posted on the district website by October 1 of each year. Director of Teaching and Learning Mary Hanson will present the District's World's Best Workforce Annual Report and highlight the elements and detailed assessment and accountability information that will be directly linked to the report.

Superintendent's Recommendation: Motion to approve the World's Best Workforce Annual Report as presented.
 - B. Items for Consent Grouping
Superintendent's Recommendation: Motion to approve the following items listed under the Consent Grouping.

1. Student Activity Account – Dance Team.
The Board is being asked to designate up to \$2,000 from the Dance Team's student activity account to pay for a Middle School coach. The rate of pay will be \$10, \$12 or \$14 per hour, depending on the licensing of the coach hired. The Dance Team intentionally fundraised so that this coach could be secured.
2. Cooperative Sponsorship.
Activities Director Tom Graupmann is asking the Board to approve a cooperative sponsorship with Arcadia for Boys Golf. This cooperative agreement would be for the 2014-2015 and 2015-2016 school years.
3. Personnel Items.
 - a. Appointments*
 1. Kimberly Bardwell, GenEd Educational Assistant (Media) at the Middle School for 7.5 hours/day beginning 9/24/2014; GenEd Step 1, \$13.21/hour.
 2. Allison Devney, Community School Evening Club position at CS/Greenvale Park beginning 09/23/2014 – 06/06/2015; Step 1, \$11.67/hour.
 3. Rosemary Fink, Long-Term Substitute Special Education Teacher at the High School for 8 hours/day beginning 09/23/2014 – approximately 10/20/2014; MA, Step 14.
 4. Javier Kell, Middle School Youth Center Site Assistant for up to 2.5 hours/day (10 hours/week) beginning 09/22/2014 – 05/15/2015; Step 1, \$11.67/hour.
 5. Cindy Keogh, GenEd Education Assistant (Supv) at Bridgewater Elementary for 2 hours/day beginning 09/22/2014 – 06/05/2015; GenEd Step 3, \$14.04/hour.
 6. Angela Kruse, Correction: LTS Speech Pathologist at Greenvale Park and Bridgewater beginning on or about 09/25/2014 – 06/05/2015; MA, Step 4. (addition information provided)
 7. Alex Larsen, Child Nutrition Student Associate at Longfellow for 1 hour/day beginning 09/24/2014 – 06/05/2015; \$8.00/hour.
 8. Carolyn Manderfeld, SpecEd Sign Fluent Educational Assistant-PCA at Sibley Elementary for 6.75 hours/day beginning 09/22/2014 – 06/05/2015; SpecEd Step 3, \$14.58/hour.
 9. Myrna Mibus, SpecEd Education Assistant-PCA at Longfellow for 2.7 hours/day beginning 09/17/2014 – 06/05/2015; SpecEd Step 1, \$13.73/hour.
 10. Kim Norton, GenEd Education Assistant (Supv) at Bridgewater Elementary for 2 hours/day beginning 09/23/2014 – 06/05/2015; GenEd Step 1, \$13.21/hour.
 11. Ellen Panek, Targeted Services PLUS Site Assistant at Greenvale Park for 1.25 hours/day (M-Th) beginning 09/16/2014 – 06/05/2015; Step 1, \$11.67/hour.
 12. Maelynn Rosas, Middle School Youth Center Site Assistant for up to 2.5 hours/day (10 hours/week) beginning 09/22/2014 – 05/15/2015; Step 2, \$11.98/hour.
 13. Micah Schultz, 1.0 FTE Long Term Substitute Social Studies Teacher at the ALC beginning 09/15/2014 to approximately 10/03/2014; BA, Step 0.
 14. Kaitlyn Janco (Sevilla), 1.0 FTE Long-Term Substitute EL Teacher at Sibley Elementary beginning on or about 09/18/2014 for about 8 weeks (40 work days); BA, Step 3.
 15. William E. Sonnega, Head Alpine Ski Coach at the High School beginning 11/10/2014 – 02/11/2015; Level D, Step 6
 16. Pilar Sullivan, GenEd Educational Assistant at Longfellow beginning 09/22/2014 – 06/05/2015 for 3.5 hours/day (M-T-W); GenEd Step 1, \$13.21/hour.
 17. Kimberly Tousignant, Student Support Office Specialist at the Middle School for 8 hours/day beginning 09/19/2014; Class III Office Specialist Step 1, \$16.80/hour.
 18. Event Workers – Activities: Michelyn Baker
 19. Community Services Fall Positions:
 - a. Robyn Doughty, CS WSI Instructor \$10.00/hour; Lifeguard \$8.50/hour beginning 09/15/2014 – 05/31/2015.
 - b. Maurice Hicks, CS Flag Football Coach \$9.00/hour beginning 09/16/2014 – 10/9/2014.
 - c. Calisandra Larson, CS Birthday Party Staff \$8.00/hour beginning 09/15/2014 – 05/31/2015.

- d. Dylan McDonough, CS Flag Football Coach \$9.00/hour beginning 09/11/2014 – 10/09/2014.
 - e. Ross Robinson, CS WSI Instructor \$10.25/hour; Lifeguard \$8.50/hour beginning 09/15/2014 – 05/31/2015.
 - f. Emily Shimota, CS Swim Instructor \$8.50/hour; Birthday Party Staff \$8.50/hour beginning 09/15/2014 – 05/31/2015.
 - g. Jase Simon, CS Flag Football Coach \$9.00/hour beginning 09/16/2014 – 10/09/2014.
 - h. Emily Verticchio, CS Birthday Party Staff \$8.00/hour; Recreation Substitute \$8.00/hour beginning 09/13/2014 – 05/31/2015.
 - i. Chad Wagner, CS Flag Football Coach \$9.00/hour beginning 09/16/2014 – 10/9/2014.
- b. Increase/Decrease/Change in Assignment
1. Kristin Basinger, SpecEd EA-PCA at the Middle School for 6.5 hours/day; add SpecEd Bus EA-PCA at the MS for 1.33 hours/day (7.83 hours/day) beginning 09/02/2014 – 06/05/2015.
 2. Robert Benson, GenEd Education Assistant (Supv). at Sibley Elementary for 2 hours/day, add SpecEd Bus EA-PCA at Sibley for 2 hours/day (4 hours/day) beginning 09/18/2014 – 06/05/2015.
 3. Mary Boyum, SpecEd EA-PCA at Sibley for 6.75 hours/day, add SpecEd Bus EA-PCA at Sibley for 1.25 hours/day (8 hours/day) beginning 09/02/2014 – 06/05/2015.
 4. Elizabeth Brewer, SpecEd EA-PCA at the Middle School for 6.75 hours/day, add SpecEd Bus EA-PCA at the Middle School for 1.17 hours/day (7.92) beginning 09/02/2014 – 06/05/2015.
 5. Shari Bridley, SpecEd Education Assistant-PCA at Longfellow for 6.15 hours/day; add SpecEd Bus EA-PCA at Longfellow for 1.17 hours/day (7.32 hours/day) beginning 09/02/2014 – 06/05/2015.
 6. Patrick Bullard, Evening Custodian at the High School, change to District Driver/Floating Custodian for 8 hours/day in the district beginning 09/02/2014.
 7. Jerry Davidson, Evening Custodian at Sibley/Greevale Park for 8 hours/day, change to Evening Custodian at the High School for 8 hours/day beginning 09/16/2014.
 8. Cheryl Dueffert, Second Grade Teacher at Greevale Park Elementary, add Targeted Services PLUS Teacher at GVP for 1.25 hours/day (M-Th) beginning 09/16/2014 – 10/30/2014.
 9. Marilyn Frey, SpecEd EA-PCA at the Middle School for 2.4 hours/day, add SpecEd Bus EA-PCA at the Middle School for .67 hours/day (3.07 hours/day) beginning 09/02/2014 – 06/05/2015.
 10. Tyler Grave, SummerVentures Site Assistant at Longfellow for 27.5 hours/week, change to KidVentures Site Assistant at at Greevale Park for 20 hours/week beginning 09/02/2014.
 11. Michael Humann, Evening Custodian at the High School for 8 hours/day, add Evening Security at the High School beginning 09/16/2014. (\$600 stipend)
 12. Tasha Jasper, GenEd Education Assistant at Sibley, increase from 6.42 hours/day to 6.84 hours/day beginning 09/09/2014.
 13. Robyn Jessen, SpecEd Education Assistant at Greevale Park for 6.5 hours/day, add GenEd EA (Supv) at GVP for .5 hours/day (7.0 hours/day) beginning 09/09/2014.
 14. Shelly Kruger, SpecEd EA-PCA at the High School for 6.75 hours/day, add SpecEd Bus EA-PCA at the High School for 2.25 hours/day (9.0 hours/day) beginning 09/02/2014 – 06/05/2015. (overtime approved by special education)
 - 15.1 Janet Larimore-Rockne, Title I Teacher at Bridgewater, add KidVentures SpecEd EA-PCA at Bridgewater for 4.65 hours/week beginning 09/10/2014 – 06/05/2015; SpecEd EA-PCA Step 3, \$14.58/hour.
 16. Erin Maher, SpecEd Educational Assistant-PCA at the Middle School, change from SpecEd Step 1, to SpecEd Step 2, \$14.25/hour beginning 09/03/2014.
 17. Jacqueline Meyer, SpecEd Education Assistant-PCA at the High School for 6.75 hours/day, add SpecEd Bus EA-PCA at the High School for 1.58 hours/day (8.33 hours/day) beginning 09/02/2014 – 06/05/2015. (overtime approved by special education)

18. Deb Pack, SpecEd EA-PCA at the High School for 6.75 hours/day, add SpecEd Bus EA-PCA at the High School for .5 hours/day (7.25) beginning 09/02/2014 – 06/05/2015.
19. Terri Quint, SpecEd EA-PCA at the Middle School for 6.5 hours/day, decrease to 5.0 hours/day at the Middle School beginning 09/15/2014.
20. Jennifer Severson, Educational Assistant at Greenvale Park for 7.25 hours/day, add PLUS Site Assistant at Greenvale Park for 1.5 hours/day (Monday & Tuesday) beginning 9/17/2014 – 06/05/2015.

c. Leaves of Absence

1. Colleen Gottsch, Medical Leave of Absence beginning 9/10/2014 to approximately 9/23/2014.
2. Alissa Jorgenson, Childcare Leave of Absence beginning on or about 11/17/2014 – 12/12/2014.
3. Darcy Seurer, Family/Medical Leave of Absence beginning 09/02/2014 to approximately 10/03/2014.
4. Kathy Wiertsema-Miller, Family/Medical Leave of Absence beginning 11/05/2014 to approximately 11/17/2014.

d. Resignations

1. Robert (Connor) McKeen, Community Services Flag Football Coach – declined position effective 9/9/2014.
2. Jennifer Walls, Asst. Nordic Ski Coach at the High School, resignation effective 9/15/2014.

e. Administration is recommending approval of the following:

- Policy covering wages, working conditions and fringe benefits of the Technology Employees for the period extending July 1, 2014 through June 30, 2016.

f. TRA Part-Time Teacher Program

The Board is requested to authorize teacher Lisa Krueger Robb to participate in the TRA Part-Time Teacher Program, whereby the teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District.

