

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, July 11, 2016, 7:00 PM  
Northfield High School, Auditorium

**AGENDA**

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment  

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments.

The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
  1. Registration and Scheduling Process at Northfield High School and Northfield Middle School.
  2. Strategic Planning Process Preview.
  3. District Committees Reports.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. School Board Policy 527 -- Student Use and Parking of Motor Vehicles: Patrols, Inspections and Searches.
    2. Resolution Regarding Christopher Columbus Day.
    3. FY 2016 Audit Engagement Letter.
    4. Position Modifications for Directors of Finance and Human Resources.
    5. Additional Middle School Sidewalk.
    6. Long Term Facilities Maintenance Revenue and Ten-Year Plan.
  - B. Items for Consent Grouping
    1. Fiscal Year Organization Actions.
    2. Memberships for 2016-2017.
    3. Financial Reports -- May 2016.
    4. Gift Agreement.
    5. Grant Request.
    6. Personnel Items.
- VIII. Items for Information
  1. Master Facilities Planning ThoughtExchange Results Released.
  2. Superintendent's Blog.
  3. Filing for School Board -- August 2-16 -- District Office.
- IX. Future Meetings  

Monday, August 8, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, August 22, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, July 11, 2016, 7:00 PM  
Northfield High School Auditorium

**TO:** Members of the Board of Education  
**FROM:** Matthew Hillmann, Ed. D., Superintendent  
**RE:** Explanation of Agenda Items for the July 11, 2016, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes  
Minutes of the Regular School Board meeting held on June 13, 2016, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
  1. Registration and Scheduling Process at Northfield Middle School and Northfield High School.  
High School Principal Joel Leer and Middle School Principal Greg Gelineau will give the Board an insider's look at what it takes to create a secondary school schedule and the nuances that make it an incredibly complex process.
  2. Strategic Planning Process Preview.  
Superintendent Hillmann will provide the Board with a preview of the upcoming strategic planning process.
  3. District Committees Reports.  
Enclosed in the Board packet is the list of Board Member appointments to District Committees. Superintendent Hillmann and Board Chair Pritchard will lead a discussion on the potential of monthly or bi-monthly reports to the entire School Board by the (a) Committee representative.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. School Board Policy 527 – Student Use and Parking of Motor Vehicles: Patrols, Inspections and Searches.  
After reviewing the recording of the June 13, 2016, School Board meeting, it was discovered that the Board failed to vote to approve Policy 527, as amended.  
  
**Superintendent's Recommendation:** Motion to approve School Board Policy 527 - Student Use and Parking of Motor Vehicles: Patrols, Inspections and Searches, as amended.
    2. Resolution Regarding Christopher Columbus Day.  
A regular School Board meeting is scheduled for Monday, October 10, which is Columbus Day. Minnesota Statutes 645.44, Subd 5, states that no public business can be transacted on Christopher Columbus Day unless the Board of Education passes a resolution that states that it is not a holiday for this district. What follows is a resolution stating that Christopher Columbus Day shall not be a holiday for the Northfield Public Schools during the 2016-2017 school year.  
**Superintendent's Recommendation:** Motion to approve the following Resolution Regarding Columbus Day.  
WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then  
BE IT RESOLVED, that Christopher Columbus Day on October 10, 2016, shall not be a holiday.

3. FY 2016 Audit Engagement Letter.

Director of Finance Val Mertesdorf recommends approval of the CliftonLarsonAllen, LLP Audit Engagement Letter for the audit of the 2015-16 school year. The engagement letter establishes the parameters and fees associated with the annual audit required by statute.

**Superintendent's Recommendation:** Motion to accept the 2015-16 Engagement Letter from CliftonLarsonAllen, LLP.

4. Position Modifications for Directors of Finance and Human Resources.

At the June 13, 2016, School Board meeting Director of Administrative Services and Superintendent-elect Dr. Matt Hillmann reviewed the enclosed recommendation to leave the Director of Administrative Services position unfilled. The recommendation included providing salary modifications for the Directors of Finance and Human Resources, reallocating some of the unspent dollars to support the reorganization of the Technology Services department staffing (approved at the June 13<sup>th</sup> meeting), while also identifying approximately \$127,000 in savings to be held in the District administration budget to offset likely budget reductions anticipated for the 2017-18 school year.

On Monday night Superintendent Hillmann will review the proposal to provide salary modifications for the Directors of Human Resources and Finance positions. These changes will cost a total of \$32,237 and are to be funded by savings from leaving the Director of Administrative Services position unfilled.

**Superintendent's Recommendation:** Motion to approve the recommended changes to the Directors of Human Resources and Finance positions at a total cost of \$32,237 and holding the \$127,000 in savings from the reduction of the Director of Administrative Services position within the District administrative budget.

5. Additional Middle School Sidewalk.

The District secured a change order quotation based on a question posed by a Board Member at the June 13<sup>th</sup> School Board meeting regarding the replacement of the sidewalk on the north side of the Middle School driveway. The original plan approved on June 13<sup>th</sup> included partial replacement of the sidewalk on the north side of the Middle School driveway. The \$16,740 change order would allow for the replacement of the entire sidewalk on the north side of the Middle School driveway. This will provide sidewalks on both the north and south sides of the Middle School driveway.

**Superintendent's Recommendation:** Motion to approve the change order in amount of \$16,740 for the Middle School driveway project, allowing for sidewalks to be installed on the entirety of both the north and south sides of the driveway.

6. Long Term Facilities Maintenance Revenue and Ten-Year Plan.

Superintendent Hillmann will highlight procedures associated with the Long Term Facilities Maintenance Revenue legislation approved during the 2015 session. Part of the procedures include annually submitting a draft ten year long-term facilities plan by August 1st to the Department of Education that details estimated eligible expenditures by UFARS finance codes.

At Monday's meeting Dr. Hillmann will review the District's reformatted ten-year plan required for submission by the Minnesota Department of Education as a result of the new Long Term Facilities Maintenance Revenue Program.

**Superintendent's Recommendation:** Motion to approve the Long Term Facilities Maintenance Revenue and Ten-Year Plan.

B. Items for Consent Grouping

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

1. Fiscal Year Organization Actions.

The School District's financial year runs from July 1 to June 30. Each year at the first School Board meeting in July, financial organizational issues must be approved.

They are as follows:

- a) Motion to approve authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2016-2017.
- b) Motion to approve designating Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 - Investments, for fiscal year 2016-2017.
- c) Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2016-2017.

2. Memberships for 2016-2017.

The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2016-2017 school year.

- a. Minnesota State High School League. The designated Northfield High School Representative is Activities Director Tom Graupmann and the designated School Board Representative is Board Member Jeff Quinnell.
- b. Minnesota Association of School Administrators.
- c. Schools for Equity in Education.
- d. Southeast Service Cooperative.
- e. Region V Computer Services Cooperative.
- f. Rice County Family Services Collaborative.
- g. Minnesota School Boards Association.
- h. Healthy Community Initiative.

3. Financial Reports – May 2016.

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,623,317.02, payroll checks totaling \$2,717,460.82 and the financial reports for May 2016. There were no bond payments made in May 2016.

4. Gift Agreement.

Enclosed is a gift agreement with Northfield Booster Club in the amount of \$13,235 to be used to purchase a variety of items, as listed on the Gift Agreement. Also, an additional \$13,302 was gifted to the School District to cover athletic fee waivers for the 2015-2016 school year.

5. Grant Request.

Greenvale Park Principal Dave Craft is requesting School Board approval of a \$75,000 grant request to the American Honda Foundation. If this grant is received, it will provide for the implementation of new initiatives, programming and use of new resources for literacy/English Language Development, including Sheltered Instruction Observation Protocol (SIOP) training for 24 grade level teachers and three English Language teachers. The grant application approval form is enclosed.

6. Personnel Items.

a. Appointments.\*

1. Jennifer Allison, 1.0 FTE Third Grade Teacher at Greenvale Park Elementary beginning 08/29/2016; BA, Step 4.
2. Charlie Alvarez, 1.0 FTE Third Grade Companeros Teacher at Greenvale Park beginning 08/29/2016; BA, Step 3.
3. Mary Bleckwehl, .5 FTE Grade 2 Elementary Teacher at Sibley Elementary beginning 08/29/2016 – 06/06/2017; MA60, Step 6.
4. Amber Brezina, 1.0 FTE Grade 2 Elementary Teacher at Sibley Elementary beginning 08/29/2016; BA, Step 0.

