

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: L. Chris Richardson, Ph.D., Superintendent
RE: Table File Items for November 10, 2014, Regular School Board Meeting

- VI. Items for Discussion and / or Reports.
1. Dr. Bryan Hoff – A later start to the school day and its impact on adolescent health.
Dr. Hoff's power point presentation is enclosed.
 2. Improvement Plan Presentations – Northfield High School and Community Services.
Enclosed in the table file are power point presentations to accompany Northfield High School's and Community Services' Improvement Plan presentations.
- VII. Superintendent's Report
- A. Items for Individual Action
1. Resolution Canvassing the Results of the November 4, 2014, School Board Election.
Attached is a revised Resolution Canvassing Returns of Votes of School District General Election, which includes the total number of voters and the number of votes received by each School Board candidate. The Abstract is also attached.
- B. Items for Consent Grouping
1. Personnel Items.
 - a. Appointments *
 7. Hannah Hartz, CS Recreation – WSI Instructor \$10.00/hour; Lifeguard \$8.50/hour beginning 11/10/2014 – 05/31/2015.
 8. Josue Perez, Targeted Services PLUS Student Site Assistant at Sibley for 1.5 hours/day (2 days/week) beginning 11/13/2014 – 04/16/2015; \$8.39/hour.
 9. Christa Udelhofen, GenEd EA (Media) at the Middle School for 2 hours/day beginning 11/13/2014 – 06/05/2015; Step 1, \$13.21/hour.
 - b. Increase/Decrease/Change in Assignment
 11. Melissa Larson, School Social Worker at Greenvale Park, add Targeted Services PLUS Teacher at GVP for 1.25 hours/day (one day/week) beginning 11/07/2014 – 04/16/2015; Year 1, \$27.11/hour.
 12. Tiffany Malecha, Kindergarten Teacher at Greenvale Park, add Targeted Services PLUS Teacher at GVP for 1.25 hours/day (one day/week) beginning 11/07/2014 – 04/16/2015; Year 2, \$27.11/hour.
 13. Nina Mattson, Targeted Services PLUS Club Leader at Sibley, change to TS Club Leader for 1 hour/day (Monday & Thursday) \$18.68/hour, and TS PLUS Site Assistant for 1.5 hours/day (Tuesday & Thursday); Step 1, \$11.67/hour, beginning 11/10/2014 – 04/16/2015;
 14. Rachael Schlossin, 6th Grade Teacher at the Middle School, add Targeted Services BLAST Teacher at the Middle School for 1.25 hours/day (one day/week) beginning 11/07/2014 – 04/16/2015; Year 1, \$27.11/hour.
 15. Gina Swenson, First Grade Teacher at Sibley, add Targeted Services PLUS Program Teacher at Sibley for 1.25 hours/day (two days/week) beginning 11/10/2014 – 04/16/2015; Year 2 - \$27.11/hour.
 16. Mary Youngblut, First Grade Teacher at Greenvale Park, add Targeted Services PLUS Teacher at GVP for 1.25 hours/day (one day/week) beginning 11/07/2014 – 04/16/2015; Year 1, \$27.11/hour.
 - c. Leaves of Absence
 2. Update John Mahal, Unpaid Leave of Absence beginning 12/01/2014 for the remainder of the 2014-15 school year.
 4. Briana Bulfer, Extended Childcare Leave of Absence through 01/16/2015.
 - d. Resignations / Retirement
 5. Brittney Neset, Targeted Services PLUS Site Assistant, resignation effective 11/07/2014. (Brittney will continue her employment as GenEd EA at the High School).
- * Conditional offers of employment are subject to successful completion of a criminal background check.
- VIII. Items for Information
2. Revisions to Policy 441 – “Use of Technology and Telecommunications Systems By Employees” and Policy 805 – “Waste Reduction and Recycling”.
The proposed additions to these policies are underlined.

Bryan Hoff MD

- Diplomate American Board of Internal Medicine;
Certified Sleep Medicine
- Medical Director of the Northfield Sleep Center
- Physician at Allina Clinic and Northfield Hospital since 2001
- Northfield Resident

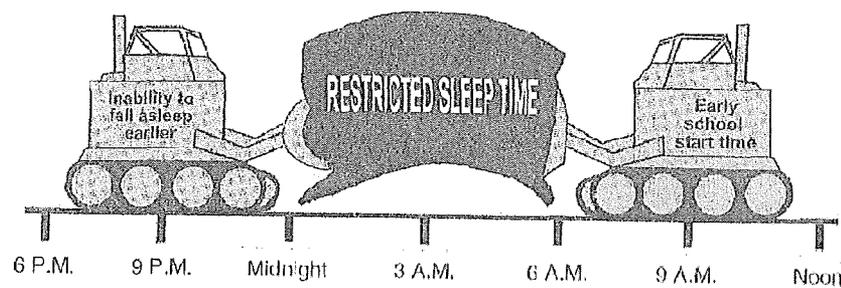
What is normal sleep?

It depends on your age

Why do we need to understand normal sleep

- Sleep is dependent on schedule
 - Teens/young adults are fighting nature
- School schedules are not linked to normal adolescent sleep
 - Changing to a later school start can make a notable difference for our teen age students
 - Schools used to start later and have changed over time

We can make a difference



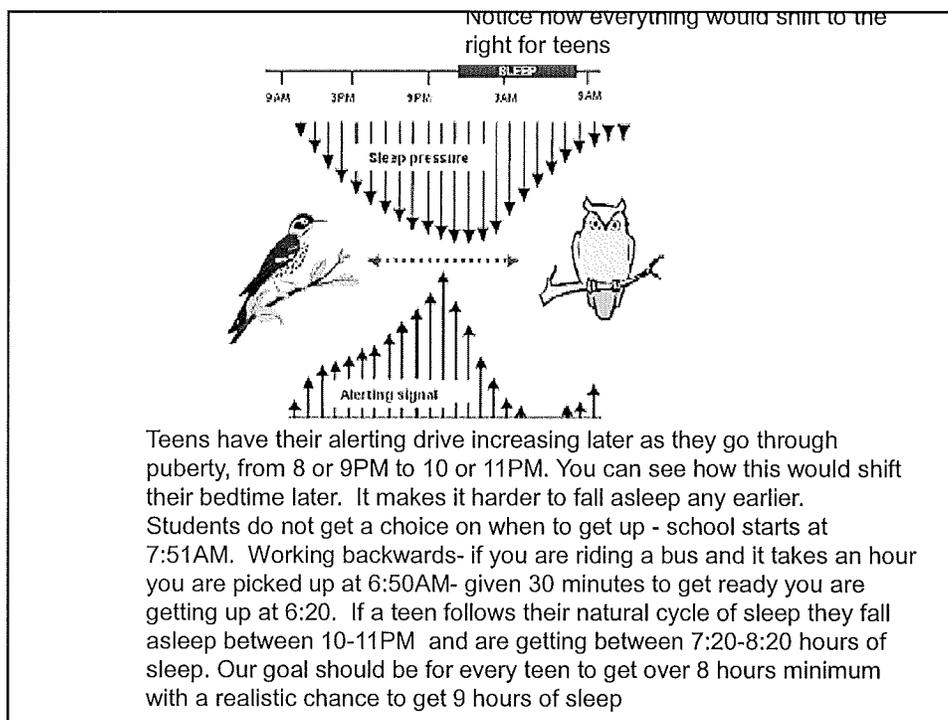
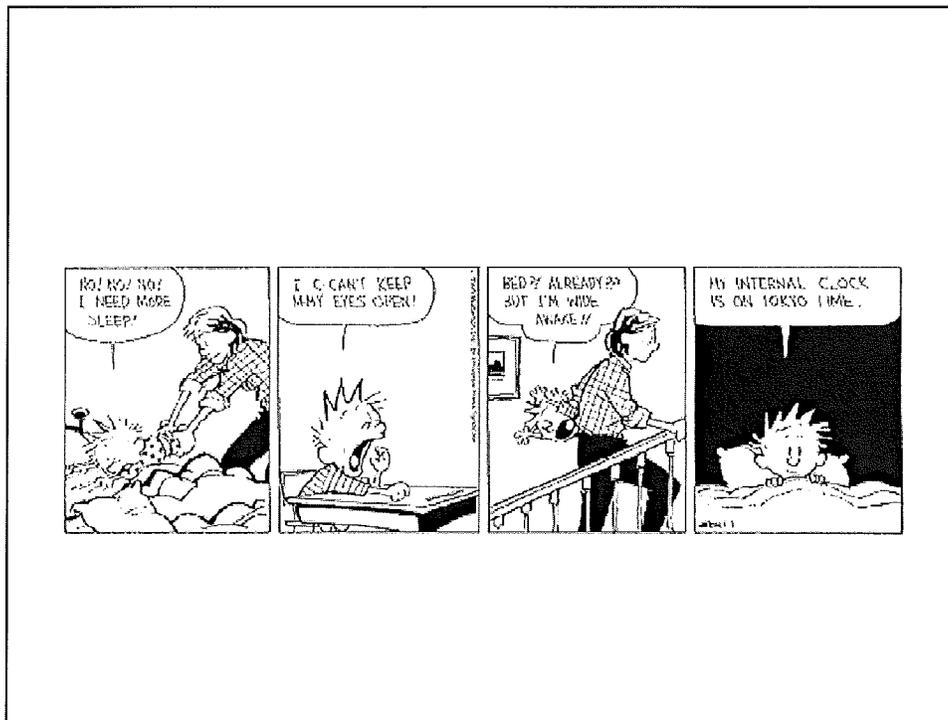
Physiologic and social pressures resulting in a restricted total sleep time.