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

VIII. Items for Information

There are no items for information at this time.

IX. Future Meetings

Monday, October 13, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, October 27, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes
September 8, 2014
Northfield High School Media Center

- I. Call to Order
Board Chair Ellen Iverson called the Regular meeting of the Northfield Board of Education to order at 7:00 PM. Maple was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was no one.
- IV. Approval of Minutes
On a motion by Stratmoen, seconded by Pritchard, minutes of the Regular School Board meeting held on August 25, 2014, were unanimously approved.
- V. Announcements and Recognitions
 - Community Services was awarded \$35,000 by the MN Department of Education for Pathway II Early Learning Scholarships. This was the maximum dollar amount that could be allocated. The Early Learning Scholarship dollars will be used to support the following:
 - add a three-day per week preschool class with capacity for 10 scholarship students to attend
 - provide transportation for preschool and parent education events
 - provide one parent education and/or family event each month from September to June
 - purchase evidence-based curriculum for our Early Ventures childcare program and continue to provide wrap-around care slots for our preschool students as requested
 - provide assistance to Bridges to K
 - increase collaboration between early childhood teachers and kindergarten staff
 - The Midwest Dairy Council has awarded Greenvale Park \$4000 for Fuel Up To Play 60. The funds will be divided between Healthy Eating and Physical Activity programs. \$2000 will be used to purchase a "Grab and Go – Anytime!" kiosk and \$2000 will be used to purchase large and small fitness equipment for the gym and playground.
- VI. Items for Discussion and / or Reports
 1. Transformational Technology Update.
Director of Technology Services Kim Briske provided an overview of the next steps in the Substitution-Augmentation-Modification-Redefinition (SAMR) model and how the District will support augmentation for staff and students. She also discussed the part that technology plays in helping our students to gain 21st century skills and provided additional general details about the changes in the roll out of technology this fall and the status of the Transformational Technology initiative.
- VII. Superintendent's Report
 - A. Items for Individual Action
There were no items for individual action.
 - B. Items for Consent Grouping
On a motion by Nelson, seconded by Fossum, the Board unanimously approved the Consent Grouping.
 1. Overnight Student Field Trip Proposal.
The Board approved the 11th annual Area Learning Center trip to the Boundary Waters Canoe Area June 8-12, 2015.

2. Grant Application.

Community Services, in partnership with Healthy Community Initiative, has applied for a \$4500 grant from the Statewide Health Improvement Program (SHIP). GECKO represents collaboration between Greenvale Park and more than 20 local community groups. With the support from SHIP, GECKO will be able to launch three important initiatives to promote policy, systems and environmental changes that increase access to healthy foods and promote increased lifelong physical activity. The Board approved this grant request.

3. Personnel Items.
 - a. Appointments*
 1. Stephanie Balma, SpecEd Education Assistant-PCA for 6.5 hours/day at Greenvale Park Elementary beginning 09/02/2014; SpecEd Step 2, \$14.25/hour.
 2. Brianne Barrett, Community Services Ventures Coordinator beginning 09/02/2014; Venture Coordinator Salary-prorated.
 3. Robert Benson, GenEd Education Assistant (Supv) at Sibley Elementary for 2 hours/day beginning 09/04/2014 – 06/05/2015; GenEd Step 1, \$13.21/hour.
 4. Amy Cunningham, Child Nutrition Associate I at Sibley Elementary for 3 hours/day beginning 09/02/2014; \$15.21/hour.
 5. Margaret Huber, .36 FTE Read 180 Teacher at Greenvale Park Elementary for 2.88 hours/day beginning 09/02/2014; BA, Step 5.
 6. Robyn Jessen, SpecEd Education Assistant-(III) at Greenvale Park for 6.5 hours/day beginning 09/02/2014; SpecEd Step 2, \$14.25/hour.
 7. Angela Kruse, Correction: 1.0 FTE Long-Term Substitute Speech Pathologist beginning 9/25/2014 – 06/05/2015 MA, Step 2.
 8. Lisa Laine, SpecEd Education Assistant-PCA at Greenvale Park for 6.5 hours/day beginning 09/03/2014; SpecEd Step 2, \$14.25/hour.
 9. Kathy Lansing, GenEd Early Childhood Education Assistant at Longfellow for 3.5 hours/day (T-Th) beginning 09/09/2014; GenEd Step 3, \$14.04/hour.
 10. Melvin Miller, GenEd Education Assistant (Supv) at the High School for 5 hours/day beginning 09/05/2014 – 06/05/2015; GenEd Step 1, \$13.21/hour.
 11. Ulrika Peterson, Gen. Ed. Education Assistant (Supv.) at Sibley Elementary for 2 hours/day beginning 09/03/2014 – 06/05/2015; GenEd Step 1, \$13.21/hour.
 12. Melissa Reuvers, SpecEd Education Assistant-PCA for 6.75 hours/day and GenEd Education Assistant-Supv. for .25 hours/day at Bridgewater Elementary beginning 09/15/2014; GenEd Step 1, \$13.21/hour (.25); SpecEd Step 1, \$13.73/hour (6.75).
 13. Anna Kelly, Targeted Services PLUS Club Leader at Greenvale Park for 1.25 hours/day (M-Th) beginning 09/16/2014 – 10/30/2014; \$18.68/hour.
 14. Deborah Wagner, 8th Grade Volleyball Coach at the Middle School beginning 09/08/2014 – 10/15/2014; Level H, Step 1. (substitute coaching since 9/4/2014)
 15. Community Services Fall Positions:
 - a) Noah Anderson, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - b) Kjell Bakken, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - c) Griffin Baumeister, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - d) John Bennett, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - e) Laish Boyd, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - f) Theodore Deitz, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour
 - g) Franz Harris, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - h) Connor Henderson, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.

- i) Jaylen Jones, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - j) Sung-Min Kang, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - k) Tim Klustner, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - l) Connor McCormick, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - m) Robert (Connor) McKeen, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - n) Alexander Musard, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - o) Jorgen Salveson, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - p) Justin Schmid, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - q) John Stone, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
 - r) Connor Yahn, Community Services Flag Football Coach beginning 9/9/2014-10/9/2014; \$9.00/hour.
- b. Increase/Decrease/Change in Assignment
1. John Bade, 1.0 FTE Art Teacher at the Middle School, change to 1.1 FTE Art Teacher at the Middle School beginning 08/25/2014 (add .1 MS Art – 2014/2015).
 2. Patrick Bullard, Evening Custodian at the High School, change to District Driver/Floating Custodian in the district beginning 09/02/2014.
 3. Kristen Cade, .5 Kindergarten/.5 Title Teacher at Bridgewater, change to 1.0 FTE Kindergarten Teacher at Bridgewater beginning 08/25/2014.
 4. Raphael Estrella, .90 FTE Art Teacher at the MS/ALC, change to 1.0 FTE Art Teacher at the Middle School beginning 08/25/2014, change to 1.1 FTE Art Teacher at the Middle School beginning 8/25/2014 – 06/05/2014 (2014-15) (add .1 MS Art).
 5. Jerry Johnson, 1.0 FTE Media Specialist at Bridgewater, change to .5 FTE Media Specialist at Bridgewater beginning 08/25/2014.
 6. Hermes Lanza, SpecEd Education Assistant-PCA at Headstart for 7 hours/week, change to SpecEd Education Assistant-PCA at Headstart for 6.95 hours/day beginning 09/02/2014.
 7. Sue Leidner, SpecEd Education Assistant at Sibley Elementary, change Gen Ed EA Supervisory from .17 hours/day to .33 hours/day. SpecEd EA hours will remain the same at 6.75 hours/day) – Total 6.92 hours/day to 7.08 hours/day.
 8. Erin Maher, SpecEd Education Assistant for 6.5 hours/day at the Middle School, change to SpecEd Education Assistant-PCA for 6.5 hours at Bridgewater Elementary, SpecEd EA-PCA Step 1, \$13.73/hour.
 9. Elizabeth H. Schmidt, SpecEd Education Assistant at Sibley Elementary, change Gen Ed EA Supervisory from .33 hours/day to .17 hours/day. SpecEd EA hours will remain the same at 6.75 hours/day) – Total 7.08 hours/day to 6.92 hours/day.
 10. Rolf Tollefson, Special Ed. Education Assistant at the High School for 6.75 hours/day, change to SpecEd Education Assistant-PCA at Greenvale Park Elementary for 3.38 hours/day beginning 09/02/2014.
 11. Anita Corwin, EarlyVentures Site Assistant at Longfellow for 22.5 hours/week, increase to 37.5 hours/week at Longfellow beginning 9/2/2014.
 12. Kelly Edwards, GenEd EA at Greenvale Park for 33.75 hours/week, decrease to GenEd EA at Greenvale Park for 32.5 hours/week beginning 09/02/2014.
 13. Debbie Foley, EarlyVentures Site Assistant at Longfellow for 25.5 hours/week, increase to 30 hours/week at Longfellow beginning 9/2/2014.
 14. Angela Frawley, EarlyVentures Site Assistant at Longfellow for 30 hours/week, increase to 36 hours/week beginning 9/2/2014.