5. Christa Bultman, Assistant Volleyball Coach (9<sup>th</sup> Grade) at the High School beginning 08/15/2016 – 11/12/2016; Level E, Step 1.
  6. Cory Callahan, Assistant Football Coach at the High School beginning 08/15/2016 – 11/26/2016; Level E, Step 1.
  7. Micahala Johnson, CS Recreation Staff (Aquatics \$9.00/hour; Class Lead \$10.00/hour) beginning 06/20/2016 – 08/31/2016.
  8. Briana Kane, Temporary KidVentures Site Assistant at Sibley for 24-32 hours/week beginning 06/23/2016 – 09/02/2016; Step 1, \$12.19/hour (15-16); Step 1, \$12.43/hour (16-17).
  9. Molly MacKay, Dance Team Assistant Coach at the High School beginning 10/24/2016 – 02/18/2017; Level F, Step 5.
  10. \*Jae Mawby, Special Education Educational Assistant-PCA at the Cannon Valley Special Education Cooperative (Faribault site) for 7 hours/day beginning 08/29/2016; Step 1, \$13.98/hour.
  11. \*Lindsay Mehrhoff, ESY SpecEd EA-PCA at Sibley for 3.5 hours/day beginning 07/01/2016 – 08/04/2016; Step 3, \$14.86/hour.
  12. Laura Meyers, Summer PLUS Club Leader at Bridgewater for 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$19.50/hour (15-16); \$20.09/hour (16-17).
  13. Christopher Morgan, Head Girls Swimming & Diving Coach at the High School beginning 08/15/2016 – 11/19/2016; Level A, Step 5.
  14. Katie O'Brien, ESY Teacher at Longfellow for 3.5 hours/day beginning 07/01/2016 – 08/04/2016; BA, Step 6.
  15. \*Samantha Olson, GenEd-EA (Media Center) at the High School for 8 hours/day beginning 09/01/2016; Step 1, \$13.46/hour.
  16. Kenneth E. Pratt, Assistant Wrestling Coach at the Middle School beginning 11/07/2016 – 01/28/2017; Hourly \$14.00/hour.
  17. Diane Wiese, 1.0 FTE Special Education SLD Resource Room Teacher at Greenvale Park Elementary beginning 08/29/2016; MA, Step 11.
  18. Mark Welinski, Community Services Recreation JTT Tennis Coach beginning 06/01/2016 – 08/31/2016; \$2,500 Stipend (5 payments).
- b. Increase/Decrease/Change in Assignment.
1. Janet Amundson, SpecEd EA-PCA at the Middle School (6.75 hours/day), change to SpecEd EA-PCA at the MS for 6.5 hours/day beginning 09/06/2016.
  2. Danielle Crase, Long-Term Substitute Special Education Resource Teacher at the HS; add ESY Teacher at Sibley Elementary for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
  3. Adam Danielson, Fourth Grade Teacher at Bridgewater, change to 1.0 FTE Positive Attention & Learning Support Specialist (PALS) at Bridgewater beginning 08/29/2016.
  4. \*Nina deBoer, SpecEd EA-PCA at CVSEC-Northfield (7 hours/day), add ESY SpecEd EA-PCA at the High School for 3.5 hours/day beginning 07/01/2016 – 08/04/2016; Step 6, \$15.95/hour.
  5. Tyler Faust, Special Education Teacher at Bridgewater, add ESY Teacher at Sibley for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
  6. Teresa Findlay, SpecEd EA-PCA at the Middle School (6.75 hours/day), change to SpecEd EA-PCA at the MS for 6.5 hours/day beginning 09/06/2016.
  7. Nicole Gill, Special Education Teacher at the High School, add ESY Teacher at the High School for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
  8. Pamela Hanson, GenEd EA-Instructional at the High School (6 hours/day), change to SpecEd EA-Job Coach at the HS for 6.5 hours/day beginning 08/30/2016.
  9. Deb James, ECSE (3-5) Teacher at Longfellow, add overload ECSE (3-5) at Longfellow beginning 03/29/2015 – 06/08/2016.
  10. Joni Karl, .6 FTE Math Teacher at the High School, increase to .8 FTE Math Teacher at the High School beginning 08/29/2016.
  11. Cindy Keogh, Child Nutrition Associate, add Targeted Services PLUS Club Leader at Bridgewater for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$19.50/hour (15-16); \$20.09/hour (16-17).

12. Lynn Krominga, Assistant Director of Special Education, change from 45 weeks/year to 52 weeks/year beginning 07/01/2016.
13. Melissa Larsen, School Social Worker at GVP, change to Positive Attention & Learning Support Specialist (PALS) at GVP beginning 08/29/2016.
14. Carolyn Manderfeld, SpecEd EA-PCA at Sibley (6.75 hours/day), change to SpecEd-EA-PCA at the Middle School for 6.75 hours/day beginning 09/06/2016.
15. Nick Mertesdorf, SpecEd EA-Job Coach at the High School (6.5 hours/day), change to SpecEd EA-PCA at the HS for 6.75 hours/day beginning 08/30/2016.
16. Jackie Moon, SpecEd EA-PCA at the Middle School (6.75 hours/day), change to SpecEd EA-PCA at the MS for 6.5 hours/day beginning 09/06/2016.
17. Karen Nelson, .6/.4 FTE FACS Teacher at the High School, increase to 1.0 FTE for Semester 1; .8 FTE for Semester 2 FACS Teacher at the High School beginning 08/29/2016 – 06/06/2017.
18. Katie O'Connor, NB ECSE Teacher at Longfellow, add overload NB ECSE at Longfellow beginning 03/29/2015 – 06/08/2016.
19. Katie O'Connor, NB ECSE Teacher at Longfellow, add ESY Teacher at Longfellow for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
20. Kyle Roth, Special Ed Teacher at Longfellow, add ESY Teacher at Longfellow for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
21. Heather Ryden, RTI Coach at Greenvale Park, add Targeted Services Summer PLUS Teacher at BW for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
22. John Schnorr, B-5 Speech Pathologist at Longfellow, add overload Speech & ECSE at Longfellow beginning 03/29/2015 – 06/08/2016.
23. Christina Schwietz, Targeted Services PLUS Club Leader, add TS Summer PLUS Club Leader at Bridgewater for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$19.50/hour (15-16); \$20.09/hour (16-17).
24. Deb Seitz, Special Education Teacher at the MS, add ESY Teacher at Sibley for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
25. Michelle Sonnega, English Teacher at the High School, add Head Knowledge Bowl Coach at the High School beginning 06/21/2016; Level H, Step 1.
26. Dawn Sorenson, ECSE (3-5) Teacher at Longfellow, add overload ECSE (3-5) at Longfellow beginning 03/29/2015 – 06/08/2016.
27. Josh Spitzack, 1.0 FTE 3<sup>rd</sup> Grade Teacher at Greenvale Park, change to 1.0 FTE 5<sup>th</sup> Grade Teacher at GVP beginning 08/29/2016.
28. Anja Stromme, CS Recreation Substitute, change to CS Recreation Staff (SUPER Kids Supervisor \$10.00/hour) beginning 06/22/2016 – 08/31/2016.
29. Amanda Tracy, .8 FTE Spanish Teacher at the High School, decrease to .6 FTE Spanish Teacher beginning 08/29/2016 – 06/06/2017 (2016-17 school year).
30. ReNae Trebelhorn, Special Education Teacher at the MS, add ESY Teacher at the MS for 3.5 hours/day beginning 07/01/2016 – 08/04/2016
31. Peg Witt, Second Grade Teacher at Sibley, change to Positive Attention & Learning Support Specialist (PALS) at Sibley beginning 08/29/2016.
32. Extended School Year Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 3.5 hours/day beginning 07/01/2016 – 08/04/2016:
  - Kathy Beck, add ESY SpecEd EA-PCA at Sibley
  - Allyson Bernstorff, add ESY SpecEd EA-PCA at the Middle School
  - Shari Bridley, add ESY SpecEd EA-PCA at Longfellow
  - Theresa Findlay, add ESY SpecEd EA-PCA at Sibley
  - Marilyn Frey, add ESY SpecEd EA-PCA at Longfellow
  - Cindy Huschle, add ESY SpecEd EA-PCA at the High School
  - Shelly Kruger, add ESY SpecEd EA-PCA at the High School
  - Beth Kuyper, add ESY SpecEd EA-PCA at Sibley
  - Brittney Laue, add ESY SpecEd EA-PCA at Longfellow
  - Yolanda Loken, add ESY SpecEd EA-PCA at Longfellow