Factors affecting sleep

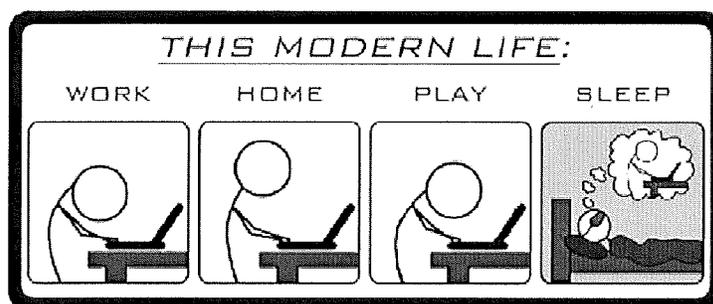
- Light – this resets the circadian clock daily
- Age- sleep drive/pressure changes
- Schedule
- Mental health state (mental health disorders are disproportionately affected by sleep issues)
- Sleep environment
- Medical status (pain, disease state)

Circadian Clock

- Sleep Drive: it is greatest when we are young.
 - Sleep requirements- 16 hours in infancy, 9-12 hours in adolescence, 7.5-9 hours in adulthood
- Sleep pressure increases the longer we are awake. Thus after approx 13-15 hours most teens are ready to sleep
- Our body sends alerting signals to keep us awake and alert. In teens, this is building up over the course of a normal day and peaking approx 12-15 hours later.
- So..... In the evening we are generally quite alert as the body is sending out max alerting signals until the sleep drive overcomes this and we fall asleep. SO... sending our kids to bed earlier is not going to gain more sleep



- 71 % of 9th graders and 81 % of 12th graders in Ohio get less than 8 hours of sleep



So what happens when your clock is off?

- Delayed sleep phase circadian disorder– this is seen most typically in teen-agers. They are not able to fall asleep until later (like 10PM-2AM) but still have to get up for school and start having problems- frequently this is a schedule issue
 - Their schedule is equivalent to living in California:
 - In Minnesota going to bed at 11 PM is like going to bed at 9PM in California- where they would get proper sleep
 - Frequently when allowed to sleep without a schedule teens and young adults will sleep 9-11 hours (a midnight to 11AM schedule is common and may sound familiar to many parents if asked about their teens on week-ends and in the summer)

When the clock is off we see a loss of sleep leading to...

- More car crashes
- Difficulty with emotion regulation
- Difficulty in learning
- Increased risky behaviors
- Increased tardiness

Schedules have changed

- School used to start at 8:30-9:00 am.
 - **National Research Center for Women and Families, (NRC), most schools in the 1950's and 1960's started between 8:30-9:00 a.m. The extremely early starts to the 7:00 hour were the direct result of staggering start times of high schools, middle schools, and elementary schools in order to utilize fewer buses and drivers**
 - **My own personal research with multiple people over the age of 70's, asking when they started, agrees with school start times of 8:30 or later**

This can not be just a case of “go to bed earlier”

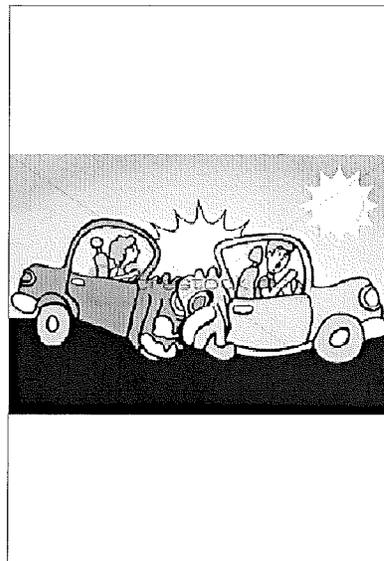
Hopefully you can now understand why a plan of going to bed earlier will not be successful. It is not bad parenting, it is not a case of our kids not listening. It is a case of our alerting signals changing to a later time. Ask yourself – could I go to bed 1-2 hours before my normal bed time – would I fall asleep? – not likely

If we asked parents to start work at 5:30AM, how many would go to bed at 7:30PM (this would be the 9 hours of sleep we want our kids to have)

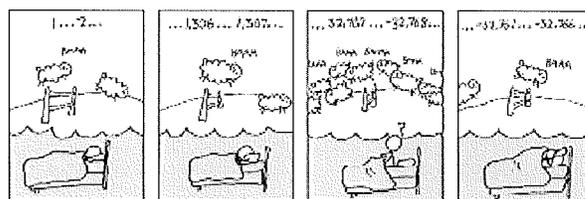
The benefits

- Improvement in academic performance
- Fewer motor vehicle accidents
- Improved mental health
- Decreases the risk for teens and substance use
- Improved tardiness and attendance
- Early morning activities start later

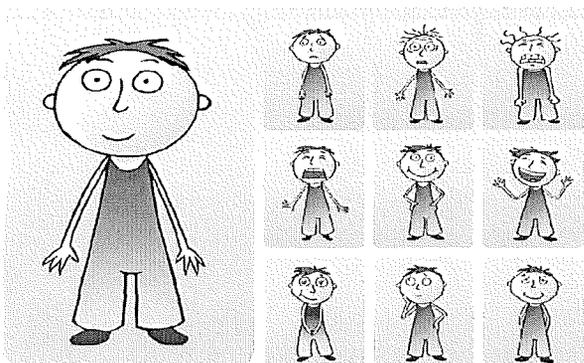
More teen sleep
 =
 fewer car
 crashes and
 risky behavior



- Sleep benefits learning and memory
 - Lack of sleep impairs both the ability to acquire new knowledge (learning) and the ability to remember it later on (memory consolidation)



- Sleep benefits emotion regulation
 - Already a difficult task in adolescence
 - Key for social relationships, stress management and mood



- Findings in Edina
 - Students in Edina reported statistically significant less depression compared with two similar districts
 - School counselors and nurses reported fewer students seeing help for emotional problems and somatic physical complaints
 - 92% of parents in Edina said their teenagers were “easier to live with”



“You, too, get someone to do the dishes.”