15. Aimee Gerdesmeier, SummerVentures Site Leader at Longfellow for 40 hours/week, change to KidVentures Site Leader at Sibley for 29.5 hours/week beginning 09/02/2014.
 16. Tyler Grave, SummerVentures Site Assistant at Longfellow for 27.5 hours/week, change to KidVentures Site Assistant at Sibley for 18.5 hours/week beginning 09/02/2014.
 17. Vanessa Grave, SummerVentures Site Leader at Longfellow for 40 hours/week, change to KidVentures Site Leader at Bridgewater for 29.5 hours/week beginning 09/02/2014.
 18. Amanda Heinritz, Media Specialist at Greenvale Park, add Targeted Services PLUS teacher at GVP for 1.25 hours/day (M-Th) beginning 09/16/2014 – 10/30/2014.
 19. Margaret Huber, .36 Read 180 Teacher at Greenvale Park, add Targeted Services PLUS program teacher at Greenvale Park beginning 09/16/2014 – 10/30/2014.
 20. Brenda Kragseth, GenEd EA at Greenvale Park for 5.5 hours/day, change to GenEd EA at GVP for 7.0 hours/day beginning 09/02/2014.
 21. Lisa Laine, SpecEd EA-PCA at Greenvale Park for 6.5 hours/day, add GenEd EA at GVP for .5 hours/day beginning 09/02/2014. (SpecEd EA PCA 6.5 hours/day; GenEd EA .5 hours/day – total 7.0 hours/day).
 22. Anne Larson, 2nd Grade Teacher at Greenvale Park, add Targeted Services PLUS Teacher at GVP for 1.25 hours/day (M-TH) beginning 09/16/2014 – 10/30/2014.
 23. Kristy Malecha, SpecEd EA at Greenvale Park for 6.5 hours/day, add .5 GenEd EA (Supv) at GVP (total 7.0 hours/day) beginning 09/02/2014.
 24. LaDonna Miller, GenEd EA at Greenvale Park for 6.0 hours/day, change to GenEd EA at GVP for 6.75 hours/day beginning 09/02/2014.
 25. Peggy Mills, SummerVentures Site Assistant at Longfellow for 22.5 hours/week, change to KidVentures Site Assistant at Sibley for 18.5 hours/week beginning 09/02/2014.
 26. Nicole Miner, SummerVentures Site Leader at Longfellow for 40 hours/week, change to KidVentures Site Leader at GVP for 29.5 hours/week beginning 09/02/2014.
 27. Amy Pantze, SpecEd EA-PCA (6.5 hours/day), GenEd EA (.5 hours/day) at Greenvale Park (7.0 hours/day), eliminate GenEd EA Supv .5 hours/day at GVP (6.5 hours/day) beginning 09/02/2014. (35/hours/week, decrease to 32.5 hours/week).
 28. Nicki Pulju, SummerVentures Site Assistant at Longfellow for 27.5 hours/week, change to KidVentures Site Assistant at Bridgewater for 21 hours/week beginning 09/02/2014.
 29. Anthony Seidl, 3rd Grade Teacher at Greenvale Park, add Targeted Services PLUS Teacher at GVP for 1.25 hours/day (M-Th) beginning 09/16/2014 – 10/30/2014.
 30. Jennifer Severson, SpecEd EA-PCA at Greenvale Park for 6.75 hours/day, add GenEd EA (Supv.) at GVP for .5 hours/day (7.25 hours/day) beginning 09/02/2014.
 31. Brianna Spittle, EarlyVentures Site Assistant at Longfellow for 38 hours/week, increase to 40 hours/week beginning 9/2/2014.
 32. Rhonda Stanley, GenEd EA at Greenvale Park for 6.0 hours/day, increase to GenEd EA at GVP for 6.25 hours/day beginning 9/2/2014.
 33. Steve Taggart, 1.0 FTE HS/MS IT, add .2 MS IT (1.2 FTE total) beginning 09/02/2014.
 34. Dee Tomzik, GenEd EA at Bridgewater for 7 hours/day, add Targeted Services Plus Site Assistant At Bridgewater for 1 hour/day (M-Th) beginning 11/4/2014 – 06/04/2015.
 35. Dylan Warner, SummerVentures Site Assistant at Longfellow for 27.5 hours/week, change to KidVentures Site Assistant at Sibley and Greenvale Park for 12.75 hours/week beginning 09/02/2014.
 36. Tammie Warner, EarlyVentures Site Assistant at Longfellow for 31.25 hours/week, increase to 40 hours/week beginning 9/2/2014.
 37. Mary Wojick, PE teacher at Greenvale Park, add Targeted Services PLUS Teacher at GVP for 1.25 hours/day (M-Th) beginning 09/16/2014 – 10/30/2014.
- c. Leaves of Absence
1. Lynn Fossum, Family/Medical Leave of Absence beginning 09/02/2014 and may continue for up to 60 work days on an intermittent/reduced schedule basis.
 2. Kathryn Lean, Family/Medical Leave of Absence beginning 09/23/2014 and will continue for up to 60 work days on an intermittent/reduced schedule basis.
 3. Debra Pack, Family/Medical Leave of Absence beginning 09/02/2014 – 09/18/2014.

- d. Resignations
 1. Brianna Berg, Head Alpine Ski Coach at the High School, resignation effective 9/2/2014.
 2. Lexi Dotterweich, SpecEd EA-PCA at Sibley, resignation effective 8/28/2014.
 3. Tyler Faust, Middle School Wrestling Coach, resignation effective 08/27/2014.
 4. Kelly Gandrud, Long-Term Substitute 6th Grade Science Teacher at the Middle School, resignation effective 8/25/2014.
 5. Darcy Seurer, 8th Grade Volleyball Coach at the Middle School, resignation effective 9/01/2014.
 6. Tony Rezac, Assistant Wrestling Coach at the High School, resignation effective 9/4/2014.
- e. The Board approved the following:
 - Policy covering wages, working conditions and fringe benefits of the Coordinator of District Grounds, Coordinator of District Maintenance and District Electrician for the period extending July 1, 2014 through June 30, 2016.
- f. TRA Part-Time Teacher Program

The Board authorized teachers Amy Moeller, Shelley Hansen, Kathleen Kopseng and Mary Harrity-Davidson to participate in the TRA Part-Time Teacher Program, whereby the teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District.
- g. Superintendent Contract Provisions for the 2014-2015 Contract Year of the Three Year 2013-2016 Superintendent's Contract.

The Board approved a total compensation package increase of 3.047%, which is in line with the settlements the district has negotiated with all other employee groups. The package approved includes:

 - A three percent (3%) increase in salary which matches what we provided in the teachers' contract for 2014-2015;
 - An additional \$200.00 contribution to the Superintendent's elected annuity;
 - An update to the current benefit contract dollar amounts to be in compliance with the Federal Health Care Act;
 - An additional \$250.00 contribution to the employer-matched 403b tax-sheltered annuity to reflect the new state statutory maximum employer contribution to the employer-matched 403b tax-sheltered annuity.

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

VIII. Items for Information

1. World's Best Workforce Annual Report.

Under Minnesota Statutes, section 120B.11, school districts are to develop a World's Best Workforce (WBWF) Annual Report for the 2013-14 school year, which documents the WBWF student achievement goals that were established last year, the strategies and initiatives that the district engaged in to meet the goals, and the subsequent progress made on those goals by the end of the school year. This report is to be posted on the district website by October 1 of each year. Superintendent Richardson updated the Board on the progress that is being made on developing this report.

IX. Future Meetings

Monday, September 22, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, October 13, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

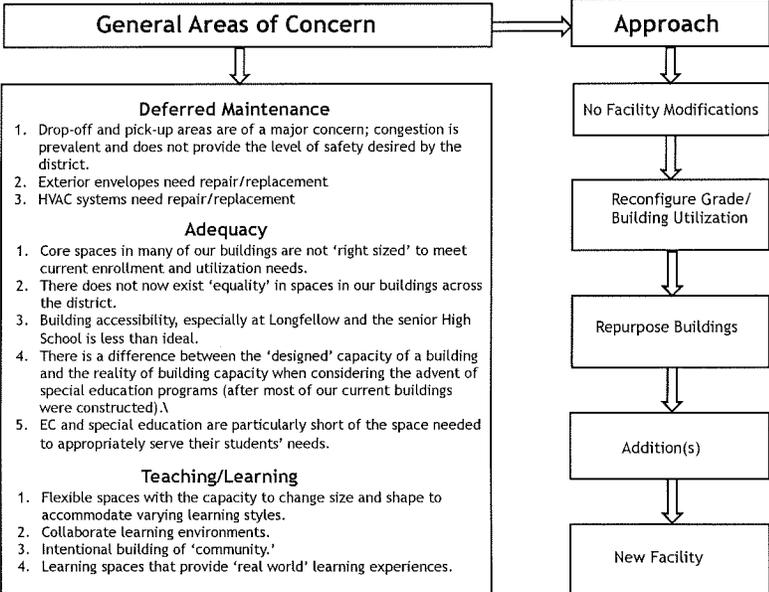
X. On a motion by Stratmoen, seconded by Pritchard, the Board adjourned at 8:06 PM.