- Carolyn Manderfeld, add ESY SpecEd EA-PCA at the Middle School
  - Beth McClune, add ESY SpecEd EA-PCA at Sibley
  - Kim Medin, add ESY SpecEd EA-PCA at Sibley
  - Jacqueline Meyer, add ESY SpecEd EA-PCA at the High School
  - Jackie Moon, add ESY SpecEd EA-PCA at Sibley
  - Jacob Odell, add ESY SpecEd EA-PCA at the High School
  - Deb Pack, add ESY SpecEd EA-PCA at the High School
  - Melissa Reuvers, add ESY SpecEd EA-PCA at Sibley
  - Tammy Schwagerl, add ESY SpecEd EA-PCA at the Middle School
  - Jennifer Severson, add ESY SpecEd EA-PCA at Longfellow
  - Andrea Waldoch, add ESY SpecEd EA-PCA at Longfellow
  - Lori Witt Macrae, add ESY SpecEd EA-PCA at Sibley
  - Carina Zick, add ESY SpecEd EA-PCA at Sibley
- c. Leave of Absence Requests.
1. Tracy Closson, Family/Medical Leave of Absence beginning June 16, 2016 through June 24, 2016.
  2. Judi Vitito, Unpaid Leave of Absence for the 2016-17 school year effective 06/28/2016.
- d. Resignations and Retirement.
1. Terry Bestul, 6<sup>th</sup> Grade Football Coach, resignation effective 07/05/2016.
  2. Katie Goehring, Early Ventures Teacher at Longfellow, resignation effective 08/19/2016. Katie will change to Hand in Hand Teacher at LF for up to 32 hours/week beginning 08/20/2016.
  3. Marian Green, HR Administrative Support, resignation effective 6/30/2016.
  4. Steven Hill, Head Custodian at the Middle School, retirement effective 10/14/2016.
  5. Jed McGuire, High School Weight Room Coach, resignation effective 07/06/2016
  6. Priscilla Rotunda, HR Administrative Support, resignation effective 07/29/2016.
- e. Administration is recommending the approval of the following:
- Policy covering wages, working conditions and fringe benefits of Educational Assistants for the period extending July 1, 2016 through June 30, 2018.

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

\*\*Hourly rate of pay is subject to change upon settlement of 2016-2018 EA employee agreement

#### VIII. Items for Information

1. Master Facilities Planning ThoughtExchange Results Released.  
Superintendent Hillmann will provide a brief overview of the Master Facility Planning ThoughtExchange results public release. He will identify the next steps in finalizing the District's Master Facilities Plan.
2. Superintendent's Blog.  
Superintendent Hillmann will share information about the new blog he has started. The #nfldlead blog is intended to be a vehicle for the Superintendent to share information about the District with staff, students, parents, and community members.
3. Filing for School Board is August 2-16 from 8 AM to 4:30 PM in the District Office. On the last day of filing, August 16, filing will be accepted until 5:00 PM.

#### IX. Future Meetings

Monday, August 8, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center  
Monday, August 22, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

#### X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes

June 13, 2016

Northfield High School Media Center

- I. Call to Order.  
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 PM. Present: Bogott, Colangelo, Hardy, Iverson, Pritchard, Quinnell and Stratmoen.
- 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 Quinnell, seconded by Iverson, minutes of the Regular School Board meeting held on May 23, 2016, were unanimously approved.
- V. Announcements and Recognitions
  - Spring Sport state tournament participants were: Girls Golf - Molly Stevens, Girls Track - Mya Jirik, Boys Track - Gus Foss, Boys Baseball team - second consecutive year as Sections Champions.
  - Sandy Malecha presented Northfield Healthy Community Initiative's Making A Difference Award to John Stenz and Heather Pousch for their commitment to helping youth explore careers through the Business and Technical Trades Career Exploration Day. Steve Taggart and Mark Ensrud were also recognized for their involvement in the Career Exploration Day.
  - Board Chair Pritchard recognized that this School Board meeting is Superintendent Richardson's last meeting. His retirement is effective June 30, 2016. She presented him with a Certificate of Recognition from Governor Mark Dayton. Board member Ellen Iverson presented Dr. Richardson with a Raider Brick. Other Board members then expressed their thanks and appreciation for Dr. Richardson's fourteen years of service to Northfield Public Schools.
- VI. Items for Discussion and / or Reports
  1. District Curriculum and Staff Development Committee (DCSDC) and Professional Learning Communities Presentation.  
Director of Teaching and Learning Mary Grace Hanson presented the work of the District Curriculum and Staff Development Committee. The committee has three main areas of focus: Professional reading, professional learning for the District, and professional learning communities.  
Adam Danielson and Dana Holden, fourth grade teachers from Bridgewater, concluded the DCSDC/PLC report by sharing the work of their PLC this year.
  2. Director of Administrative Services Position.  
Director of Administrative Services and Superintendent-elect Dr. Matt Hillmann reviewed the recommendation to leave the Director of Administrative Services position unfilled for the 2016-17 school year. The recommendation includes reallocating some of the unspent dollars to support the reorganization of the Technology Services department staffing, providing salary modifications for the Directors of Finance and Human Resources, while also identifying approximately \$127,000 in savings to be held in the District administration budget to offset likely budget reductions anticipated for the 2017-18 school year.
  3. Legislative Wrap-Up.  
Superintendent Richardson provided a summary of the 2016 legislative session and its impact on Northfield Public Schools. Information from the Minnesota Association of School

Administrators, Schools for Equity in Education, Parents United for Public Education and the Minnesota Department of Education was shared with the Board.

VII. Superintendent's Report

A. Items for Individual Action

1. Proposed 2016-2017 Budget – All Funds.

On a motion by Stratmoen, seconded by Colangelo, the Board unanimously approved the proposed 2016-17 budgets as listed below for all funds.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General (including Capital)	\$49,189,318	\$50,870,109
Child Nutrition	2,023,235	2,099,604
Community Services	2,439,748	2,432,156
Debt Service	4,825,914	5,274,819
Trust	67,500	71,800
Internal Service	<u>7,667,396</u>	<u>6,008,425</u>
<b>Total</b>	<b>\$66,213,111</b>	<b>\$66,756,913</b>

2. School Board Policy 501 – School Weapons Policy.

On a motion by Colangelo, seconded by Bogott the Board unanimously approved to amend the motion to include the elimination of the legal reference to the definition of firearm (18 U.S.C. 921) and add as a Policy Reference the following, "Definition of Firearm: Minnesota State Colleges and Universities Policy 5.21, Possession or Carry of Firearms, and University of Minnesota Board of Regents Policy Possession and Carrying of Weapons."

On a motion by Iverson, seconded by Hardy, the Board unanimously approved the revisions to School Board Policy 501 – School Weapons Policy, as amended.

3. School Board Policy 527 – Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches.

Bogott moved and Iverson seconded to approve the revisions to School Board Policy 527– Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches, as presented.

On a motion by Stratmoen, seconded by Colangelo, the Board unanimously approved to amend the motion to change V.C. in Policy 527 to read "In the event of a positive identification."

4. Student Citizenship Handbook.

On a motion by Stratmoen, seconded by Iverson, the Board unanimously approved to amend the motion to include the following two changes to the 2016-2017 Student Citizenship Handbook.

(1) Add to "Drug Dog Search – Purpose and Procedure" (page 25): "A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of Policy 527."

(2) Add to "Withdrawal and Abeyance language" (page 27): Abeyance (in lieu of expulsion) – The student and his/her family and the district sign a document agreeing that the student will transfer to the Northfield Area Learning Center for at least the duration of the proposed expulsion period "and will abide by the terms and conditions outlined in the abeyance agreement."

On a motion by Iverson, seconded by Bogott, the Board unanimously approved the changes to the 2016-17 Student Citizenship Handbook as presented with the amended changes.

5. Northfield Middle School Driveway Project.

On a motion by Bogott, seconded by Quinnell, the Board unanimously approved using Operating Capital fund balance to fund the project recommendations for widening the Middle School driveway at a cost not to exceed \$109,212.

6. Technology Services Position Modifications.  
On a motion by Stratmoen, seconded by Colangelo, the Board unanimously approved the recommended changes to the Technology Services department positions at a cost of \$21,000 for the 2016-17 school year.
7. Resolution Establishing Dates for Filing Affidavits of Candidacy.  
On a motion by Iverson, seconded by Bogott, the Board unanimously approved the resolution establishing dates for filing affidavits of candidacy for the Northfield Board of Education beginning Tuesday, August 2, 2016, and ending Tuesday, August 16, 2016. Voting 'yes' was Stratmoen, Quinnell, Colangelo, Hardy, Iverson, Bogott and Pritchard. No one voted 'no.'

B. Items for Consent Grouping

On a motion by Quinnell, seconded by Hardy, the Board unanimously approved the following items listed under the Consent Grouping.