How do we pick a time

- Studies show teens need 9-9.5 hours of sleep
- **How do we choose the start time?** First, the average time for an adolescent to go to bed is 10-11PM. They need a minimum of 8 hours sleep and the goal is 9 hours, so that would mean a wake up time of approximately 7AM. They get 30 minutes to wake up, eat and get ready, so 7:30AM would be the earliest bus stop time. The longest bus is about 1-1:15 hours long and you add that to 7:30 AM and you get a start time of 8:45-9AM ideally for middle and high school.
- This would look a lot like Wednesdays, but school would go to 3:45

Resources

- Please see the narrative, one of the websites listed is from the national leaders in sleep and adolescent medicine
- The internet : see sites listed from narrative
 - – umconnect.umn.edu/p50372726/ : This is a video with Dr Wahlstrom who did the landmark study. I have provided the slides from the presentation for you
 - I have found no sites set up opposed to later start times
- Previous school districts that have made the change (Mr Dragseth, former superintendent of Edina, has made himself available)

Challenges

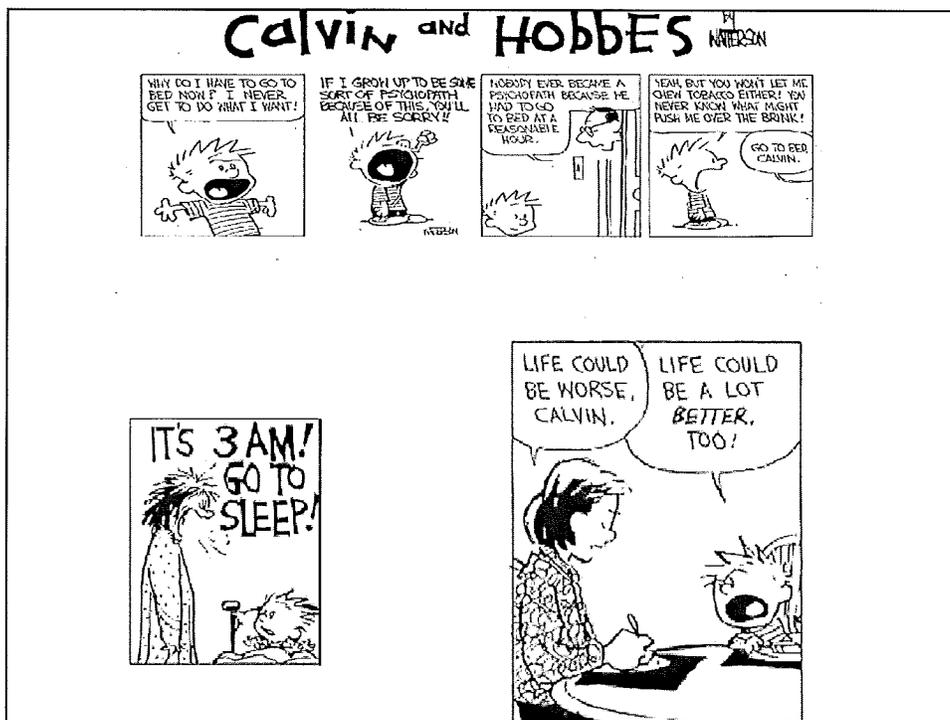
- Change itself
- Busing schedules (drop off times in the dark)
- Parents who are adversely affected (like those who work early and commute)
- Afterschool activities
- Teachers

Ambient light for bus stops

- ***Civil Twilight: the time at which the sun is 6 degrees below the horizon. At this time, there is enough light for objects to be clearly distinguishable and that outdoor activities can commence (dawn) or end (dusk) without artificial illumination. Civil twilight is the definition of twilight most widely used by the general public***

Ambient light for evening bus stops

- Nov 16th Sunset: 4:45 pm Twilight 5:17 pm
- Dec 5th Sunset: 4:34pm Twilight 5:06pm
- Dec 14th Sunset 4:33pm Twilight 5:07Ppm
- Jan 3rd Sunset 4:45pm Twilight 5:18 pm

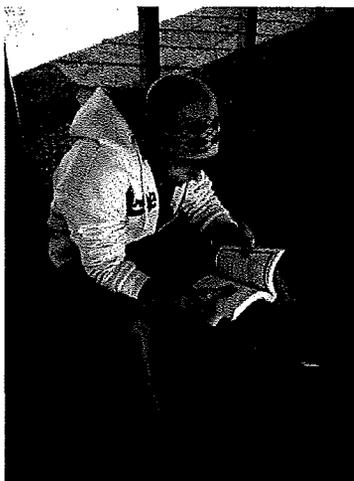


Northfield High School

Empowering Learners; Discovering Purpose

**Site Improvement
Progress Report 2013-14
&
Site Improvement Plan 2014-15**

2013-14 – Year in Review



- **Annual Objectives**
 - To improve school climate
 - To improve student achievement

Climate Goal Progress Report

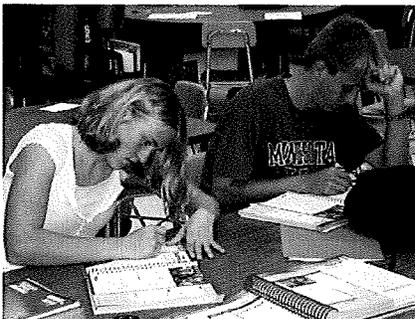
- Positives:
 - Staff Student Connections Checklist identified fewer than 4 students with 2 or fewer connections to staff

- Concerns:
 - Needing systematic approach to climate, rather than series of unrelated “accidental” efforts

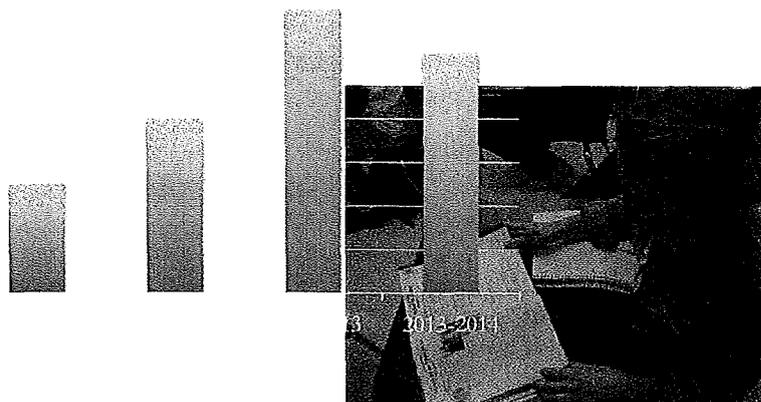
- Implications for 2014-15:
 - PBIS Training & Implementation
 - MTSS programming

Student Achievement Goal Progress Report

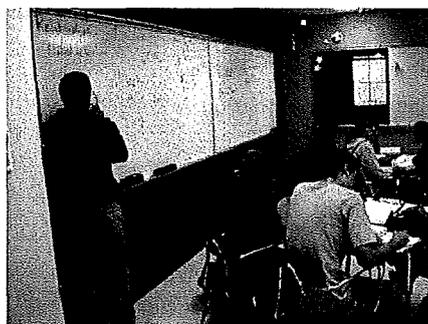
- ☑ Demonstrating increased proficiency for all students in the essential learnings...as measured by passing rates...
 - ☑ PLCs
 - ☑ 9th Grade Academy
 - ☑ Seminar 10
 - ☑ Structured Study Centers
 - ☑ Reading 10/11
 - ☑ Standards Biology
 - ☑ Standards Chemistry



Student Achievement Progress Report



Implications



- Work toward zero percent student failure rate.
- Further implementation of Multi-Tiered System of Supports (MTSS) – including committed FTE, plus implementation of Positive Behavioral Interventions and Supports (PBIS).

Site Improvement Plan 2014-15

- **Objective:**
 - Northfield HS MTSS team will look at MAP, MCA, academic achievement, and other data to identify students they will support and create classroom interventions that will increase the students' academic progress.
- **Evidence of Need:**
 - 9% of students 9-12 at NHS failed one class or more during the 2013-14 school year
- **Goal:**
 - 94% of NHS students, and 80% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2014-15 school year.

Plan 2014-15

- **Objective:** We will improve school climate.
- **Evidence of Need:** During the 2013-14 school year:
 - 16% of NHS staff felt that expected behaviors were taught directly.
 - 1/3 believed problem behaviors were defined clearly.
 - 8% believed distinctions between office & classroom managed behaviors were clear.
- **Goal:**
 - 90% of staff will use the 3 keys or Minor Incident Report (MIR).
 - 95% of students and staff surveyed in June 2015 will identify the 3 keys or the behavior statement.
 - 80% of staff will feel expected behaviors are taught directly.
 - 80% of staff will believe problem behaviors are defined clearly.
 - 70% of staff will believe the distinctions between office and classroom managed behaviors are clear.

And How Will We Get There?