Noel Stratmoen
School Board Clerk

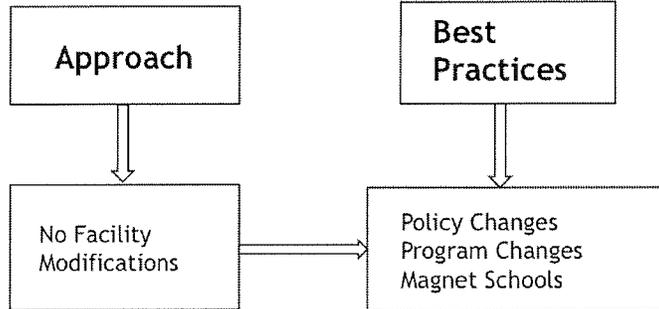
* Planning The Future

Facilities Study For The Northfield Public Schools

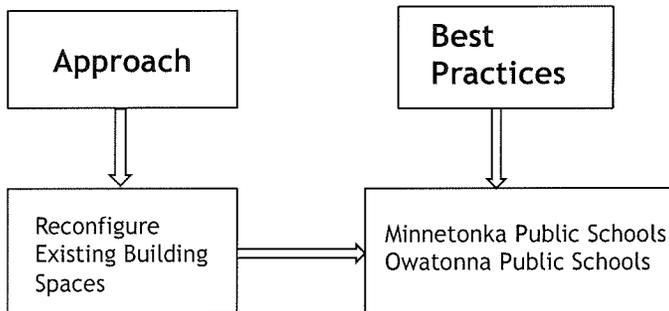
Moving Forward: Approaches and Outcomes



Moving Forward: Approaches and Outcomes



Moving Forward: Approaches and Outcomes



Moving Forward: Reconfiguring Buildings

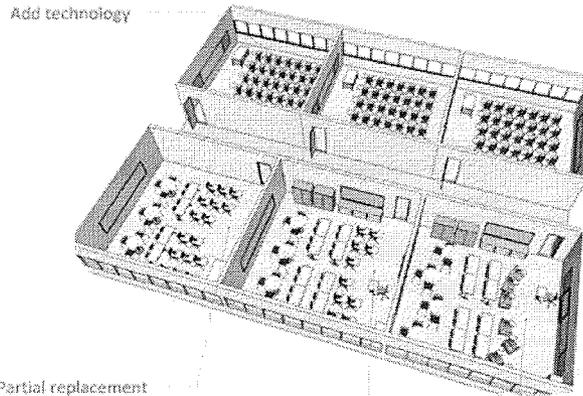


TIER 1 ENGAGE

Take steps to improve the existing conditions by replacing a portion of the furniture and technology to enrich the classroom and provide flexibility while providing adaptability for the future. Integrated technology provides seamless access. Furniture increases flexibility for group, team, individual and project based learning.



** Professional Learning Communities located elsewhere
** Project Lab space located elsewhere



Add technology

Partial replacement of existing furniture

Partial replacement of existing furniture & technology

Total replacement of existing furniture & technology

Traditional Boxes in Rows are Giving Away to Variable Size/ Flexible Learning Spaces

Start with Furniture and Technology



TIER 2 ENGAGE

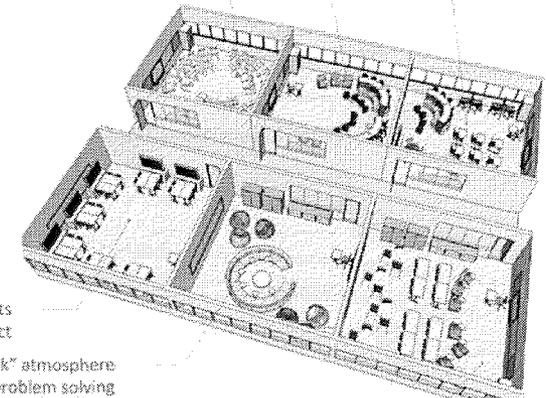
The classrooms are transformed with integrated technology and a total replacement of furniture, creating a variety of environments & learning experiences, with increased flexibility for group, team, individual and project based learning. Windows provide internal connections and openness.



Multi-purpose space support individuals, groups, teams within a classroom

Informal discussion

Furniture and technology set up to enhance communication



Collaboration pods allow students to work together on a project

The lounge provides an informal "think tank" atmosphere for discussions, exploration, and creative problem solving

Complete Classroom AV system is easy to use direct attention to the content expert.

Moving Forward: Reconfiguring Buildings



TIER 3 ENGAGE

The school environment is transformed with modifications to internal walls creating a space that truly supports engagement. A variety of space sizes and types, furniture and integrated technology support today's learners.

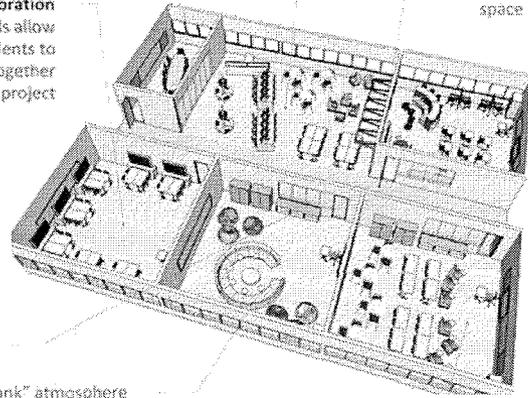
Conference space provides a quiet setting to develop ideas, video conference, meet with a small group, a student 1 on 1 and so much more

Collaboration pods allow students to work together on a project

ENGAGE

Variety of furniture and technology access supports individuals, groups, teams, presentations

Garage door provides flex space



Windows increase transparency and celebrate learning

The lounge provides an informal "think tank" atmosphere for discussions, exploration, and creative problem solving

Complete Classroom AV system is easy to use direct attention to the content expert

Remove Walls to Create a Variety of Spaces

Add Connections to Adjacent Spaces



TIER 4 ENGAGE

The school environment is fully restroped to offer diverse learning opportunities. The spaces are arranged with adjacencies that enrich learning

Conference Room offers a professional meeting environment for students and staff

Large Group (1) flexible, multi-use learning environment for 20-30 students

Lab Space gives the opportunities for hands on learning

Small Group (1) collaborative meeting space for 2-8 students

Staff Planning provides simple access between students and coaches

Cage is an informal think tank

Large Group (2)

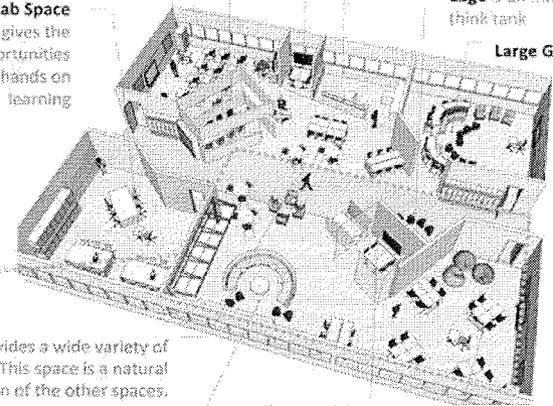
CEPPI Mock up

The Breakout space provides a wide variety of learning experiences. This space is a natural extension of the other spaces.

Winner's Circle provides a space for students to share their learning with peers, coaches and community

Small Group (2)

Large Group (3)



ENGAGE

Moving Forward: Reconfiguring Buildings

After

Entrances are 'Pronounced' and Secure

Connection / Transparency

Before

Moving Forward: Reconfiguring Buildings

Before

Reconfigure Underutilized Spaces

After

Moving Forward: Reconfiguring Buildings

Variety of Spaces

Technology is Accessible

Moving Forward: Reconfiguring Buildings

Engage Learners

Moving Forward: Reconfiguring Buildings

Variety of Spaces

Moving Forward: Reconfiguring Buildings

Classroom 'Clusters' Are 'Radically Renovated'!

OWATONNA HIGH SCHOOL

Moving Forward: Reconfiguring Buildings

Before

'Transparency' Supports Collaboration

After

Moving Forward: Reconfiguring Buildings

Before

'Transparency' Supports Collaboration

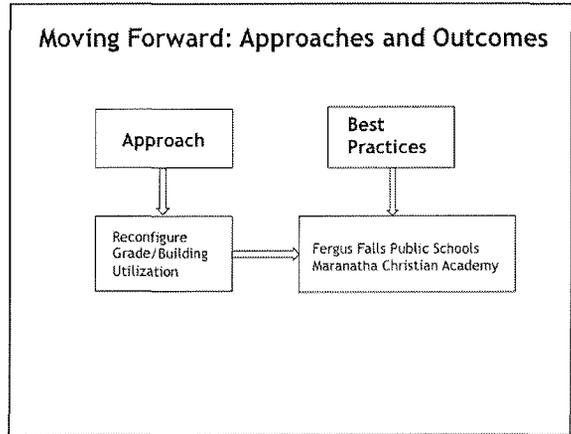
After

Moving Forward: Reconfiguring Buildings

Before

Flexible / Multiuse Teaching Spaces

After



Moving Forward: Reconfiguring Grade Levels

Kennedy Secondary School

Addition & renovation expanding existing high school for middle school students

Entryways Are 'Pronounced' & Controlled

Designed to be Age Appropriate

Moving Forward: Reconfiguring Grade Levels

Spaces Are Redefined To Be Age Appropriate

Moving Forward: Reconfiguring Grade Levels



Technology rich, flexible & collaborative areas



Spaces Are Redefined To Be Age Appropriate

Moving Forward: Reconfiguring Grade Levels

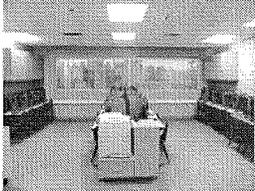


Maranatha Christian Academy

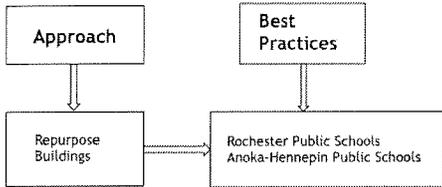
Consolidation of two campuses into one unified campus