1. Family / Student / Co-Curricular Handbooks for 2016-2017.  
The proposed changes to the Elementary School Family Handbook and the Student Handbooks for the High School, Area Learning Center, Middle School, and the Co-Curricular Activities Handbook for the 2016-2017 school year were approved by the School Board. These handbooks carry the force of School Board policy.
2. Financial Reports – April 2016.  
The Board approved paid bills totaling \$1,525,177.85, payroll checks totaling \$2,684,090.77 and the financial reports for April 2016. There were no bond payments made in April 2016.
3. Co-Curricular Overnight Trips for 2016-2017.  
The Board approved the list dated May 28, 2016, of co-curricular overnight trips for the 2016-17 school year.
4. Agreement between the City of Northfield and ISD 659 Relating to City of Northfield/Community Services Recreation Program.  
The Board approved the Recreation Agreement. This Agreement was approved by the City Council at its June 7, 2016 meeting. The following adjustments were made to the 2013 Agreement:
  1. The School District requested a 5% increase for the first year of the contract and a 3% increase for year two and year three of the contract. For July 1, 2016-June 30, 2017, the City will pay the School District \$121,695, July 1, 2017-June 30, 2018, \$125,346; and July 1, 2018-June 30, 2019, \$129,106.
  2. The School District's contributions to recreation programming was updated to include advertising space in each Community Services brochure for City of Northfield facilities or events and the School District's support of administrative costs not covered by the City of Northfield's contribution.
  3. The signatories were updated to reflect staffing and organizational changes at the City of Northfield.
5. Dairy Bids for 2016-2017.  
The Board approved the bid from Hastings Co-op Creamery Co. as the supplier of milk and dairy products for the 2016-2017 school year with the opportunity to renew annually for up to three years.
6. Personnel Items.
  - a. Appointments.\*
    1. Katherine Anderson, Summer School ALC Teacher at Longfellow/ALC for 2 hours/day (M-Th) beginning 06/13/2016 – 07/28/2016; BA, Step 1.

2. Stephanie Bangs, 1.0 FTE ASD SUN Teacher at the Cannon Valley Special Education Cooperative (Northfield site) beginning 08/29/2016; MA, Step 14.
3. Paul Beck, Summer Band Instructor for Summer Band Lessons at the HS/MS beginning 06/13/2016 – 08/12/2016; MA60, Step 14.
4. Lindsay DeMartino, CVSEC Administrative Support Assistant at the Cannon Valley Special Education Cooperative (Northfield site) for 225 days/year beginning 08/22/2016; Class IV, Step 3, \$18.40/hour.
5. Ellen Haefner, Substitute Parent Educator, change to Parent Educator at the NCRC for up to 30 hours/week beginning 08/01/2016; Year 1, \$24.36/hour.
6. Corinne Kelly, CVSEC Administrative Support Assistant at the Cannon Valley Special Education Cooperative (Faribault site) for 225 days/year beginning 08/22/2016; Class IV, Step 3, \$18.40/hour.
7. Mike Ludwig, Activities Event Worker beginning 06/04/2016.
8. Emily Lundstrom, CS Recreation Staff beginning 05/24/2016 – 08/31/2016; Aquatics Supervisor \$10.00/hour.
9. Tommy McDonald, Activities Event Worker beginning 06/04/2016.
10. Rebecca Meyers, 1.0 FTE Early Childhood Teacher at the NCRC beginning 08/01/2016; Year 1, \$24.36/hour.
11. Adam Murphy, Assistant Wrestling Coach at the High School beginning 11/21/2016 – 03/04/2017; Level E, Step 3.
12. Tamra Paulson, 1.0 FTE Long-Term Substitute EBD/SLD Teacher at Sibley Elementary beginning 08/29/2016 – 06/06/2017; MA, Step 5.
13. Bethany Rohde, 1.0 FTE Early Childhood Teacher at Longfellow beginning 08/01/2016; Year 1, \$24.36/hour.
14. Kalli Schetnan, CS Recreation Staff beginning 05/24/2016 – 08/31/2016; Swim Aide \$9.00/hour; Lifeguard \$9.50/hour.
15. Gabriel Sparby, Temporary TS Summer PLUS Site Assistant at Bridgewater for 6 hours/day (M-Th) beginning 06/06/2016 – 08/04/2016; \$12.19/hour.
16. Alexi Thompson, Resource Room SLC/DCD Teacher at Bridgewater beginning 08/29/2016; MA, Step 14.
17. Stevie Wachtler, Temporary TS Summer BLAST Site Assistant at the Middle School/Carleton College for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
18. Jon Whitney, Long-Term Substitute Social Studies Teacher (1.0 FTE Semester 1; .6 FTE Semester 2) at the High School beginning 08/29/2016 – 06/06/2017; MA, Step 6.
19. Megan Winter, 1.0 FTE Special Education DCD Teacher at Greenvale Park Elementary beginning 08/29/2016; MA, Step 7.
20. Summer Weight Room Coach at the High School beginning 06/13/2016 – 08/12/2016 (self funded program):
  - a. Len Kallsen—total stipend = \$4,800 to be paid in (4) equal payments (June 30, July 15, July 30, August 15).
  - b. Laura Marks (DeGroot)—Hourly: \$18.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
  - c. Bubba Sullivan—Hourly: \$18.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
  - d. Travis Wiebe—Hourly: \$18.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
  - e. Tom Sola— Hourly: \$18.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
  - f. Cory Callahan—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
  - g. Isabelle Chapman—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
  - h. Larry Sanftner—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).

- i. Ryan Iverson—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
- j. Brice Peterson—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
21. Correction: Rebecca Meyers, Early Childhood Teacher at the NCRC beginning 08/01/2016; change from 1.0 FTE to up to 35 hours/week; Year 1, \$24.36/hour.
22. Danielle Crase, 1.0 FTE Long-Term Substitute Special Education Resource Teacher at the High School beginning 08/29/2016 – 06/06/2017; BA, Step 1.
23. Peter McGorry, General Education Educational Assistant (GenEd EA-Instructional) at Sibley Elementary for 6 hours/day beginning 09/06/2016 – 06/06/2017; \$14.31/hour.
24. Jacob Odell, Community Services Camp Friends Coordinator beginning 6/15/16 through 8/25/16, \$14.86/hour.
25. Paula Baragary, Eagle Bluff Chaperone beginning 7/18/2016 through 7/20/2016, \$500 stipend.
26. Christopher O'Neill, Eagle Bluff Chaperone beginning 7/18/2016 through 7/20/2016, \$500 stipend.
27. Laura Meyer, Target Services Summer PLUS Clue Leader for 2 hours/day Monday through Thursday beginning 6/16/2016 through 8/4/2016, \$19.50/hour.
28. Heidi Strike, Target Services Summer PLUS Club Leader for 2 hours/day Monday through Thursday beginning 6/16/16 through 8/4/16, \$19.50/hour.
29. Community Services Summer Recreation Staff :
  - a. Kate Arneson, Tennis Staff beginning 06/09/2016 – 08/31/2016; \$12.00/hour.
  - b. Kaleb Bardwell, Baseball Staff beginning 06/09/2016 – 08/31/2016; \$9.00/hour.
  - c. Will Clark, Aquatics Lifeguard \$10.00/hour; Swim Aide \$9.50/hour (\$10.00 if class lead) beginning 06/09/2016 – 08/31/2016.
  - d. Molly Gehrke, Softball Staff beginning 06/09/2016 – 07/21/2016; \$9.00/hour.
  - e. Nell Gehrke, Softball Supervisor beginning 06/13/2016 – 07/21/2016; \$10/00/hour.
  - f. Amanda Graves, Track staff beginning 06/01/2016 – 08/31/2016; \$9.00/hour.
  - g. Austin Grobe, Skateboarding staff beginning 06/09/2016 – 08/31/2016; \$9.00/hour.
  - h. Elisabeth Hurlbert, JTT Tennis Staff beginning 06/01/2016 – 08/31/2016; \$12.00/hour.
  - i. Carver King, Baseball Staff \$9.00/hour; Lifeguard \$9-10.00/hour beginning 06/01/2016 – 08/31/2016.
  - j. Hunter Koep, Baseball Staff beginning 06/012016 – 08/31/2016; \$9.00/hour.
  - k. Beth LaCanne, Tennis Staff beginning 06/01/2016 – 08/31/2016; \$17.50/hour.
  - l. Alison Langston, Lifeguard \$9.50/hour; Swim Aide \$9.00/hour (\$10 if class lead WSI required); Lacrosse Supervisor \$10.00/hour beginning 06/01/2016 – 08/31/2016.
  - m. Haakon Larsen, Aquatics Lifeguard \$9.75/hour; Swim Aide \$9.25/hour beginning 06/01/2016 – 08/31/2016.
  - n. Emily Lundstrom, Aquatics Supervisor, Lifeguard \$10.00/hour; WSI \$10.25/hour beginning 06/01/2016 – 08/31/2016.
  - o. Eric Lundstrom, Aquatics Lifeguard \$9.75/hour; Swim Aide \$9.25/hour (\$10.00/hour if class lead) beginning 06/01/2016 – 08/31/2016.
  - p. Nate Marek, Baseball Staff beginning 06/01/2016 – 08/31/2016; \$9.00/hour.
  - q. Easton Martin, Recreation Staff (Baseball, SuperKids, Track) beginning 06/01/2016 – 08/31/2016; \$9.25/hour.
  - r. Sean Meagher, Aquatics Lifeguard \$9.50/hour; Swim Aide \$9.00/hour (\$10.00/hour if class lead) beginning 06/01/2016 – 08/31/2016.
  - s. James Miller, Tennis Staff beginning 06/01/2016 – 08/31/2016; \$11.00/hour.
  - t. Gabbie Noack, Tennis Staff beginning 06/01/2016 – 08/31/2016; \$9.50/hour.
  - u. Chantel Novak, Lifeguard \$10/hour; Swim Aide \$9.75/hour (\$10.00/hour if class lead) beginning 06/09/2016 – 08/31/2016.
  - v. Jan Otteson, Aquatics Lifeguard \$10.00/hour; WSI \$10.50/hour beginning 06/01/2016 – 08/31/2016.