- **Student Achievement**
 - MTSS
 - PLCs
 - 9th Grade Academy
 - Structured Study Centers
 - Seminar 10
 - Multi-Tiered Systems of Supports
 - Push-in Reading Intervention
 - Standards Biology
 - Standards Chemistry
- **Climate**
 - PBIS implementation
 - MTSS implementation

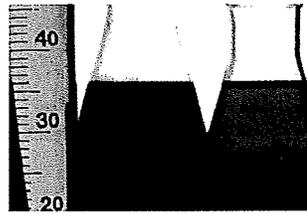


<h2>NHS by the numbers: October</h2>	
	A monthly data summary of MTSS

<h2>MTSS AT NHS</h2>	
<ul style="list-style-type: none">❑ RtI (Academics) + PBIS (Behavioral) = MTSS at NHS❑ MTSS Coaches❑ MTSS Staff Leadership Team<ul style="list-style-type: none">❑ Teachers, EAs, Administration, Counselor❑ Meets monthly❑ Policy, planning, and production❑ MTSS Data Team<ul style="list-style-type: none">❑ MTSS Coaches, School Counselors, Administration❑ Meets monthly❑ Reviews data (grades, tests, attendance, behavior)❑ makes placement recommendations	

Academic (RtI)

- ▣ Academy
- ▣ Seminar 10
- ▣ Read 180
- ▣ TORCH
- ▣ EL Study Hall
- ▣ Standards Based Classes
- ▣ Structured Study Centers
- ▣ Individual Reading Instruction
- ▣ Achievement Seminar*



Behavior (PBIS)

- ▣ 3 Keys: Safe, Respectful, Responsible
- ▣ Non Classroom Matrix
- ▣ Office and Classroom managed behaviors
 - ▣ ODRs and MIRs
- ▣ Incentives
 - ▣ QR scans
 - ▣ Rewards

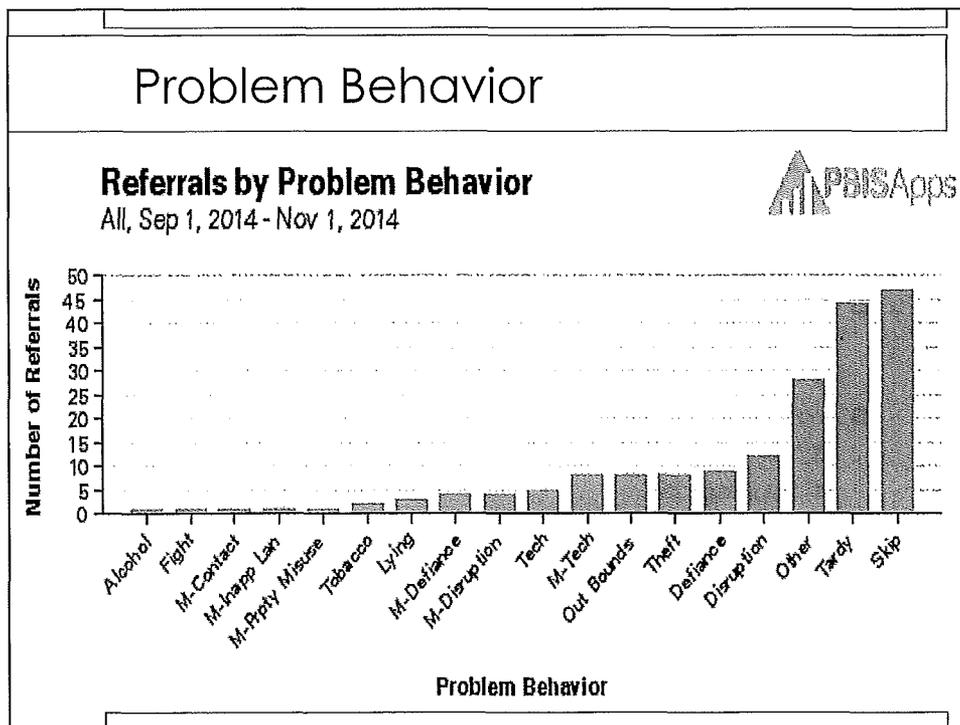
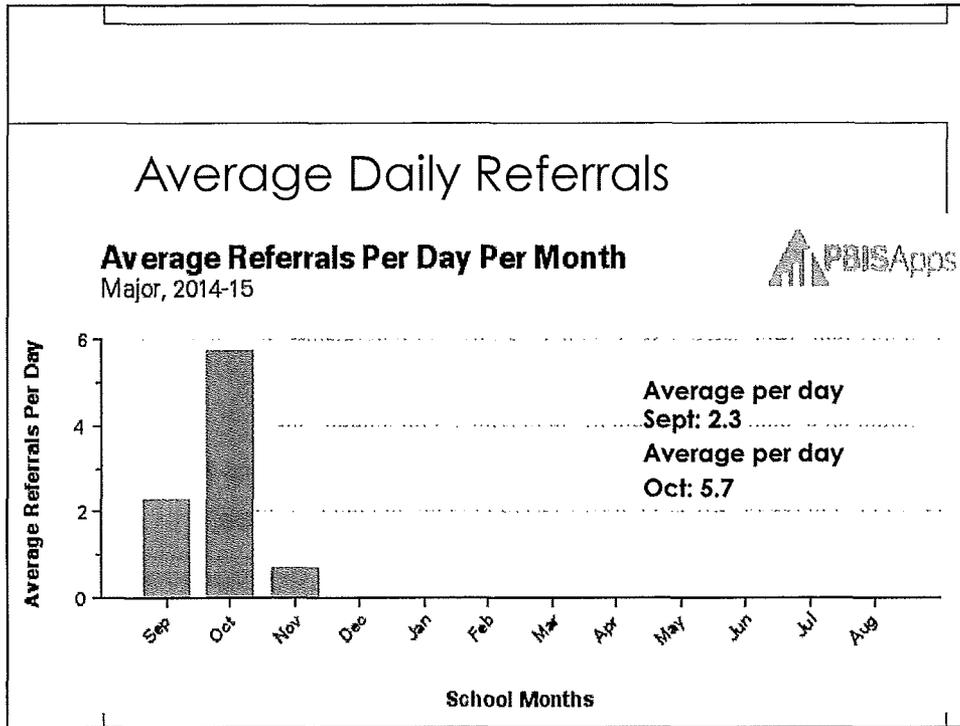


Students in intervention

- Students receiving systematic supports, scheduled differentiation, or intervention
 - October 2014: 260 or 21% of students at NHS
 - Our current reality:
 - Approximately 65% of our students scored as Proficient on their most recent MCA-II/III (8th, 10th grade)
 - Spring 2014 MAP Reading: 11% below average range
 - Fall 2014 MAP Reading: 9% below average

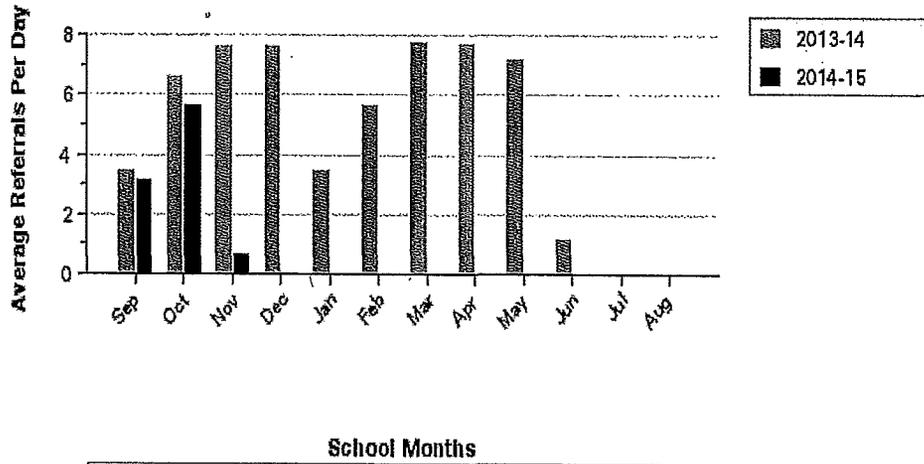
Office Discipline Referrals (ODRs)

- YTD October 2014
 - Total: 168
 - Average per day Sept: 2.3 (48 total)
 - Average per day Oct: 5.7 (120 total)
 - Most frequent: Tardy
 - Tardy: 25%
 - Skipping: 23%
 - Other (Det/Sat school): 18%
 - Disruption/Defiance: 6%/5% respectively
 - Compared to 2013:
 - September 2013 – 70; 2014 – 48 **31% reduction**
 - October 2013 - 140; 2014 – 120 **14% reduction**