School Pride / Community Spirit

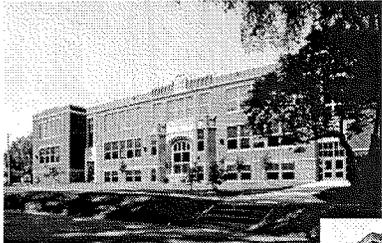
Socialize



Moving Forward: Approaches and Outcomes



Moving Forward: Repurpose Buildings



Northrop Community Services Center

Adult education, preschool, senior citizens & administrative areas

Schools Are Community Assets

Sustainability



Moving Forward: Repurpose Buildings



Old Spaces – New Uses

Alterations modernized spaces to meet needs of the district

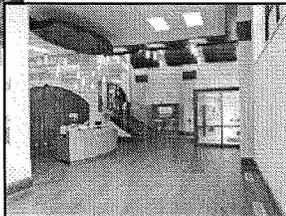


Moving Forward: Repurpose Buildings



Old Spaces - New Uses

Sandburg Building
Former middle school converted to administrative building

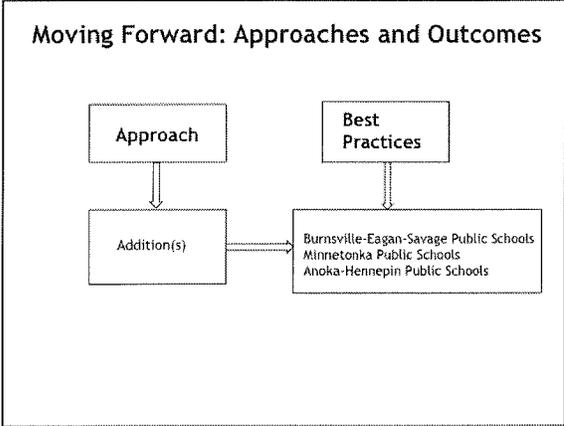


Moving Forward: Repurpose Buildings

Old Spaces - New Uses



Modernize older buildings into efficient, functional spaces

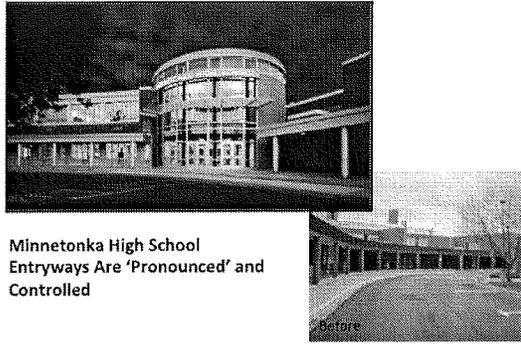


Moving Forward: Additions & Alterations



Burnsville High School
Entryways Are 'Pronounced' and Controlled

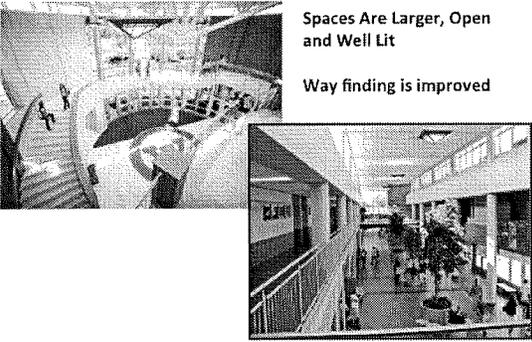
Moving Forward: Additions & Alterations



Minnetonka High School
Entryways Are 'Pronounced' and Controlled

Before

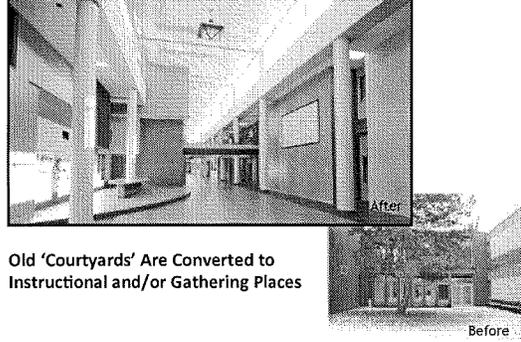
Moving Forward: Additions & Alterations



Spaces Are Larger, Open and Well Lit

Way finding is improved

Moving Forward: Additions & Alterations

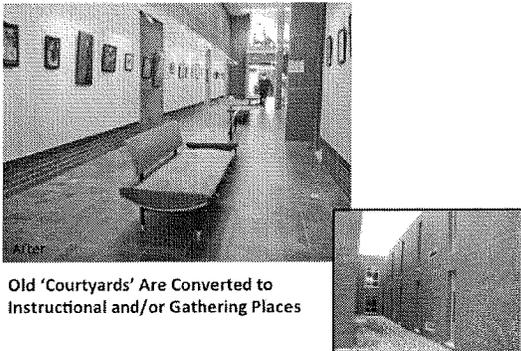


Old 'Courtyards' Are Converted to Instructional and/or Gathering Places

After

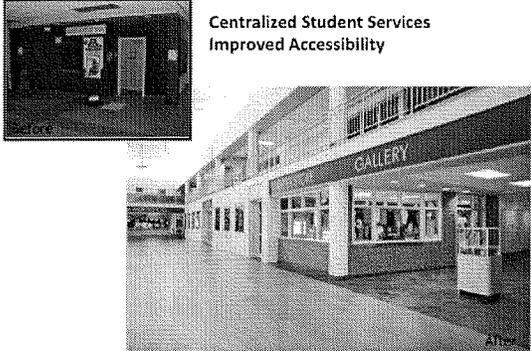
Before

Moving Forward: Additions & Alterations



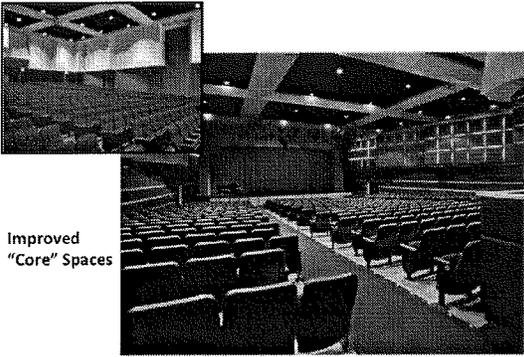
Old 'Courtyards' Are Converted to Instructional and/or Gathering Places

Moving Forward: Additions & Alterations



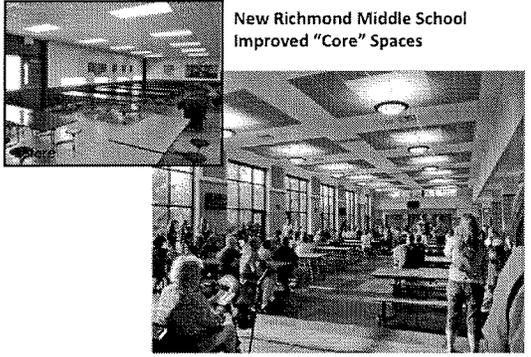
Centralized Student Services
Improved Accessibility

Moving Forward: Additions & Alterations

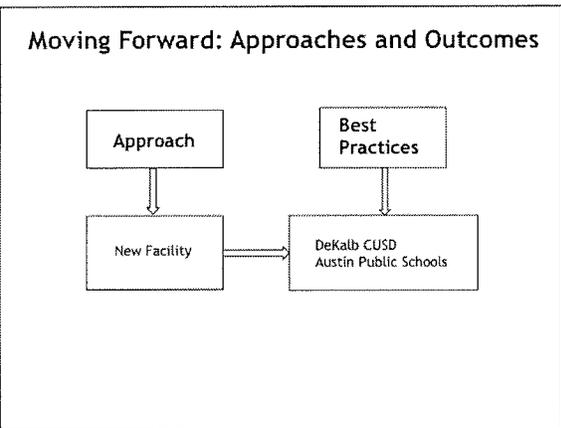


Improved "Core" Spaces

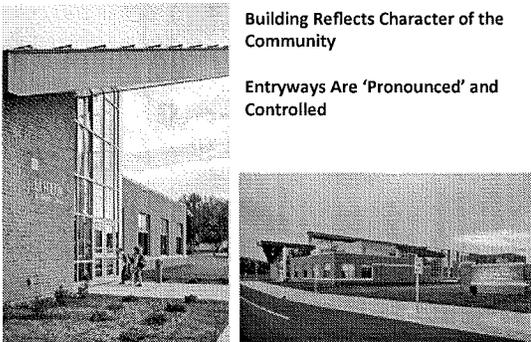
Moving Forward: Additions & Alterations



New Richmond Middle School
Improved "Core" Spaces



Moving Forward: New Facility



Building Reflects Character of the Community
Entryways Are 'Pronounced' and Controlled

Moving Forward: New Facility

Learning Is Everywhere
Building as a Teaching Tool

Moving Forward: New Facility

Gone Are Boxes In Rows

Moving Forward: New Facility

Collaborative, flexible spaces for large & small groups

Learning on display

Moving Forward: New Facility

Spaces Support Differentiated Learning and Instruction

Moving Forward: New Facility

Spaces Support Differentiated Learning and Instruction

Moving Forward: New Facility

Every Space Is Designed For Learning

QUESTIONS:

NEXT STEPS:

- Stakeholder feedback meetings (staff parents, and students) scheduled for October 2014
- Draft Master Facilities Plan presented to Board of Education in December 2014 or January 2015



Long Range Facilities Planning Stakeholder Meetings

The Northfield School District plans to engage staff, parents, and students in regards to the current state of school facilities and to help the District create a Master Facilities Plan covering the next two decades. These meetings will include a brief presentation and time for discussion about our current facility strengths, challenges, and opportunities.

Building	Staff Meeting	Parent Meeting
Bridgewater	October 1st 7:40 AM <i>Media Center</i>	October 14th 5:30 PM <i>Media Center</i>
Greenvale Park	October 9th 3:20 PM <i>Media Center</i>	October 9th 7:00 PM <i>Media Center</i>
Northfield High School	October 1st 2:50 PM <i>Choir Room</i>	October 13th 5:00 PM <i>Choir Room</i>
Longfellow - ALC	October 2nd 2:45 PM <i>214</i>	October 7th 6:00 PM <i>102</i>
Longfellow - Other	October 3rd 12:45 PM <i>102</i>	October 7th 6 PM <i>102</i>
Northfield Middle School	October 1st 3:00 PM <i>7th Grade Science Rooms</i>	October 28th 5:30 PM <i>Media Center</i>
NCRC	October 9th 12:30 PM <i>Room 108</i>	October 15th 10:00 AM <i>Room 108</i>
Sibley	October 2nd 7:30 AM <i>Media Center</i>	October 14th 7:30 PM <i>Media Center</i>
District Youth Council	October 22nd 7:45 AM <i>NHS H119</i>	N/A

Please contact Matt Hillmann or Chris Richardson if you have any questions about the long range facilities planning meetings or process.

Pay 2015 Preliminary Levy Certification Narrative | September 22, 2014
Matt Hillmann, Director of Administrative Services

What is the levy? What does it do for the District?

We are asking for preliminary certification of the Pay 2015 property tax levy tonight. The levy is the local portion of taxes that are authorized, either by the State or by local voters, and eventually provide us with funding. Our local levy provides approximately 23% of our overall budget. Obviously, our budget supports the resources needed – human and capital – to provide quality educational programming for students in our schools. Our proposed levy will be 2.0% more than last year's levy.