- w. Tori Papke, SuperKids Supervisor \$10.00/hour; Lacrosse Supervisor \$10.00/hour beginning 06/01/2016 – 08/31/2016.
  - x. Katie Pepel, SuperKids beginning 06/01/2016 – 08/31/2016; \$9.25/hour.
  - y. Timothy Roback, Tennis-JTT Champs \$9.00/hour; JTT, \$11.00/hour beginning 06/01/2016 – 08/31/2016.
  - z. Billy Roecklein, Ultimate Frisbee beginning 06/01/2016 – 08/31/2016; \$10.25/hour.
  - aa. Delaney Sletten, Soccer Supervisor beginning 06/01/2016 – 08/31/2016; \$10.00/hour.
  - bb. Molly Smith, Tennis & SuperKids beginning 06/01/2016 – 08/31/2016; \$9.00/hour.
  - cc. Isaiah Saurez, Skateboarding Supervisor beginning 06/09/2016 – 07/21/2016; \$10/hour.
  - dd. Trent Swartwoudt, Aquatics Lifeguard \$9.50/hour; Swim Aide \$9.00/hour (\$10.00/hour if class lead) beginning 06/01/2016 – 08/31/2016.
  - ee. Ryan Torbenson, Baseball Supervisor beginning 06/01/2016 – 08/31/2016; \$10.25/hour.
  - ff. Rachel Will, Tennis Supervisor beginning 06/01/2016 – 08/31/2016; \$10.00/hour.
  - gg. Christof Zweifel, Tennis Staff beginning 06/01/2016 – 08/31/2016; \$9.00/hour.
- b. Increase/Decrease/Change in Assignment.
- 1. Correction: Chris Scoville-Riazi, .5 FTE Art Teacher at the ALC, change to .66 FTE Art Teacher at the ALC beginning 08/31/2015 – 06/08/2016 (change of date from 8/31/16 to 8/31/15).
  - 2. Correction: Eric Swan McDonald, .5 FTE Science Teacher at the ALC, change to .66 FTE Science Teacher at the ALC beginning 08/31/2015 -- 06/08/2016. (1.0 FTE total for 2016-17) (change of date from 8/31/16 to 8/31/2015).
  - 3. Stephanie Balma, EarlyVentures Teacher at Longfellow (38 hours/week), change to EV Teacher at LF for 32.5 hours/week beginning 06/13/2016 – 09/02/2016.
  - 4. Trisha Beacom, EarlyVentures Teacher at Longfellow (40 hours/week), change to EV Teacher at LF for 35.5 hours/week beginning 06/13/2016 – 09/02/2016.
  - 5. Cathy Bennetts, .93 FTE ADSIS/Reading Teacher (.5 ADSIS; .43 Reading), change to 1.0 FTE ADSIS/Reading (.57 ADSIS/.43 Reading) at Sibley Elementary beginning 08/29/2016.
  - 6. Robert Benson, KidVentures Site Assistant (2 hours/week), change to KidVentures Site Assistant at Sibley for 20-30 hours/week beginning 06/09/2016 – 09/02/2016.
  - 7. Russel Boyington, KidVentures Site Assistant (22.25 hours/week), change to KidVentures Site Assistant at Sibley for 40 hours/week beginning 06/09/2016 -09/02/2016.
  - 8. Jackson Cade, Ventures Student Site Assistant (17 hours/week), change to Ventures Student Site Assistant at Sibley for 28 hours/week beginning 06/09/2016 – 09/02/2016.
  - 9. Anita Corwin, EarlyVentures Site Assistant at Longfellow (40 hours/week), change to EV Site Assistant at LF for 24 hours/week beginning 06/13/2016 – 09/02/2016. Anita will also substitute as needed.
  - 10. Debbie Foley, EarlyVentures Assistant Teacher at Longfellow (30 hours/week), change to EV Asst. Teacher at LF for 29 hours/week beginning 06/13/2016 – 09/02/2016.
  - 11. Lynn Fossum, Asst. Principal's Secretary at the High School for 210 work days/year, increase to 224 work days/year beginning 07/01/2016.
  - 12. Becky Gainey, .5 FTE Instructional Coach/.5 Reading Support at Sibley, change to .5 Instructional Coach, .05 Grant, .45 Reading Support at Sibley beginning 08/29/2016 – 06/06/2017
  - 13. Aimee Gerdesmeier, Ventures Site Leader/Site Assistant (36 hours/week), change to Ventures Site Leader at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016.
  - 14. Sara Gerdesmeier, EarlyVentures Site Assistant at Longfellow (34.5 hours/week), change to EV Site Assistant at LF for 16.5 hours/week beginning 06/13/2016 – 09/02/2016.
  - 15. Courtney Beumer (Gilomen), EarlyVentures Teacher at Longfellow (40 hours/week), change to EV Teacher at LF for 38.5 hours/week beginning 06/13/2016 – 09/02/2016.
  - 16. Katie Goehring, Early Ventures Teacher at Longfellow, change to Hand in Hand Teacher at LF for up to 32 hours/week beginning 08/20/2016; Year 1, \$24.36/hour.

17. Inger Hanson, .6 FTE EL Teacher at the Middle School, change to 1.0 EL Teacher at the Middle School beginning 08/29/2016.
18. Kaci Henry, EarlyVentures Teacher at Longfellow (38 hours/week), change to EV Teacher at LF for 37 hours/week beginning 06/13/2016 – 09/02/2016.
19. Ellie Ims, Ventures Student Site Assistant (17 hours/week), change to Ventures Student Site Assistant at Sibley for 28 hours/week beginning 06/09/2016 – 09/02/2016.
20. Cameron Jackson, KidVentures Site Assistant (22 hours/week), change to 0 hours/week for the summer beginning 06/09/2016 – 09/02/2016. Cameron will begin working again in the fall 2016.
21. Isabella Jenkinson, Ventures Student Site Assistant (17 hours/week), change to 0 hours/week for the summer beginning 06/09/2016 – 07/31/2016. Isabella will work as needed beginning 08/01/2016 – 09/02/2016 (up to 35 hours/week).
22. Cindy Keogh, KidVentures Site Assistant (23.5 hours/week), change to KV Site Assistant at Sibley for 16 hours/week beginning 06/09/2016 – 09/02/2016.
23. Lisa Krueger Robb, .6 FTE EL Teacher at the High School, change to .8 EL Teacher at the High School beginning 08/29/2016 – 06/09/2017.
24. Brittney Laue, SpecEd EA-PCA at Longfellow, change to 1.0 FTE ASD SUN Teacher at the Cannon Valley Special Education Cooperative (Northfield site) beginning 08/29/2016 – 06/06/2017; BA, Step 0.
25. Quinn Line, Ventures Student Site Assistant (17 hours/week), change to 0 hours/week for the summer beginning 06/09/2016 – 08/19/2016. Quinn will work as needed beginning 08/19/2016 – 09/02/2016 up to 35 hours/week.
26. Mark Mercurio, Assistant Wrestling Coach at the Middle School, change to Assistant Wrestling Coach at the High School beginning 11/21/2016 – 03/04/2017; Level E, Step 5 (1/2 stipend).
27. Peggy Mills, KidVentures Site Assistant (23.5 hours/week), change to KV Site Assistant at Sibley for 21 hours/week beginning 06/09/2016 – 09/02/2016.
28. Hannah Mohn, KidVentures Site Assistant (10-15 hours/week), change to KV Site Assistant at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016.
29. Carol Nick, EarlyVentures Teacher at Longfellow (35 hours/week), change to EV Teacher at LF for 20 hours/week beginning 06/13/2016 – 09/02/2016.
30. Tony Rasmussen, KidVentures Site Assistant (23.5 hours/week), change to KV Site Assistant at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016.
31. Jennifer Severson, Educational Assistant, add TS Summer PLUS Site Assistant at Bridgewater for 6 hours/day beginning 06/16/2016 – 08/04/2016. (Hours will change during the month of July to 2.75 hours/day) – Step 2, \$12.52/hour.
32. Tonya Skluzacek (Merritt), Ventures Site Leader/Early Ventures Site Assistant (36 hours/week), change to Ventures Site Leader at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016.
33. Pam Taubman, KidVentures Site Assistant (23.5 hours/week), change to KV Site Assistant at Sibley for 15 hours/week beginning 06/09/2016 – 09/02/2016.
34. Elizabeth Valentine, 1.0 FTE EL Teacher at Sibley, change to .7 FTE EL/.3 ADSIS at Sibley beginning 08/29/2016 – 06/06/2017.
35. Dylan Warner, KidVentures Site Leader/Early Ventures Site Assistant (30 hours/week), change to Ventures Site Leader at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016.
36. Cindy Keogh, Kid Venture/Child Nutrition employee, add Targeted Services Summer PLUS Club Leader for up to 2 hours/day Monday through Thursday beginning 6/16/2016 through 8/4/2016, \$19.50/hour.
37. Christina Schwietz, Targeted Services PLUS Club Leader, add Targeted Services Summer PLUS Club Leader for up to 2 hour/day Monday through Thursday beginning 6/16/2016, \$19.50/hour
38. Suzanne M. White, Non-Licensed Substitute, add Targeted Services Summer PLUS Club Leader for up to 2 hours/day, Monday through Thursday, beginning 6/6/16 through 8/4/2016, \$19.50/hour.