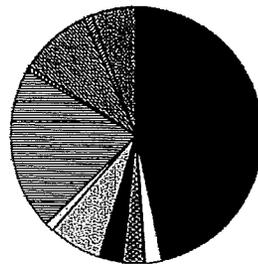
Yearly Comparison

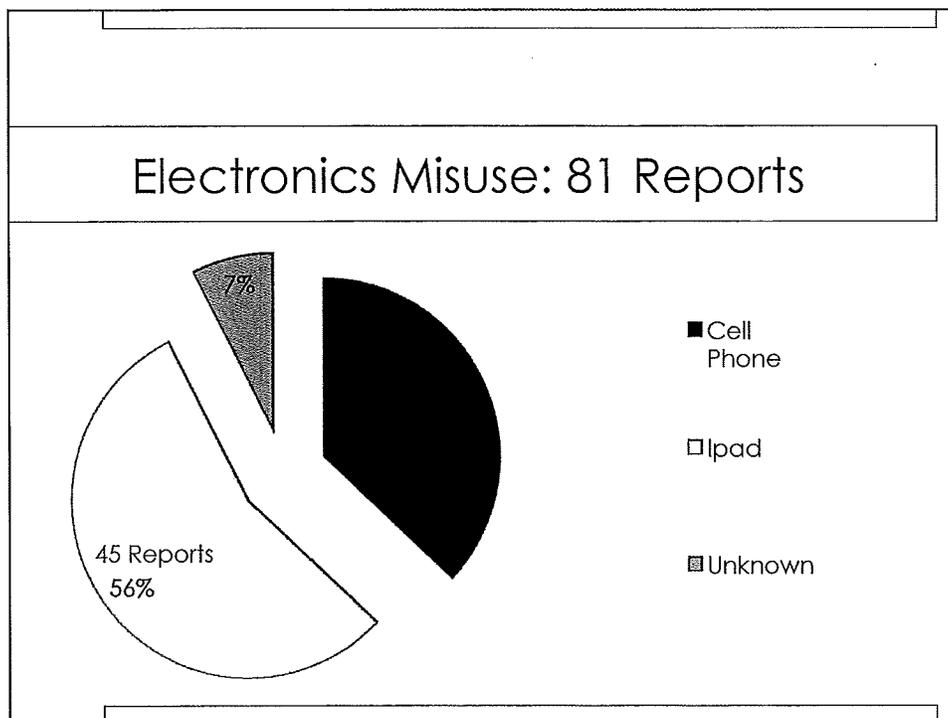
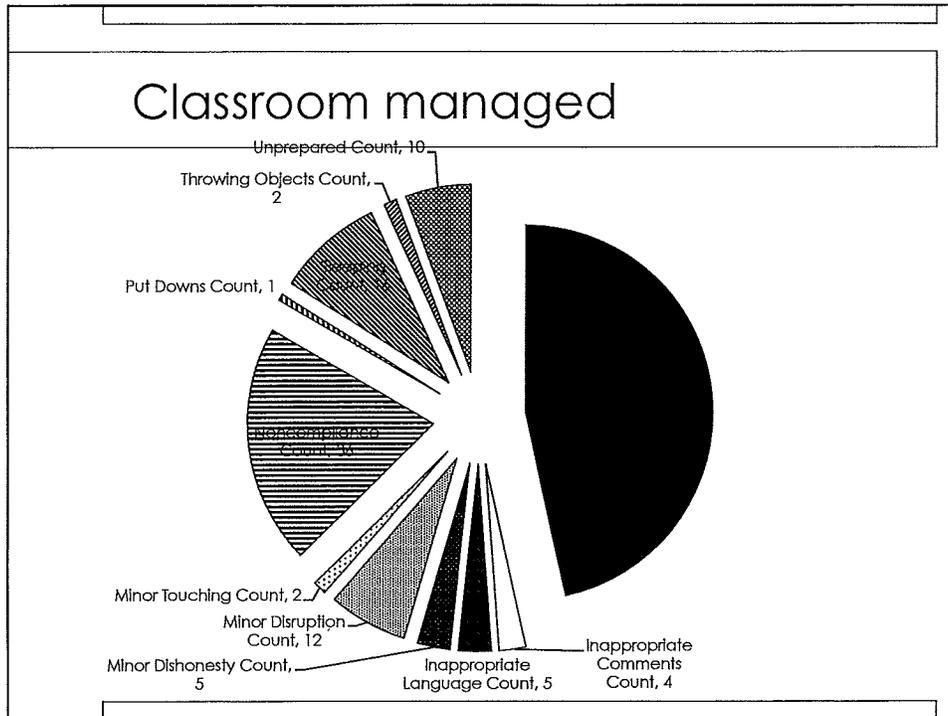
Average Referrals Per Day Per Month - Multi-Year
All, 2013-14 - 2014-15



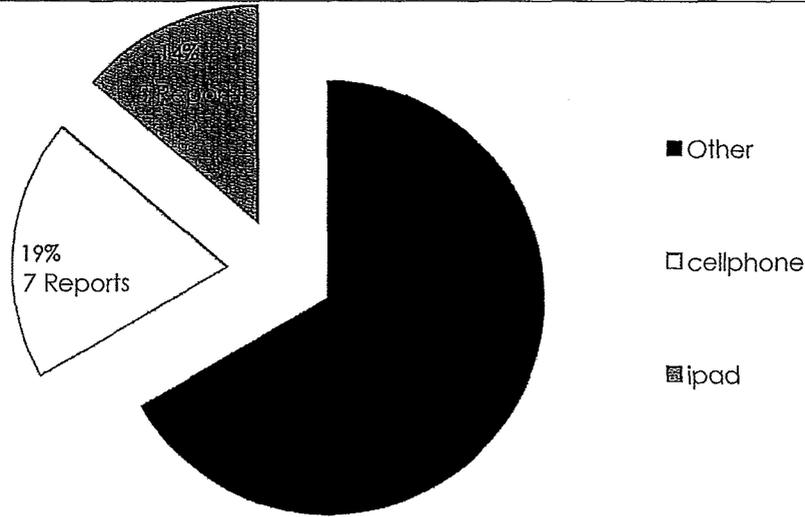
Minor Incident Reports (MIRs)

- Number of staff: 40 (35 certified, 5 EAs)
- Number of students: 97 (70% single episode)
- Number of reports: 174
 - Electronics: 81 - 47%
 - Noncompliance: 36 - 21%
 - Sleeping: 16 - 9%
 - Minor Disruption: 12 - 7%



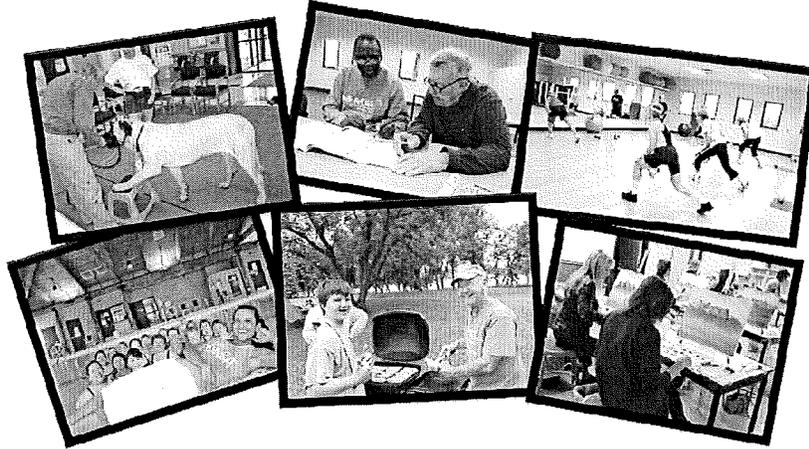


Noncompliance: 36 reports



3 Keys: Safe, Respectful, Responsible

- YTD Oct Total number: 1156 scans!
- YTD Oct Number of staff: 78 – including certified, EAs, office, cafeteria
- YTD Oct Number of students:
 - 528 students;
 - 129 3+ Keys
 - 14 students have redeemed
- Rate: Day 1-15: 490 Day 16-30: 387
Day 31-45: 160 Day 45-60: 120

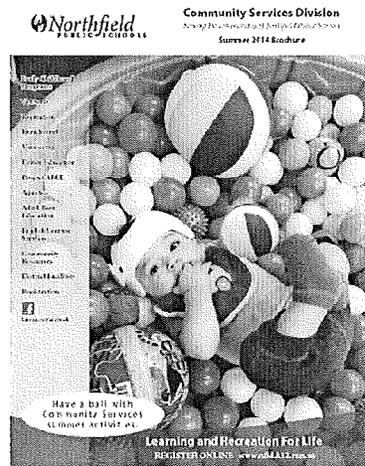


COMMUNITY SERVICES DIVISION

Report of Progress for 2013-14 Site Improvement
Plan and Site Improvement Plan for 2014-15

Community Services Division

- We support the learning and participation of adults and children in our community through citizen involvement, access to school and community resources, and promotion of collaboration and partnerships.