Truth in Taxation Timeline

After we certify this proposed levy, the District will send the information to the county auditors by September 30th. At that point, the County begins preparing tax statements that are mailed to taxpayers in November. We will then hold our Truth in Taxation hearing during the regular School Board meeting on December 8th and ask the Board to finalize certification of the Pay 2015 levy.

Tax Levy and Budgeting

You most likely recall that the State's tax year and our budget year don't quite match up. The Pay 2015 levy covers a span from January 2015 through December 2015. Property taxes are paid in May and October each year while our budget year runs from July 2015-June 2016. These levy dollars will eventually provide a portion of our funding for that budget year.

Each year's levy can also include budget adjustments from previous levy years – both positive and negative. These adjustments can be made for a period of up to three years.

Pay 2015 Changes

There are minor changes for Pay 2015 when compared to Pay 2014. You'll remember that the State did major changes to student weights for Pay 2014. This year, the notable change is the transition in our calculation for referenda, moving from resident pupil units to adjusted pupil units. The State has also guaranteed that Districts will be held harmless if the new calculations resulted in less funding. The state has not been forthcoming on how long we will be held harmless.

Proposed Pay 2015 Property Tax Levy

This pie graph demonstrates (see PowerPoint file) the different categories that comprise our overall proposed levy.

The table (next slide) illustrates the subtotals of the levy by fund, by Truth in Taxation category, and by tax base.

You will notice another decrease on the General Debt Service Fund. This is the practical application of the two bond refunding completed in December 2012 and January 2013. We should continue to see this kind of savings as we move forward. It isn't huge, but it is an example of the stewardship we focus on in Northfield.

We have also included a five year levy analysis. You'll notice a significant increase for Pay 2012, which is due to the passage of the voter-approved operating levy. The four percent reduction for Pay 2013 was an effort by the District to help taxpayers when the legislature repealed the Market Value Homestead credit. As you recall, we had a very small decrease in our levy for Pay 2014

Summary

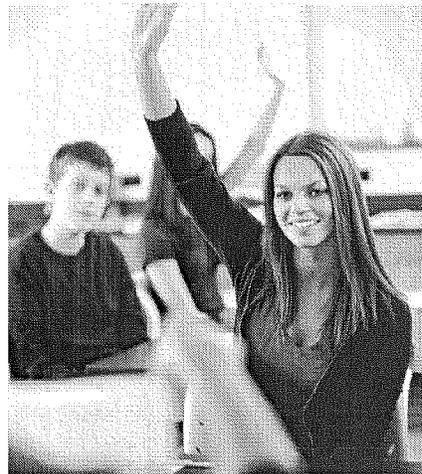
This District is proposing the Pay 2015 levy at \$15,582,743.74 which represents a 2% increase compared to last year.

Preliminary Levy Certification Pay 2015

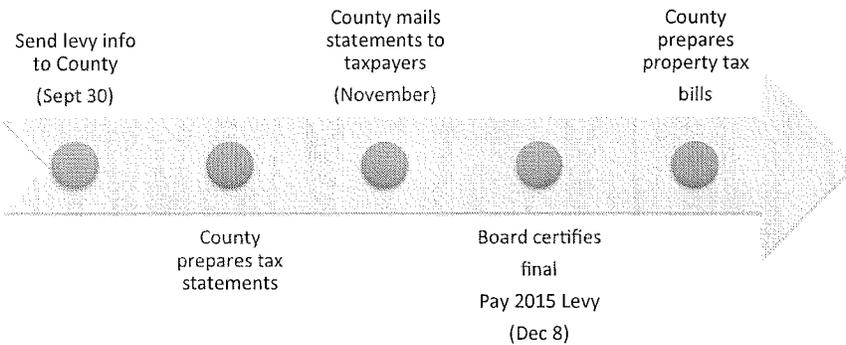
Northfield Public Schools
September 22, 2014

What is the levy? What does it do for us?

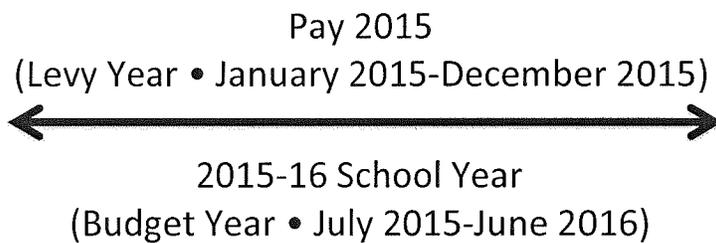
- Provides 23% of our overall budget
- Includes voter approved levies as well as state-authorized levies
- Allows the District to provide quality educational programming



Truth in Taxation Timeline



Tax Levy and Budgeting



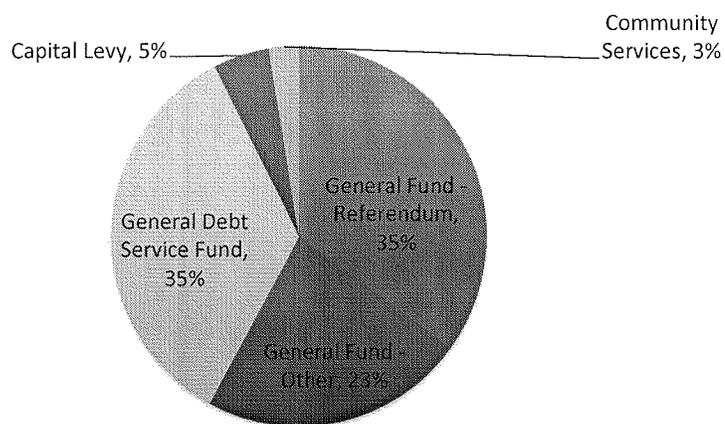
Pay 2015 includes adjustments from previous years (up to three years)

Pay 2015 Notable Changes

- New calculation for referendum - based on Adjusted Pupil Units
- MDE recommendation about student counts
- Uniform General Education levy returns... sort of...



Proposed Pay 2015 Property Tax Levy



Subtotals by Fund	Pay 2015 Proposed Levy	Pay 2014 Certified Levy	Increase (Decrease)	Percent Change
General Fund	\$9,762,119.30	\$9,285,857.04	\$476,262.26	5.13%
Community Services Fund	\$409,538.51	\$398,416.90	\$11,121.61	2.79%
General Debt Service Fund	\$5,411,085.93	\$5,593,336.50	\$(182,250.57)	(3.26%)
Total	\$15,582,743.74	\$15,277,610.44	\$305,133.30	2.00%

Subtotals by Truth in Taxation Category	Pay 2015 Proposed Levy	Pay 2014 Certified Levy	Increase (Decrease)	Percent Change
Voter Approved	\$10,361,404.65	\$10,289,428.00	\$71,976.65	0.70%
Other	\$5,221,339.09	\$4,988,182.44	\$233,156.65	4.67%
Total	\$15,582,743.74	\$15,277,610.44	\$305,133.30	2.00%

Subtotals by Tax Base	Pay 2015 Proposed Levy	Pay 2014 Certified Levy	Increase (Decrease)	Percent Change
Referendum Market Value*	\$7,271,431.59	\$6,923,232.06	\$348,199.53	5.03%
Net Tax Capacity	\$8,311,312.15	\$8,354,378.38	\$(43,066.23)	(0.52%)
Total	\$15,582,743.74	\$15,277,610.44	\$305,133.30	2.00%

*Includes Operating Referendum and Equity Revenue

Previous Levy Certifications

	Pay 15 Proposed Levy	Pay 14 Certified Levy	Pay 13 Certified Levy	Pay 12 Certified Levy	Pay 11 Certified Levy
General Fund	9,762,119.30	9,285,857.04	9,315,210.73	9,786,528.97	8,160,982.29
Community Services	409,538.51	398,416.90	387,755.90	422,929.82	435,016.04
General Debt Service	5,411,085.93	5,593,336.50	5,653,934.34	5,799,888.70	5,725,119.85
Total	\$ 15,582,743.74	\$ 15,277,610.44	\$ 15,356,900.97	\$ 16,009,347.49	\$ 14,321,118.18
Difference	305,133.30	(79,290.53)	(652,446.52)	1,688,229.31	(353,194.55)
Percent Change	2.00%	-0.52%	-4.08%	11.79%	-2.41%

Analysis

- Pay 2015 levy: 2% increase compared to Pay 2014
- Referendum inflationary factor plays a role
- New student accounting for referendum purposes also plays a role

Questions?

Northfield Public Schools World's Best Workforce Annual Report Summary October 1, 2014

In accordance with 2013 Minnesota Statutes, section 120B.11, a school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce. The school board must transmit an electronic summary of its annual report to the commissioner of the Minnesota Department of Education each fall.

The report summary must include:

- A summary of progress toward improving teaching and learning and striving for the world's best workforce (specifically, progress toward closing the achievement gap); all students ready for kindergarten; all students in third grade achieving grade-level literacy; all students attaining career and college readiness before graduating from high school; and all students graduating from high school.
- Information about best practice strategies that were implemented and that are showing evidence of impacting closing the achievement gaps and working toward creating the world's best workforce in Minnesota.

An initial plan was presented and approved by the Northfield School Board at the Monday, March 10, 2014, school board meeting.

Each fall, the superintendent also provides a presentation to the School Board highlighting the accomplishments from the previous year as well as the challenges that have been identified for the new year. This "Celebrations" and "Challenges" document will provide you with high level perspective of the work completed in the Northfield Public Schools as well as the efforts that are underway to continuously move us forward.

Northfield Public Schools: World's Best Workforce Plan and Results

The Northfield Public Schools plan begins with our Strategic Plan that includes our mission and six core strategies: The mission of Northfield Public Schools is to deliver educational excellence that empowers all learners to participate in our dynamic world.

The District Educational Program Advisory Committee (DEPAC) bases their work on supporting the District's Strategic Plan. DEPAC keeps their annual goals broad and wide in scope.

Guided by District Strategic Plan Goals and DEPAC annual goals, each of our schools and programs develops a annual Site Improvement Plan that includes school-wide student achievement and school climate goals and action plans to support the achievement of each of those goals.