- c. Leave of Absence.
1. Brittney Laue, Educational Assistant, Leave of Absence for 2016-17 school year, effective 08/01/2016.
- d. Resignations and Retirement.
1. Troy Cohrs, Knowledge Bowl Advisor, resignation effective 06/06/2016.
  2. Brenda Kragseth, Educational Assistant-Media, resignation effective 06/08/2016.
  3. Carley Maley, Special Education teacher, resignation effective 06/08/2016.
  4. Mark Mercurio, Middle School Assistant Wrestling Coach, resignation effective 05/25/2016.
  5. Jennifer Rauk, Assistant Cross Country Coach, resignation effective 06/01/2016.
  6. Andria Schwalbe, Early Childhood Teacher, resignation effective 08/01/2016.
  7. Kari Thompson, Elementary Companeros Teacher, resignation effective at the end of the 2015-16 school year (06/08/2016).
  8. Sarah VanSickle, HS Business Teacher, resignation effective at the end of the 2015-16 school year (06/08/2016).
  9. Lauren Scherfenberg, CVSEC Educational Assistant, declined position 06/09/2016.
  10. John Taylor, Head Custodian at Longfellow, retirement effective 07/29/2016.
- e. The Board approved the following:
- Policy covering wages, working conditions and fringe benefits of Non-Union Administrators-Cabinet for the period extending July 1, 2016 through June 30, 2018.
  - Policy covering wages, working conditions and fringe benefits of Non-Union Administrators-Directors for the period extending July 1, 2016 through June 30, 2018.
  - Policy covering wages, working conditions and fringe benefits of Principals for the period extending July 1, 2016 through June 30, 2018.
  - Policy covering wages, working conditions and fringe benefits of Head Custodians for the period extending July 1, 2016 through June 30, 2018.
  - Policy covering wages, working conditions and fringe benefits of Grounds/Maintenance/Electrical Coordinators for the period extending July 1, 2016 through June 30, 2018.
  - Policy covering wages, working conditions and fringe benefits of Community Services Staff for the period extending July 1, 2016 through June 30, 2018.
  - Community Services Recreation Staff Wages for the period extending 6/1/2016 through 5/31/2017.
  - Policy covering wages, working conditions and fringe benefits of Child Nutrition Associates for the period extending July 1, 2016 through June 30, 2018.

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

\*\*Hourly rate of pay is subject to change upon settlement of 2016-2018 EA employee agreement

7. Middle School Overnight Student Field Trip Request for 2016-2017.

The Board approved the annual SCOPE trip to Missouri to visit sites connected with the James Younger Gang. This trip will take place June 10 and 11, 2017.

VIII. Items for Information

1. Appointment of Superintendent Evaluation Subcommittee.

At the May 23<sup>rd</sup> meeting Board Chair Pritchard presented the possibility of changing the evaluation of the superintendent to the process developed by MSBA that is a natural outgrowth of the principal and teacher evaluation. Pritchard appointed a subcommittee of Bogott, Iverson, and Pritchard to review the MSBA evaluation process and the District's current evaluation process.

2. End of the Year Enrollment Report.

Superintendent Richardson reported that enrollment is at an all time high of 4026 students.

IX. Future Meetings

Monday, July 11, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Auditorium

Monday, August 8, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell the Board adjourned at 9:58 PM.

Noel Stratmoen  
School Board Clerk

## Secondary Scheduling 101

Scheduling students in Grades 7-12 is both complicated and unpredictable with multiple moving pieces. The purpose of our presentation is to share with you some of those complexities.

When scheduling, many factors come into play. These include enrollment, required classes, special education needs, teacher licensing, MTSS and other support programs, part-time and shared staff availability, space limitations, demand for electives, teacher preparation load, and the general design of the schedule we must follow (i.e. every-other day classes at the MS and full year/semester choices at the HS).

The presentation will walk you through the steps we take to generate and populate an effective master schedule. The Middle School and High School have different processes in place to create a balanced schedule, but we address the same or similar issues each year. We will begin with the staffing FTE allocated in late winter and walk through the steps taken and time needed to make this all come together. Master scheduling is not a perfect science and an increase of 5-10 students over the summer or even as late as August can cause a balanced schedule to become a serious problem for our students and teachers.

We would be more than happy to meet with anyone individually to walk through our scheduling board and how moving one of the pieces has an effect on other parts of the schedule or to just answer questions.

Joel Leer  
High School Principal

Greg Gelineau  
Middle School Principal

### **General Timeline:**

- November – Call for new courses (High School)
- January – Building mechanical structure of new schedule
- February/March – Student registration
- March – Administration receives staffing allocation
- April/May – High School schedule building & cleanup
- June/July – Middle School schedule building & cleanup
- August – Finalize schedule & release student schedules to students

# SECONDARY SCHEDULING 101

## REGISTRATION

- ▶ Begins shortly after end of first semester
- ▶ Is the first step to determining how staffing will be allocated.
- ▶ Enrollment numbers determine number of sections of each course, class size of each section, and also which courses will not run the following year.
- ▶ This process does NOT take into account potential conflicts between courses for students (ie. student registers for two singletons that end up being offered at the same time, etc.)

## **FTE FROM ABOVE...**

- ▶ I. Amount assigned in late Winter from the District  
- one total amount to each building.
- ▶ II. What issues present every year?
- ▶ III. New programs needed (MTSS)
- ▶ IV. Current and projected enrollment
- ▶ V. A vision for the future/future needs (CTE)

## **RUNNING THE MASTER SCHEDULE**

Software is “automated” but not all “automatic”

Some items are manually loaded:

### ▶ SPECIAL EDUCATION

\*EAs

\*NUMBER PER CLASS

\*SPECIAL EDUCATION CLASSES

### ▶ INTERVENTIONS—NOT OFFERED EVERY HOUR

### ▶ REQUESTS

### ▶ PROGRAMS and STAFF with RESTRICTIONS (Academy/Part-time staff, etc.)

## HAVING CHOICES

- ▶ HIGH SCHOOL OFFERS 60+ ELECTIVES
- ▶ MIDDLE SCHOOL OFFERS 13 ELECTIVES
  - \*FACS, ENGINEERING & TECHNOLOGY, PE, MIT, ART, MUSIC, WORLD LANGUAGE, BUSINESS, as well as electives in the “core” disciplines
- ▶ Every other day Middle School classes
  - \*maximizes choices
  - \*complicates balancing
- ▶ Class size debate
  - \*What is the minimum size a class can be to justify FTE, and what number justifies another section?

## PSEUDO RUN PRIOR TO SETTING SCHEDULE

- ▶ Skyward generated based on requirements and requests.
- ▶ Gives a snapshot of the number of student conflicts.
- ▶ Becomes a giant game of chess. Move a piece and see what effect it has.
- ▶ Goal is to get the percent of conflicts as low as possible

## **THE LOCK**

- ▶ The LOCK sets the schedule in stone
  - \*Once this happens the only way to make a change is to change individual student schedules
- ▶ Checking schedules/fixing conflicts
- ▶ Load study halls, supervisions, and go...