Progress on Objective One
Collective Impact

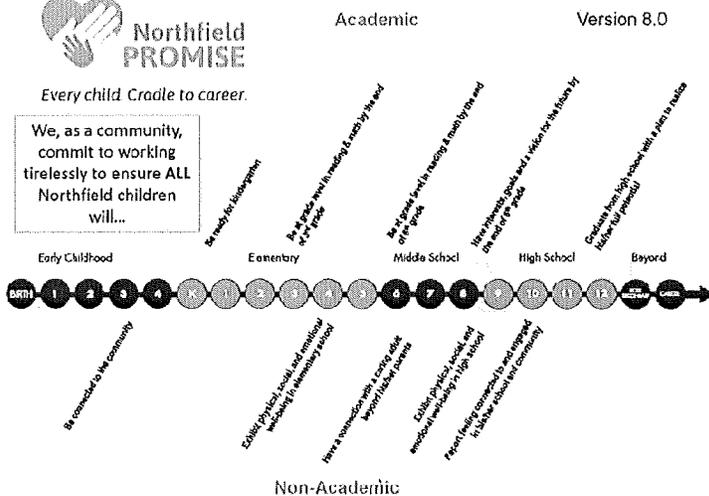
Support the Northfield Promise
(Collective Impact Initiative) in the
community that will focus on
supporting ALL Northfield youth
from cradle to career.

Northfield Promise



Every child Cradle to career.

We, as a community,
commit to working
tirelessly to ensure ALL
Northfield children
will...



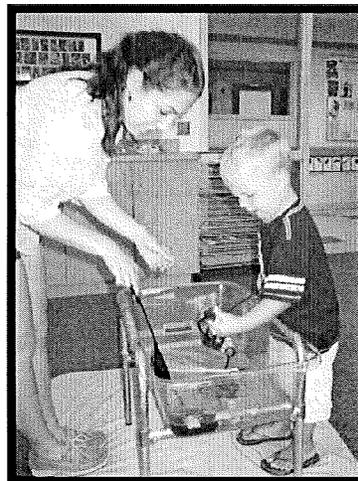
Highlights of Progress Around Collective Impact

- Community Services developed and facilitates an action team around the “Ready for K” benchmark
- Presented on Northfield Promise at the Mentoring Partnership of MN fall conference



Highlights of Progress Around Collective Impact

- Implemented “cradle to career” enhancements in program areas
- Continued to expand Early Childhood Family Education programming to the most at-risk children



	Progress on Objective Two Security Enhancements
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To successfully implement security enhancements at the Northfield Community Resource Center and within Community Services Division programs.

	Highlights of Progress Around Security
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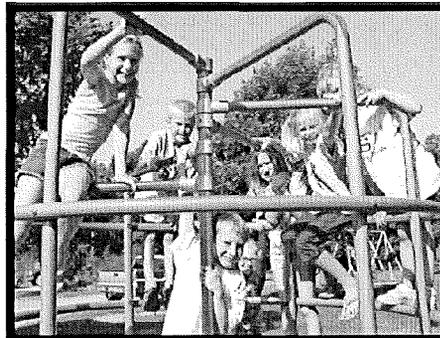
- | | |
|--|--|
| | <ul style="list-style-type: none">□ Developed security plans for Community Services Division programs
□ Conducted Northfield Community Resource Center building security in-service for staff
□ Developed Northfield Community Resource Center shared building directory |
|--|--|

Progress on Objective Three Continuous Improvement

Engage the Ventures childcare sites in a continuous improvement model.

Highlights of Progress Around Continuous Improvement

- Administered assessments in the fall and spring in Ventures and Middle School Youth Center programs
- Determined plan for ongoing continuous improvement in Ventures and Middle School Youth Center programs

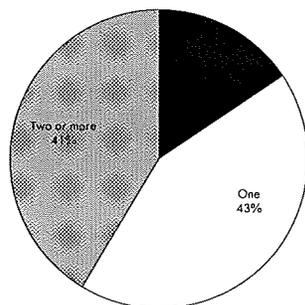


Site Improvement Plan for 2014-15

- Support the Northfield Promise (Collective Impact Initiative) in the community that will focus on supporting ALL Northfield youth from cradle to career.
- To successfully implement security enhancements at the Northfield Community Resource Center and within Community Services Division programs.
- Engage the Ventures childcare sites in a continuous improvement model.

Northfield Promise – Child at a Glance

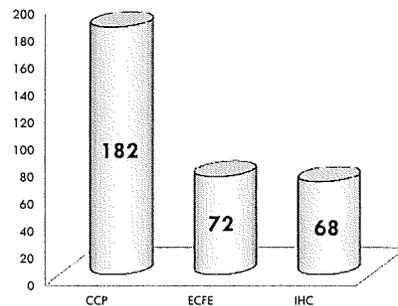
Out-of-Home Early Childhood Experiences



Child participated in one or more of the following:

- Childcare Center or Preschool (CCP)
- In-home Childcare Provider (IHC)
- Early Childhood Family Education (ECFE)

Numbers of Children Participating in Each Program Type



Figures reflect that some children participated in more than one program type

Northfield Promise – Expand Early Learning Scholarships

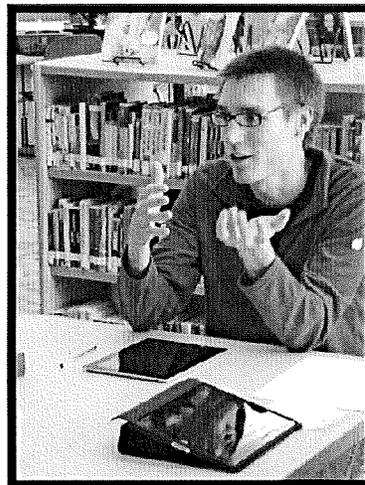
Pathway I: Awarded to eligible children through a regional Scholarship Administrator, based on provider's Parent Aware quality rating**:

★★★★★ } ★★★★★ }	Up to \$5,000 per year (3 & 4 star-rated providers)
★★★ } ★★ }	Up to \$4,000 per year (1 & 2 star-rated providers)
<i>**Providers with a signed participation agreement may also receive up to \$3,000 per year per child.</i>	

Pathway II: Early Learning Scholarships awarded to children through a Four-Star Parent Aware rated early childhood site.

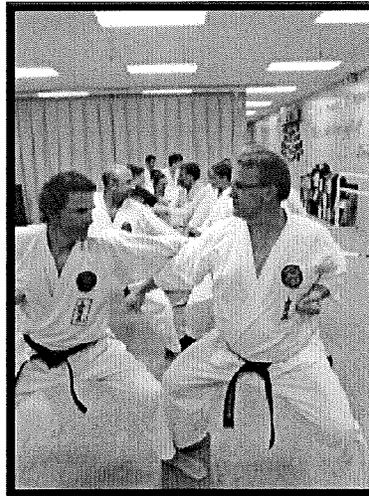
Security Enhancements

- Develop security plans for programs
- Secure NCRC youth wing during programming
- Increase familiarity among staff in NCRC organizations
- Revisit out-of-school time security plans



Continuous Improvement

- Administer assessments
- Determine and implement plan for ongoing continuous improvement
- Develop tracking system for Ventures participants
- Market continuous improvement work



Questions?

FUN FACTS

- For fiscal year 2013-14
 - 31,431 children, youth and adults participated in a Community Services program (a 400 person increase over last year)
 - 83,801 people had access to a school district facility through Community Services (a nearly 5,000 person increase over last year)

Questions?

FUN FACTS

- For fiscal year 2013-14
 - ▣ Community Services provided scholarships to 256 program participants in 33 program areas. The total cost to our department for these scholarships was \$8,462.60.