Professional Learning Communities (PLCs) in each school or program base their work and generate SMART (specific, measureable, attainable, relevant, time based) goals from their Site Improvement Plan, DEPAC annual goals, and District Strategic Plan Goals. Evidence of Practice (EOPs) results from each PLC including activities and progress towards meeting student achievement goals are shared with staff, parents and community at the end of each semester.

The Northfield Promise is a joint effort of Northfield's schools, city, county and community agencies that connects and aligns resources, programs and community members to collaborate towards measurable results on 10 benchmarks throughout each child's life that are tightly aligned to WBWF goals.

Links to each of the plan elements are listed here:

- School Board and Strategic Plan
- District Educational Program Advisory Committee (DEPAC)
- School Improvement Plans and Progress Reports
 - Bridgewater Elementary
 - Greenvale Park Elementary
 - Sibley Elementary
 - Northfield Middle School
 - Northfield High School
 - Northfield Alternative Learning Center
 - Community Services
- Northfield Promise (Community Partner)

Identified Needs Based on Data

List and describe the district's identified needs, and the data each need was based upon here. From Early Childhood Screening, MCAs, MAP, DIBELS, EXPLORE, PLAN, and ACT data as well as high school credit completion and graduation rates, we have identified the following needs - increase proficiency in reading, mathematics, science at the elementary and secondary levels for all students, reduce the readiness and achievement gaps between White non-Free Reduced Price Lunch (FRPL) and identified FRLP and English Learners (EL) subgroups, increase credit completion and graduation rates for high school students.

Support Category

Students

Describe the support being offered to students to meet the goals here.

Preschool student needs are addressed through Early Learning Scholarships, Bridges to Kindergarten, Family School, Reading Corps and flexible grouping.

Elementary student needs are being addressed through flexible grouping for reading and mathematics; Regular curriculum review and revision; iPad technology available on a daily basis to support and individualized instruction; Response to Intervention (RtI) support; Positive Behavior Intervention Supports (PBIS); Multi Tier Systems of Support (MTSS); special

education and English Learner instruction; Reading and Math Corps; Accelerate Northfield (AN); Connected Kids Mentoring Program; After school and summer Targeted Services programming.

Secondary student needs are being addressed through differentiated courses for language arts, mathematics and science; team taught science offerings; 1:1 iPad technology available 24/7 for individualized student instruction, research and collaboration; 9th Grade Academy and 10th grade Seminar; Tackling Obstacles and Raising College Hopes (TORCH) Program; High School Area Learning Center (ALC) and Middle School ALC instruction; After school and summer Targeted services and independent study; special education and English Learner (EL) instruction; Where Everybody Belongs (WEB) and Link transition programming; After school and summer programs; Connected Kids Mentoring program.

Teachers and Principals

Describe the support being offered to teachers and principals to meet the goals here.

Implementation of comprehensive principal development and evaluation system; collaborative planning for new comprehensive teacher development evaluation system; comprehensive teacher and principal professional development program; weekly job-embedded professional learning communities (PLCs) for all teaching staff and monthly administrative PLCs; Access to and training for effective use of technology for instruction and collaboration offered during the school year and throughout the summer; Access to academic data analytics software and support from District Assessment Coordinator; Rtl and PBIS coaches, and Cognitive Coaches for support in instructional planning, implementation and reflection; Collaborative responsibility for development of site improvement plans including SMART goals, activities, benchmarks and evaluation strategies.

Systemic, Building or District

Describe the support being offered at the systemic or district level to meet the goals here.

Weekly job-embedded Professional Learning Communities (PLCs); Staff training and professional development for licensed and non-licensed staff; contingency funding to address unexpected staffing needs; access to personal technology; academic data analytics software; Support from Teaching and Learning division for curriculum development and implementation; Resources and collaboration from the District Assessment Coordinator, Rtl and PBIS coaches, and cognitive coaches for planning and reflection; Collaboratively developed and implemented Site Improvement Plans and Site Progress Reports for each building and program including SMART goals, activities, benchmarks and evaluation strategies.

Best Practice Strategies and Action Steps

Describe district strategies and action steps incorporated to address student achievement goals here.

Development and implementation of long range District Strategic Plan strategies; Development and implementation of annual District Educational Program Advisory Council (DEPAC) goals; Development and implementation of annual Site Improvement Plans (SIPs) for each building and program to include two to three SMART goals per site based on District Strategic Plan, DEPAC goals, data review, activities, benchmarks, achievement targets and annual Site Progress Report; Development and implementation of 81 PLC SMART goals based on DEPAC and SIP goals with Evidence of Practice (EOP) progress report provided to the staff, Board, and school community each semester; on going presentations of goals and data in World's Best

Work Force (WBWF) report to the Board, supplemental Board reports on SIPs, PLCs, and other district/building initiatives, and posting of all presentations to the district website.

Current Student Achievement Plans

Describe current student achievement plans here.

Site Improvement Plans; PLC achievement plans; School Readiness Plan; Rtl, PBIS, and MTSS implementation plans; Literacy by Third Grade Plan; Title I Plan; Title II Professional Development Plan; Title III English Learners Plan; Principal Development and Evaluation Plan; Teacher Development and Evaluation Plan; Student Transition to College and Career Readiness Plan; Targeted Services Plans; Individualized Education Plans (IEP); Northfield Promise Action Team Plans

Key Indicators of Implementation Progress (implementation and/or outcome data)

List and describe key indicators of progress here. Site SMART Improvement goals, Action Plans and Site Progress Reports; PLC SMART improvement goals and end of semester Evidence Of Practice (EOP) reports; Title I, II and III annual reports; Northfield Promise Action Team Reports; Assessment Reports; Academic data analytics reports; credit completion; graduation rate

Broad Outcomes Impacted

All Students Ready for Kindergarten

Describe the established goals and results in ensuring all students are ready for kindergarten here. Community Services early childhood goals and progress report from Site Improvement Plan; Early Childhood PLC Smart Goals and end of semester Evidence Of Practice (EOP) reports; early childhood standards/curriculum development; 4 Star Parent Aware certification process. SMART goals, data, and/or information related to this outcome can be found in the specific links listed here.

- Early Childhood Screening
- Bridges to Kindergarten
- Fall Assessments
- Early Childhood Special Education
- Early Childhood Family Education
- Family School
- Early Childhood Initiative Coalition
- Hand in Hand Preschool

All Students in Third Grade Achieving Grade-Level Literacy

Describe your established goals and results toward having all students in third grade achieving grade-level literacy here. Literacy by 3rd grade goals and plan, Rtl problem solving and intervention data; Title I. SMART goals, data, and/or information related to this outcome can be found in the specific links listed here.

- Literacy Plan and 2014 Report
- English Learners Program (EL)
- Accelerate Northfield (AN)
- Response to Intervention (Rtl)
- Special Education

- Assessments and Results

Closing Achievement Gap(s)

Describe your established goals and results in closing the identified achievement gap(s) in your district here. Site Improvement Plans and Progress Reports; PLC Smart Goals and end of semester Evidence Of Practice (EOP) reports; FRPL and EL segment goals and results; HS 9th grade Academy and 10th grade Seminar credit completion data; HS TORCH goals and results; Targeted Services goals and results. SMART goals, data, and/or information related to this outcome can be found in the specific links listed here.

- School Improvement Plans and Progress Reports
- Bridgewater Elementary
- Greenvale Park Elementary
- Sibley Elementary
- Northfield Middle School
- Northfield High School
- Northfield Alternative Learning Center
- Community Services
- Curriculum and curriculum review cycle
- Assessments: calendar and results
- Early Childhood Family Education
- Hand in Hand Preschool
- Evidence of Practice Results from the PLCs
- Response to Intervention Program (RtI)
- Positive Behavior Intervention Supports (PBIS)
- English Learners Program (EL)
- Special Education
- Beyond the school day and year opportunities
- Teacher development and evaluation plan
- Principal development and evaluation plan
- Climate survey of parents
- Minnesota Department of Education Data

All Students Career and College-Ready by Graduation

Describe your established goals and results in ensuring all students are career and college-ready before graduating from high school here. MS 8th grade conference; EXPLORE; PLAN; ACT scores; TORCH goals and results; Work Force Development initiative; Counseling PLC SMART goals and end of semester Evidence of Practice (EOP) report. SMART goals, data, and/or information related to this outcome can be found in the specific links listed here.

- Explore, Plan, ACT Assessment Results
- Curriculum and curriculum review cycle
- Career Exploration – 8th Grade Student Led Conferences
- Career and Technical Education
- Work Force Readiness – Community and South Central Community College

All Students Graduate

Describe your established goals and results toward all students graduating from high school here. HS Site Improvement Plan and Progress Report; PLC SMART goals and end of semester

Evidence of Practice (EOP) reports; 9th grade Academy and 10th grade seminar; TORCH program goals and progress report. SMART goals, data, and/or information related to this outcome can be found in the specific links listed here.

- Explore, Plan, ACT
- 9th Grade Academy and 10th Grade Seminar
- TORCH
- Area Learning Center (ALC)

To: Dr. Chris Richardson
From: Tom Graupmann
RE: Student Activity Account/ Dance Team
Date: September 12, 2014

This memo explains the procedure of transferring Student Activity Funds into a payroll account to help pay for a stipend for volunteer coaches/advisors. This procedure was explained to Marian Tise and me by an auditor in July, 2003. The auditor said that it is appropriate to allocate and disperse from student activity accounts monies to individuals who perform a necessary service to our students/school district. The items necessary for such action are: 1.) Fundraising monies need to be designated for a stipend(s); students in the activity/sport need to understand and agree to the spending of student activity monies for salary. 2.) Upon school board approval (it was noted by the auditor that approval should occur before the work performed, but approval could also occur during or after the service) the designated monies should be transferred to a payroll account and dispersed in that manner. 3.) The coach/advisor should fill out a payroll claim form to receive payment.

I have a request from the Dance Team to designate up to \$2,000.00 from their Dance Team student activity account to pay for an additional dance team coach (Middle School coach). The rate of pay will be \$10, \$12, or \$14 per hour (dependent on the licensing of the coach hired). The Dance team intentionally fundraised so that this coach could be secured. This would be for School-year 2014-15.

If you have any questions, please contact me.

Thanks!