## **SCHEDULES GO LIVE THE END OF AUGUST**

- ▶ Pleasing over 2,000 students and their families is not possible, but we do the best we can.
- ▶ Families call, e-mail and come in to look at changing schedules.

## **Northfield Public Schools School Board and District Committees**

Individual School Board members serve on several Board and District standing committees. In addition, board members represent the school district in interaction with various organizations and governing bodies. The School Board will also be represented from time to time by individual members who will serve on Task Forces and Ad Hoc Committees.

### **Membership on Board and District Standing Committees**

#### **Board Committees**

Board Meet and Confer	Ellen Iverson and Julie Pritchard
Board Negotiations	Committee of the Whole
Board Policy Review Committee	Ellen Iverson, Julie Pritchard and Noel Stratmoen

#### **District Committees**

Community Services Advisory Council
District Educational Program Advisory Committee
Finance Advisory
Professional Growth
Review of Instructional Resources
District Curriculum and Staff Development Committee
Wellness Committee
District Youth Council (6/14)

#### **Current Board Representative**

Ellen Iverson
Fritz Bogott, Ellen Iverson and Margaret Colangelo
Rob Hardy, Julie Pritchard, Noel Stratmoen
Jeff Quinnell
Noel Stratmoen
Fritz Bogott
Jeff Quinnell
Rob Hardy

### **Representatives to Organizations and Governing Bodies**

Human Rights Commission	Rob Hardy
Legislative Liaison (MSBA)	Julie Pritchard
Minnesota High School League/Activities Advisory Committee	Jeff Quinnell
Schools for Equity in Education	Julie Pritchard
TORCH Advisory Group Liaison	Rob Hardy
Council of Champions – Northfield Promise	Julie Pritchard
Fine Arts Booster Club	Margaret Colangelo
Cannon Valley Special Education Cooperative	Superintendent and Margaret Colangelo
Northfield Area Chamber of Commerce	Superintendent Chris Richardson

**527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES**

**I. PURPOSE**

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. This policy applies to all students in the school district.

**III. DEFINITIONS**

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

**IV. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle only in parking lots designated for student parking. Students may not park vehicles in driveways, on private property, or in other designated areas.

- B. When there are unauthorized vehicles parked on school district property, school officials may:
1. require the driver or other person in charge of the vehicle to move it off school district property; or
  2. provide for the removal of the vehicle, at the expense of the owner or operator.

**V. PATROLS, INSPECTIONS AND SEARCHES**

**A. Patrols and Inspections.**

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

**B. Search of Interior of Student Motor Vehicle.**

The interiors of unlocked or locked motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of this policy.

**C. Drug Dog Search - Purpose and Procedure**

**The District will conduct periodic searches of the schools and their adjacent parking lots with the assistance of local and county law enforcement officers and drug-sniffing dogs. Each canine unit will be accompanied by at least one school district staff and when possible, the school resource officer.**

**In the event of a positive hit or hits identification by the canines, two school personnel will conduct a search of the locker or vehicle in question. If the search reveals unauthorized or illegal items, district personnel may ask that law enforcement finish the search of the locker or vehicle.**

**C.D. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures.**

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches and/or seizures as provided by this policy.

**D.E. Seizure of Contraband.**

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

**E.F. Dissemination of Policy.**

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

## **VI. DIRECTIVES AND GUIDELINES**

The superintendent or designee shall develop reasonable directives and guidelines to accompany this policy.

## **VII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Policy 527 - Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches  
Adopted: 1/28/08; Updated May 2013  
Pending Approval on July 11, 2016

School Board  
INDEPENDENT SCHOOL DISTRICT 659  
Northfield, MN

**Legal References:** U.S. Const., amend. IV  
Minn. Const., art. I, §10  
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)  
*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

**Cross References:** Board Policy 417 (Chemical Use/Abuse)  
Board Policy 418 (Drug-Free Workplace/Drug-Free School)  
Board Policy 501 (School Weapons)  
Board Policy 502 (Search of Student Lockers, Desks, Personal Possessions and Student's Person)  
Board Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



# CliftonLarsonAllen

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CLAAconnect.com

June 17, 2016

School Board and Management  
Independent School District No. 659  
1400 S. Division Street  
Northfield, MN 55057

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CliftonLarsonAllen LLP (CLA) will provide for Independent School District No. 659 ("you," "your," or "the District") for the year ended June 30, 2016.

Craig Popenhagen is responsible for the performance of the audit engagement.

## **Audit Services**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Independent School District No. 659, as of and for the year ended June 30, 2016, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the District's basic financial statements. The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

In addition, we will also audit the statement of cash receipts and disbursements of the student activity accounts, which is prepared on the regulatory basis of accounting prescribed or permitted by the Minnesota Department of Education, of the District for the year ended June 30, 2016.

## **Nonaudit Services**

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, and related notes.
- Preparation of adjusting journal entries.



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### **Audit objectives**

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions on the financial statements or the single audit compliance opinion are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by

professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.

**Auditor responsibilities, procedures, and limitations**

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit.

In making our risk assessments, we consider internal control relevant to the District's preparation and fair presentation of the basic financial statements and compliance in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal

award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the District's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

### **Management Responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the

preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the District's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the District's federal programs; identifying and ensuring that the District complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the District's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on September 2, 2016.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) access to personnel,

accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. You acknowledge that the District's internal auditors providing direct assistance to us will be allowed to follow our instructions and that you will not intervene in the work the internal auditor performs for us. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the District's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the District's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Responsibilities and Limitations Related to Nonaudit Services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements and schedule of expenditures of federal awards is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and schedule of expenditures of federal awards.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

### **Use of Financial Statements**

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or bond offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If we agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

June 17, 2016

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

**Engagement Administration and Other Matters**

We expect to begin final fieldwork on approximately August 4, 2016.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely matter to the Minnesota Department of Education, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies and legislative staff.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the District to any persons without the authorization of District management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

*Government Auditing Standards* require that we make our most recent external peer review report publicly available. The report is posted on our website at [www.CLAconnect.com/Aboutus/](http://www.CLAconnect.com/Aboutus/).

### **Mediation**

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

### **Time Limitation**

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between us. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

### **Fees**

Our fees for the financial statement audit services will be \$23,300, plus expenses. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

***Other Fees***

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf. You and your attorney will receive a copy of every subpoena or request we are asked to respond to.

***Finance Charges and Collection Expenses***

You agree that if any statement is not paid within 30 days from its date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

**Consent**

***Consent to Use Financial Information***

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of Independent School District No. 659's information in these cost comparison, performance indicator, and/or benchmarking reports.

***Subcontractors***

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement and the BAA.

**Agreement**

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between us. If you have any questions, please let us know. Please sign, date, and return the a copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and our respective responsibilities.

CliftonLarsonAllen LLP



Craig Popenhagen, CPA  
Principal  
507-434-7041  
craig.popenhagen@CLAconnect.com  
Enclosures

094-050517

This letter correctly sets forth the understanding of Independent School District No. 659:

Authorized governance signature: \_\_\_\_\_

Title: School Board \_\_\_\_\_

Date: \_\_\_\_\_

Authorized management signature: \_\_\_\_\_

Title: Management \_\_\_\_\_

Date: \_\_\_\_\_

## **MEMORANDUM**

**TO:** Board of Education  
**FROM:** Matthew J. Hillmann, Ed.D.   
Director of Administrative Services  
**DATE:** June 9, 2016

**RE:** Recommendation to leave the Director of Administrative Services position unfilled for the 2016-17 school year.

As I move into the Superintendent role beginning July 1, 2016, I have spent considerable time reflecting about filling my current administrative position with a replacement. After considering feedback from a number of stakeholders and my belief in the certainty of budget reductions for the 2017-18 school year, my recommendation to the Board is to leave the position unfilled, use some of the savings to bolster the responsibilities of two district-level administrators, and to make some minor adjustments to our technology department. The purpose of this memorandum is to ask you to authorize leaving the position unfilled, make some salary modifications to other positions as part of that reduction, and to identify the savings to be held in the District's administrative budget as we anticipate budget reductions for the 2017-18 school year.

Since 2013, I have been working with members of our District Services Leadership Team to further develop their leadership skills. These individuals entered the new district office leadership structure with specific, technical skills for managing their departments. The elimination of the Director of Administrative Services position will reassign the majority of those duties to the Director of Human Resources and Director of Finance positions. The level of their authority will increase as will the complexity of their work. The leaders in these two departments are ready for this increased responsibility. There is a recommended salary increase based on this additional level of complexity and responsibility as well as an analysis of their base compensation when compared to similar positions at other Big 9 conference schools. The Board will be asked to approve these modifications at the July 11th meeting.