RESOLUTION CANVASSING RETURNS OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION

Independent School District 659
1400 Division Street South
Northfield, MN 55057

BE IT RESOLVED by the School Board of Independent School District No. 659, as follows:

1. It is hereby found, determined and declared that the general election of the voters of the district held on November 4, 2014, was in all respects duly and legally called and held.
2. As specified in the attached Abstract and Return of Votes Cast, a total of 13,809 voters of the district voted at said election on the election of three school board members for four year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election; as follows:

Julie Pritchard	6039 of votes
Jeff Quinnell	4900 of votes
Margaret Colangelo	4243 of votes
Fritz Bogott	3897 of votes
3. Julie Pritchard, Jeff Quinnell and Margaret Colangelo having received the highest number of votes, are elected to four-year terms beginning the first Monday in January, 2015.
4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

(Attach Abstract and Return of Votes Cast)

Abstract of Votes Cast
Independent School District No. 659 (NORTHFIELD)
State of Minnesota
at the 2014 State General Election
Held Tuesday, November 4, 2014

Compiled from the Official Returns.

Summary of Totals
Independent School District No. 659 (NORTHFIELD)
Tuesday, November 4, 2014 2014 State General Election

Number of persons registered as of 7 a.m.	21414
Number of persons registered on Election Day	1985
Number of accepted regular, military, and overseas absentee ballots and mail ballots	1073
Number of federal office only absentee ballots	11
Number of presidential absentee ballots	0
Total number of persons voting	13809

Summary of Totals
Independent School District No. 659 (NORTHFIELD)
Tuesday, November 4, 2014 2014 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

School Board Member (ISD #659) (Elect 3)

NP
JEFF QUINNELL
4900

NP
JULIE PRITCHARD
6039

NP
MARGARET COLANGELO
4243

NP
FRITZ BOGOTT
3897

WI
WRITE-IN**
78

Detail of Election Results
 Independent School District No. 659 (NORTHFIELD)
 Tuesday, November 4, 2014 2014 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
19 1410 : CASTLE ROCK TWP	900	30	604
19 2110 : EUREKA TWP	1024	27	650
19 2310 : GREENVALE TWP	513	13	317
19 3810 : NORTHFIELD W-3 P-2	785	32	572
19 4310 : SCIOTA TWP	274	12	180
19 4810 : WATERFORD TWP	329	7	214
25 0040 : DENNISON	104	5	87
25 0200 : WARSAW TWP.	414	15	289
66 0005 : BRIDGEWATER TWP.	1246	48	871
66 0010 : CANNON CITY TWP.	777	29	484
66 0012 : DENNISON CITY	11	1	8
66 0015 : DUNDAS	836	37	480
66 0020 : ERIN TWP.	549	21	342
66 0055 : FOREST TWP.	831	23	523
66 0080 : NORTHFIELD W-1 P-1	1365	475	748
66 0085 : NORTHFIELD W-1 P-2	2187	88	1623
66 0090 : NORTHFIELD W-2 P-1	1499	55	906
66 0095 : NORTHFIELD W-2 P-2	1565	100	968
66 0105 : NORTHFIELD W-3 P-1	1714	114	1118
66 0113 : NORTHFIELD W-4 P-1	1479	116	929
66 0114 : NORTHFIELD W-4 P-2	1242	673	767
66 0115 : NORTHFIELD TWP.	562	15	363
66 0140 : WEBSTER TWP. P-1	559	24	343
66 0142 : WEBSTER TWP. P-2	649	25	423
Independent School District No. 659 (NORTHFIELD) Total:	21414	1985	13809

Detail of Election Results
 Independent School District No. 659 (NORTHFIELD)
 Tuesday, November 4, 2014 2014 State General Election

Office Title: School Board Member (ISD #659) (Elect 3)

Precinct	NP JEFF QUINNELL	NP JULIE PRITCHARD	NP MARGARET COLANGELO	NP FRITZ BOGOTT	WI WRITE-IN**
19 1410 : CASTLE ROCK TWP	49	34	26	17	0
19 2110 : EUREKA TWP	37	31	20	16	1
19 2310 : GREENVALE TWP	163	146	84	73	2
19 3810 : NORTHFIELD W-3 P-2	292	360	246	226	2
19 4310 : SCIOTA TWP	27	25	14	17	0
19 4810 : WATERFORD TWP	111	119	73	67	0
25 0040 : DENNISON	48	49	37	33	0
25 0200 : WARSAW TWP.	14	10	7	3	0
66 0005 : BRIDGEWATER TWP.	449	496	338	331	7
66 0010 : CANNON CITY TWP.	12	10	5	5	1
66 0012 : DENNISON CITY	7	3	4	2	0
66 0015 : DUNDAS	278	255	166	135	2
66 0020 : ERIN TWP.	2	1	1	0	0
66 0055 : FOREST TWP.	155	134	77	83	5
66 0080 : NORTHFIELD W-1 P-1	105	365	297	282	5
66 0085 : NORTHFIELD W-1 P-2	751	1045	745	739	7
66 0090 : NORTHFIELD W-2 P-1	448	539	378	328	5
66 0095 : NORTHFIELD W-2 P-2	498	564	384	320	6
66 0105 : NORTHFIELD W-3 P-1	502	665	480	444	6
66 0113 : NORTHFIELD W-4 P-1	353	544	393	383	12
66 0114 : NORTHFIELD W-4 P-2	110	149	150	114	10
66 0115 : NORTHFIELD TWP.	190	218	131	123	1
66 0140 : WEBSTER TWP. P-1	100	72	64	50	1
66 0142 : WEBSTER TWP. P-2	199	205	123	106	5
Total:	4900	6039	4243	3897	78

We, the school board members of Independent School District No. 659 (NORTHFIELD), certify that we have canvassed the returns of the 2014 State General Election held on Tuesday, November 4, 2014 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 659 (NORTHFIELD).

Witness our official signature at _____ in _____ County this _____ day of _____, 2014.

School Board Member

State of Minnesota
Independent School District No. 659 (NORTHFIELD)

I, _____, Clerk of the Independent School District No. 659 (NORTHFIELD) do hereby certify the within and foregoing
_____ pages to be a full and correct copy of the original abstract and return of the votes cast in the Independent School District No. 659 (NORTHFIELD) 2014 State
General Election held on Tuesday, November 4, 2014.

Witness my hand and official seal of office this _____ day of _____, 2014.

Policy 441 - Use of Technology and Telecommunications Systems By Employees

I. Purpose

The school district provides technology and telecommunications resources for district employees to support the educational and operational mission of the school district. Access to and use of technology resources for students and employees is a fundamental part of the school day. This policy covers district employee use of all technology and telecommunications resources in the district. The purpose of this policy is to govern and guide the appropriate use of these resources.

II. General Statement of Policy

The school district provides technology to district employees in order to support quality education, information and communication systems. It is the expectation that staff will use these technologies for meaningful educational activities that support the curriculum and district operations needs, as well as provide strong guidance and supervision toward appropriate student use.

III. Acceptable/Unacceptable Uses

1. Each employee shall act responsibly when utilizing technology resources

- a. The use of the school district network/Internet/email system is a privilege, not a right. Employees may occasionally access district networks/Internet/email for personal use as long as it does not interfere with the employee's job duties and performance.
- b. Employees will not use the school district technology resources to access, display, store, upload, download, distribute or print pornographic, obscene or sexually explicit materials.
- c. Employees will not use the school district technology resources to access, display, store, upload, download, distribute or print materials that advocate violence, harassment or discrimination or are disruptive in any way.
- d. Employees will not send abusive, intimidating, harassing, or unwanted material causing the work of others to be disrupted.
- e. Employees will not use the school district technology resources to vandalize, damage or disable the property of another person, will not make deliberate attempts to degrade, vandalize or disrupt equipment, software, or system performance, will not violate the network's security in any way, and will not use the school district network/Internet/email system in any way so as to disrupt the use of the system by other users.
- f. Employees will not use the school district technology resources to gain unauthorized access to resources, passwords, accounts, information or files without direct permission from a network authority.
- g. Employees will not use school district technology resources to violate copyright laws, download or pirate software or plagiarize information.
- h. Employees will not send or forward unnecessary or frivolous emails or messages in any quantity to other users of the district email system. Transmission of chain letters and pyramid schemes is strictly prohibited.
- i. Employees will not use school district technology resources for commercial purposes, political lobbying or solicitation of any kind.
- j. No non-district owned equipment (computers, printers, peripherals, etc.) can be used to access school or district file/data servers without specific District permission.
- k. Employees will not use district technology resources to communicate under a false name or designation or a name or designation they are not authorized to use, including instances in conjunction with representing that they are somehow acting on behalf of or under the auspices of the school district.
- l. Employees will not use the name "Northfield Public Schools" in any form or use any symbol or logo or graphic used by Northfield Schools without the district's prior consent.
- m. Employees will use electronic information resources in compliance with all existing school board policies.