NORTHFIELD HIGH SCHOOL

Activities Office

TO: Dr. Richardson
FROM: Tom Graupmann
DATE: September 12, 2014
RE: **Application of Cooperative Sponsorship**

The purpose of this memo is to ask the board to take action to enter into a cooperative sponsorship with Arcadia School for Boys Golf. Attached is the form for application. As a reminder it should be noted that MSHSL cooperative sponsorships are in effect for the duration of two school years. This coop would be for both the 2014-15 and 2015-16 school years.

I support entering into this agreement.

Upon the passage of this resolution, the attached form must be signed by a member of the School Board or a designee and should be returned to me.

Let me know if there are questions.

CC: Joel Leer

Minnesota State High School League
 2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
 763-560-2262, Fax: 763.569.0499

Application for Cooperative Sponsorship

Application must be submitted to the League office a minimum of 30 days prior to the start of the season for which the cooperative sponsorship is requested.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Boys Golf
 beginning with the 20 14 - 20 15 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List ALL schools included in the cooperative sponsorship. Attach another form if necessary.

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Northfield HS	1145	Northfield	1 AA	1 AA
High School #2:	Arcadia	120	Northfield	1 AA	1 AA
High School #3:					
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About/MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About/MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards)) One student at Arcadia showing an interest - to provide that opportunity
- List the number of students, by grade level, who participated in this activity during the previous year. If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.

	7th	8th	9th	10th	11th	12th
High School #1		3	3	11	8	3
High School #2				1		
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): Northfield High School

6. Team Colors: Maroon & Gold Team Mascot: Raiders

7. Host School (school that will receive revenue share check): Northfield High School

Board of Education (or designee) School Date

* Signed *Northfield High School*
 * Signed John Arcadio Arcadia 9-11-2014
 Signed _____
 Signed _____

Official Action of the MSHSL Board of Directors

Approved Not Approved

Signature: _____ Date: _____

MSHSL Executive Director

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Technology Employees

JULY 1, 2014 THROUGH JUNE 30, 2016

ARTICLE I
EMPLOYMENT

Section 1.01 – Introduction

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the Veterans’ Preference Act, granting the employee employment rights.

Section 1.02 – Basic Services

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

Section 1.03 - Duty Year/Work Day

The duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines. The work day shall be eight (8) hours/day.

ARTICLE II
SALARIES

Section 2.01 - Compensation

The annual salary of positions covered by these policies shall be based upon the salary schedule set forth in Appendices A and B.

While the District reserves the right to set salaries, it will seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

Section 2.02 – Experience Credit

Individuals employed before January 1st, who are still employed by the District on June 30th, shall for the purposes of salary increases be given credit for (1) year of experience.

Section 2.03 – Longevity

After 6 years of employment:	\$200	20 years or more of employment:	\$ 600
7-12 years inclusive:	\$300	After 30 years' employment:	\$1,100
13-19 years inclusive:	\$400		

The longevity amounts are on an annual basis and are to be paid in addition to the base salary. Longevity increments will be divided equally over 24 pay periods (18 pay periods for non-exempt employees who work less than the full calendar year as outlined in Appendices A & B) during the fiscal year, beginning July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

Section 2.04 - Holidays

Employees who work at least 20 hours per week, with a duty year of 47 weeks or more, shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Good Friday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the immediate supervisor.

Employees who work at least 20 hours per week, with a duty year of 39 weeks but less than 47 weeks, shall be entitled to the following seven (7) paid holidays provided the holiday falls within the scheduled work year: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), and Memorial Day. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the immediate supervisor.

ARTICLE III
VACATION/LEAVES

Section 3.01 - Vacation

Vacations for employees who work at least 20 hours per week, and work 47 weeks per year, shall be as follows:

Year of Service in <u>District</u>	Number of Vacation <u>Days</u>
1 - 5	10
6-13	15
14+	20

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1st), however, vacation is considered earned on a monthly basis. Individuals hired after July 1st will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 47 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor. Any earned vacation days not used prior to the completion of the employee's service, will be paid to the employee at the current rate when the employee's service is completed.

Employees working fewer than 47 weeks per year shall not receive vacation.

Section 3.02 - Sick Leave

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for sick leave.

Employees shall receive sick leave at the rates listed below to a maximum accumulation of 228 days:

Employees working a duty year of less than 50 weeks	10 days/year
Employees working a duty year of 50 weeks or more	12 days/year

Sick leave shall be available to the employee at the beginning of the year (July 1st), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of his/her position.

Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, or another individual as allowed by Minnesota law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay his/her fee. Charges for certification of absences greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

There shall be no payment for unused, earned sick leave balances upon termination or separation of employment, for any reason, with the School District.

Section 3.03 – Disaster Leave

The Employer will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

Disaster leave payments shall cease in any event after the fortieth (40th) duty day of absence.

Section 3.04 – Bereavement Leave

Employees may be allowed up to ten (10) days per year of leave with pay in case of bereavement.

1. Bereavement leave may be used in the case of a death of family members or friends.

Time off for bereavement shall be deducted from unused sick days.

Section 3.05 - Personal Leave

The employee shall be allowed two (2) personal leave days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the immediate supervisor. A deduction of these days will be made from sick leave.

Section 3.06 - Leave of Absence Without Pay

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave, subject to the requirements of applicable law.

Section 3.07 - Child Care Leave and Adoption Leave

A. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.

B. An employee making application for unpaid child care leave shall inform the superintendent in writing of his/her intention to take the leave at least two calendar months

before commencement of the intended leave, except in unusual circumstances. The superintendent and the employee will attempt to work out a satisfactory plan for the leave.

C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 3.02 is available for any period of disability associated with the pregnancy prior to the commencement of the child care leave.

D. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care leave or the duration of such leave.

E. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:

- (1) grant any leave more than six (6) months in length or at the beginning of the school year following such six (6) month period.
- (2) permit the employee to return to his or her employment prior to the date designated in the request for child care leave.

F. An employee returning from child care leave shall have a right to return to his or her original position as specified in the employee's child care leave plan if the employee's leave is commenced and concluded within the same fiscal year. If the employee's child care leave plan does not call for his or her return within the fiscal year it is commenced, the employee shall have the right to be returned to an equivalent contractual position, unless such employee has been previously terminated pursuant to the provision of M.S. 122A.40 or such employee has been placed on unrequested leave pursuant to the provisions of M.S. 122A.40.

G. Failure of the employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension in the leave.

H. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this document at the commencement of the leave. The employee shall accrue additional experience credit or leave time during the period of absence for child care leave only if the leave commences and ends within the same fiscal year.

Section 3.08 – Religious Observance Leave

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made from sick leave. Notification must be submitted to their immediate supervisor, in writing, at least three (3) days prior to such absence.

Section 3.09 – Judicial Leave

An employee who is called for jury duty shall be compensated for the difference between regular pay and pay received for the performance of such obligation.

Section 3.10 – Superintendent’s Discretionary Leave

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or his/her authorized representative.

Section 3.11. – School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District’s substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances.

Such leave will be deducted from the employee's sick leave allowance.

ARTICLE IV
INSURANCE

Section 4.01– Insurance Eligibility

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for group insurance coverage.

Section 4.02 – District Obligation

The District’s only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 4.03 - Health and Hospitalization

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The effective date for employer contributions shall be September 1 of each year.

Coverage	Effective September 1, 2014	Effective September 1, 2015
Single	Tied to teacher settlement	Tied to teacher settlement
Family		

Section 4.04 - Dental Insurance

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single or family coverage. The effective date for employer contributions shall be September 1 of each year.

Coverage	Effective September 1, 2014	Effective September 1, 2015
Single	Tied to teacher settlement	Tied to teacher settlement
Family		

Section 4.05 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$50,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Long-Term Disability Insurance

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

Section 4.07 - Liability Insurance

The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

Section 4.08 - Duration of Insurance Contribution

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day. However, the employee may be continued in the group insurance plans at his or her own expense for a period following separation determined by the insurance carrier and applicable laws.

ARTICLE V
OTHER BENEFITS

Section 5.01 - Travel

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

Section 5.02 - Professional Improvement

The employee will participate in professional development activities which are directly related to his or her areas of responsibility and other areas designated by their immediate supervisor. The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by their immediate supervisor.

Section 5.03 - Professional Membership Dues

The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the district.

Section 5.04 - Vandalism Reimbursement

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing his or her required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

Section 5.05 – Vehicle Damage Stipend

The School District shall pay a Vehicle Damage Stipend of \$400 (divided over 24 pay periods) per year to each Network Manager, Technology Specialist and Workstation Specialist to cover damage to their personal vehicles caused by transporting district technology equipment as part of their assigned duties.

**APPENDIX A
SALARIES AND DUTY YEAR
2014-15**

Position	Duty Year	Annual Salary
Network Manager* (Knutson)	52 weeks	\$70,432
Technology Specialist* (Samuelson)	39 weeks	\$49,982
Technology Specialist* (Johnson)	52 weeks	\$56,135
Workstation Specialist* (Dybvik)	52 weeks	\$37,050
Workstation Specialist* (Fjelde)	52 weeks	\$37,050
Student Information Systems Specialist (Neset)	206 days	\$47,327***

*indicates exempt employee

*** Includes 206 duty days and seven (7) paid holidays

**APPENDIX B
SALARIES AND DUTY YEAR
2015-16**

Position	Duty Year	Annual Salary
Network Manager* (Knutson)	52 weeks	\$74,404
Technology Specialist* (Samuelson)	39 weeks	\$52,801
Technology Specialist* (Johnson)	52 weeks	\$59,301
Workstation Specialist* (Dybvik)	52 weeks	\$39,139
Workstation Specialist* (Fjelde)	52 weeks	\$39,139
Student Information Systems Specialist (Neset)	206 days	\$49,996***

*indicates exempt employee

*** Includes 206 duty days and seven (7) paid holidays

**APPENDIX C
STEP INCREMENTS**

Steps for full-time service added to the base salary (pro-rated for part-time):

Experience	2014-15	2015-16
1 st Year	\$0	\$0
2 nd Year	\$1,000	\$1,000
3 rd Year	\$1,500	\$1,500
4 th Year	\$2,000	\$2,000