2. Each employee shall respect private passwords, copyright and other intellectual property rights.

- a. Copying of data, files or using passwords belonging to others will be considered a violation of school district policies, a violation of law, and may constitute fraud, plagiarism or theft.
 - b. Software licensed by the school district must only be used in accordance with applicable license specifications and agreements. Illegal copying and/or installing of software on district computers is strictly prohibited.
 - c. Modifying or damaging information without authorization including but not limited to altering data, introducing viruses or damaging files or data is unethical and a violation of school district policies.
- 3. Each employee shall abide by security restrictions on all systems and information.**
- a. Distributing or making your password or another person's password or access code available to others or otherwise attempting to evade, disable or "crack" passwords, desktop security systems, or other security precautions, or assisting others in doing so threatens work, privacy and the integrity of school district information, and is a serious violation of school district policy.
 - b. Attempts to "bypass" virus protection software on workstations or servers are violations of district security procedures.
 - c. Software or applications are generally installed by District technology services staff. Software or applications may only be installed by employees with specific permission from the District.
- 4. Each employee shall recognize limitations to privacy and use of electronic communications.**
- Employees and staff do not own school district technology and telecommunications equipment or software. The school district reserves the right to access user files at any time to protect the integrity of the systems and property of the school district.
- a. The district may examine or make copies of files that are suspected of misuse, or that have been corrupted or damaged. Files may be subject to search by law enforcement agencies if files contain information, which may be used as evidence in a court of law.
 - b. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies.
 - c. Employees do not have the "right" to remove computers from their classrooms or offices for home use. Any use of district technology equipment off district grounds is an exception, allowable only via supervisor approval.
- 5. Each employee shall be aware that data and other materials in files maintained on school district property may be subject to review, disclosure or discovery under State and Federal legislation, including the Minnesota Government Data Practices Act.**
- a. The School District can and will monitor the online activities of all employees and students, and employ "filtering" protection measures during any use by employees and/or students. The "filtering" measures are intended to block Internet sites that contain violent, obscene, pornographic or sexually explicit materials. The district will comply with any and all state and federal requirements around Internet filtering for student use. The use of this software does not guarantee that students or staff will not be able to obtain objectionable or pornographic materials over the Internet, but the chances have been minimized.
 - b. It is mandatory that staff closely monitor and supervise student use of the Internet and all other technology resources at school to ensure appropriate, educational use.
- 6. Each employee shall be aware of Limitation of School District Liability.**
- Use of the school district system is at the user's own risk. While the school district will take precautions with the installation of hardware and software in the security of data and systems, there are no foolproof means for absolutely securing all data and systems.
- a. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district disks, tapes, hard drives, or servers, or for delays or changes in or interruptions of service.
 - b. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district network/Internet/email system. The school

district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

7. **Each employee shall refrain from text messaging or using electronic mail while driving.**
In compliance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," it is Northfield School District's policy to:
- a. Ban any and all text messaging, including electronic mail, by all Northfield School District employees and encourage contractors to adopt policies that ban text messaging. This prohibition includes the time waiting for a traffic signal to change.
 - (1) When driving Northfield School District owned, leased or rented vehicles,
 - (2) When driving a personally owned vehicle while on official Northfield School District business; and
 - (3) Using electronic equipment supplied by Northfield School District when driving any vehicle (even during off-duty hours);
 - b. Take appropriate disciplinary action for violation of this mandatory ban on texting, up to and including removal from employment; and
 - c. Encourage Northfield School District employees and contractors and their families to refrain from texting, or from engaging in any behavior that distracts attention from driving safely, at any time.

Policy 441 Adopted: 4/13/98

Policy Revised: 7/19/01, 5/10/04, 6/10/13, 11/24/14 (proposed)

Renumbered: 3/28/05

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota

805 WASTE REDUCTION, RECYCLING, ENVIRONMENTAL PROTECTION and COMPLIANCE

I. GENERAL STATEMENT OF POLICY

It is the policy of the School District to reduce waste, encourage recycling and promote conservation of resources. (Minn. Stat. § 115A.15, Subd. 1)

II. DEFINITIONS

- A. "Lamp recycling facility" means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. "Mixed municipal solid waste" means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters and other materials collected, processed, and disposed of as separate waste materials. (Minn. Stat. § 115A.03, Subd. 21)
- C. "Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. "Postconsumer materials" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)
- E. "Rechargeable battery" means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)
- F. "Recyclable commodities" means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd.1a(a))
- G. "Recyclable materials" means materials that are separated from mixed solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, and source-separated compostable materials. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. "Resource conservation" means the reduction in the use of water, energy and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. "Reusable commodities" means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1A(b))
- K. "Source-separated compostable materials" means materials that:
 - 1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 - 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
 - 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 - 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's class I or class II, or equivalent, compost standards and where process residues do not exceed 15 percent by weight of the total materials delivered to the facility; and
 - 5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials. (Minn. Stat. § 115A.03, Subd. 32a)
- L. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
 - 1. reusing the product in its original form;
 - 2. increasing the life span of a product;

3. reducing material or the toxicity of material used in production or packaging; or
4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated. (Minn. Stat. § 115A.03, Subd. 36b)

III. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
 1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility will have containers for at least three of the following recyclable materials: paper, glass, plastic and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:
 1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
 2. develop and implement a plan for managing the potential liability; and
 3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)
- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:
 1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
 2. the land unless approved by the PCA; or
 3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)
- F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
 1. in solid waste; or
 2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))
- G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been

removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;
3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e).

(Minn. Stat. § 115A.931)

K. The school district may not place a telephone directory:

1. in solid waste;
2. in a disposal facility; or
3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or
2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries.

(Minn. Stat. § 115A.961, Subd. 3)

IV. ESTABLISHING COMPLIANCE WITH SECTION 306 OF THE CLEAN AIR ACT AND SECTION 508 OF THE CLEAN WATER ACT (40 CFR 15)

1. Any facility to be utilized in the performance of business operations by Northfield School District or any subcontractor shall not be a facility listed on the EPA List of Violating Facilities pursuant to 40 CFR 15.20.
2. Northfield School District will comply with all requirements of Section 306 of the Clean Air Act, as amended, and Section 508 of the Clean Water Act, as amended, and all regulations and guidelines issued thereunder.
3. Northfield School District will promptly notify the Department of Environmental Quality of any notification received from the Director of the Office of Federal Activities, EPA, indicating that a facility utilized or to be utilized by Northfield School District is under consideration to be listed on the EPA List of Violating Facilities.

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16B.122, Subd.3(a))
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16B.122, Subd. 3(b))

V. OTHER

Buildings and Grounds staff will be trained in proper disposal of all materials. All staff will be made aware of proper disposal of materials commonly used in their work area.

Policy 805 – Waste Reduction and Recycling

Adopted: 10.27.08

Updated: April 2012, November 24, 2014 (proposed)

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References:

- Minn. Stat. § 16B.122 (Purchase and Use of Paper Stock; Printing)
- Minn. Stat. § 115A.03 (Definitions)
- Minn. Stat. § 115A.15 (State Government Resource Recovery)
- Minn. Stat. § 115A.151 (State and Local Facilities)
- Minn. Stat. § 115A.46 (Requirements)
- Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
- Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
- Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
- Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
- Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
- Minn. Stat. § 115A.931 (Yard Waste Prohibition)
- Minn. Stat. § 115A.932 (Mercury Prohibition)
- Minn. Stat. § 115A.951 (Telephone Directories)
- Minn. Stat. § 115A.9561 (Major Appliances)
- Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
- Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
- Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
- Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
- Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
- Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
- National Solid Waste Management Ass'n v. Williams, et al.*, 966 F. Supp. 844, (D.Minn. 1997), *aff'd* 146 F.3d 595 (8th Cir. 1998)