The District's technology department is working through filling a retirement and a resignation. In an effort to support the District's technology needs while also maintaining our current staffing levels, we plan to eliminate the current Workstation Specialist position and modify one of the Technology Specialist's job descriptions to serve as the Assistant Network Manager. This position, which will maintain the current Technology Specialist pay structure, will focus on supporting staff and maintaining the District's data networks. This position's salary is being shifted from the General Fund to the Operating Capital fund as part of the strategy to free General Fund resources to pay for the new Positive Attention and Learning Support (PALS) positions. In addition, with the former Workstation Specialist position being eliminated, a new Technology Specialist job description will be implemented at a rate of pay that is between the rates for the current Technology Specialist role and Workstation Specialist role (the exact salary will depend on the experience of the successful candidates). This will bolster our ability to recruit entry level technology staff members. It will also cost slightly more to do so. Some of the savings from the elimination of the Director of Administrative Services position would be used to offset this increase. I am asking we approve these changes at this Board meeting so the Technology Services department can begin hiring these individuals.

The following are the financial impacts of not replacing the Director of Administrative Services position and the difference in salaries from Dr. Richardson's total compensation and my total compensation for the 2016-17 school year.

**Net Savings - Reducing Director of Administrative Services/Difference in Superintendent Salaries**

Total anticipated savings from reduction & difference between two Superintendents' salaries	\$180,000
Total adjustments for Directors of Finance and Human Resources	\$32,237
Technology staff adjustments	\$21,000
<b>Net Savings</b>	<b>\$126,763</b>

Please note that even with the adjustments proposed to the Directors of Human Resources and Finance, their salaries are still last or second to last among Big 9 conference schools. Prior to this adjustment, their salaries would have been an average of 20% below the mean base salary of their Big 9 counterparts. After the proposed adjustments, they will be an average of nine percent below the mean base salary of their Big 9 counterparts.

The net savings will be held in the District administration budget during the 2016-17 school year and be used to offset the anticipated budget reduction needed for the 2017-18 school year. I believe this approach reflects our commitment to ongoing fiscal stewardship as we prepare for these likely budget reductions. I appreciate your consideration of this change.

# A.M. Concrete, LLC

Al Malecha  
 32454 Alexander Court  
 Northfield, MN 55057

Phone 507-581-1111



Estimate

Date	Estimate #
6/20/2016	2016-452

Name / Address
Northfield School District 1400 Division St S Northfield, MN 55057

			Project
Square Foot	Description	Cost	Total
2,790	Construct a new concrete sidewalk 6' wide by 465' long for middle school entry road. same specs as previous bids for sidewalk at middle school.	6.00	16,740.00
<b>Total</b>			\$16,740.00

**Long Term Facilities Maintenance Program • 10 Year Plan Requirement • Board Narrative**  
**07.11.2016**

Minnesota's legislature, with leadership from Northfield's Senator Kevin Dahle, created the Long Term Facilities Maintenance (LTFM) Program during its 2015 session. This program will provide more funding (approximately \$250,000 more for Fiscal Year 17) for repairs and maintenance of school facilities. The program will also give schools more flexibility in using these dollars. The legislation requires a 10 year plan - a projection of expenditures by UFARS finance code - be approved by each district's Board of Education. While Northfield has had a similar 10 year plan in place for some time, the legislation requires a more comprehensive summary for submission. The District is seeking approval of that comprehensive plan.

Please note this is not a one-time submission. Schools will be required to submit updated plans on an annual basis. In addition, we identify all 'needs' on the plan. We know there will always be more 'needs' than funding. The total expenditures identified in the plan will easily eclipse the revenue we receive. The plan template, included in the Board packet, outlines our projected expenditures that would qualify for the program's funding

The table below outlines the UFARS categories along with an example of what is included in that finance code.

<b>UFARS Finance Code</b>	<b>Expenditure Examples</b>
Physical Hazards	Elevator & lift inspections
Other Hazardous Materials	Computer and bulb disposal
Environmental Health & Safety Management	Some salaries, science material disposal
Asbestos Removal and Encapsulation	Smaller asbestos removal projects
Fire Safety	Alarm testing, roll-up door replacement
Indoor Air Quality	Replace HVAC unit
Accessibility	Ramp into auxiliary gym at HS
Building Envelope	Tuck pointing, windows
Building Hardware and Equipment	Blinds/Doors
Interior Surfaces	Carpet
Mechanical Systems	Boiler updates, piping
Plumbing	Domestic hot water exchange
Site Projects	Pavement

We will not be able to fund all of the projects identified for the upcoming school year with revenue from this program. Some expenditures will also be funded from our capital projects levy. Some projects will wait to be addressed. Additional Long Term Facilities Maintenance Program revenue will be phased in, providing an opportunity to address additional needs identified in the 10 year plan.

Beginning in 2015, the District was required to report expenditures using this template from the Minnesota Department of Education. The District is following MDE's guidance and are sure adjustments will be made to the reporting as the program matures.

Minnesota Department of Education		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Long-Term Facility Maintenance Revenue Application Ten Year Expenditure								ED - 02478-01	
<b>INSTRUCTIONS:</b> Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided. Finance codes shown for accessibility and deferred capital expenditures and maintenance projects are proposed new Finance codes				District Name: NORTHFIELD PUBLIC SCHOOLS				District # 0659-01		Date: 7/11/2016			
				District Contact for Questions on this Spreadsheet:				E-mail: JKULSETH@NORTHFIELDSCHOOLS.ORG		Name: JIM KULSETH, DIRECTOR OF BUILDINGS & GROUNDS		Phone #: ( 507 ) 645 - 3435	
Fiscal Year, Ending June 30th -->				2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
<b>ESTIMATED EXPENDITURES:</b>													
Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per Site													
Finance	Category												
347	Physical Hazards	\$19,400	\$19,600	\$19,800	\$20,000	\$20,150	\$20,400	\$20,550	\$20,800	\$21,100	\$21,950		
349	Other Hazardous Materials	\$13,900	\$13,900	\$14,150	\$14,150	\$14,800	\$14,800	\$14,950	\$15,000	\$15,150	\$16,250		
352	Environmental Health & Safety Management	\$99,050	\$100,200	\$101,300	\$102,350	\$103,500	\$104,600	\$105,700	\$106,850	\$108,000	\$110,250		
358	Asbestos Removal and Encapsulation	\$55,650	\$5,750	\$5,850	\$5,950	\$6,050	\$6,150	\$6,250	\$6,350	\$6,450	\$6,700		
363	Fire Safety	\$48,600	\$30,025	\$30,400	\$43,350	\$31,400	\$31,900	\$46,400	\$32,850	\$33,300	\$50,500		
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Total Health and Safety Capital Projects		\$236,600	\$169,475	\$171,500	\$185,800	\$175,900	\$177,850	\$193,850	\$181,850	\$184,000	\$205,650		
Health and Safety, Projects Costing > \$100,000 per Site													
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Accessibility													
Finance	Category												
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Deferred Capital Expenditures and Maintenance Projects													
Finance	Category												
368	Building Envelope	\$366,000	\$360,000	\$260,000	\$190,000	\$60,000	\$85,000	\$60,000	\$0	\$100,000	\$170,000		
369	Building Hardware and Equipment	\$15,000	\$2,000	\$2,000	\$2,000	\$3,000	\$3,000	\$3,000	\$0	\$0	\$12,000		
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
379	Interior Surfaces	\$308,000	\$155,000	\$112,000	\$90,000	\$0	\$3,000	\$8,000	\$20,000	\$45,000	\$190,000		
380	Mechanical Systems	\$114,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
381	Plumbing	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
383	Roof Systems	\$1,300,000	\$0	\$0	\$1,950,000	\$0	\$5,000	\$0	\$0	\$0	\$1,500,000		
384	Site Projects	\$146,000	\$185,000	\$159,000	\$75,000	\$12,500	\$106,000	\$33,000	\$96,000	\$57,000	\$111,000		
Total Deferred Capital Expense and Maintenance		\$2,254,000	\$702,000	\$533,000	\$2,307,000	\$75,500	\$202,000	\$104,000	\$116,000	\$202,000	\$1,983,000		
Total Annual 10 Year Plan Expenditures		\$2,490,600	\$871,475	\$704,500	\$2,492,800	\$251,400	\$379,850	\$297,850	\$297,850	\$386,000	\$2,188,650		
end of worksheet													

**TO: L. Chris Richardson, Superintendent**  
**FROM: Val Mertesdorf, Director of Finance** *VM*  
**DATE: July 11th, 2016**  
**RE: Board Approval of Financial Reports – May 2016**

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

Bills totaling \$1,623,317.02 were paid in May 2016.

Payroll checks totaling \$2,717,460.82 were issued in May 2016.

No bond payments were paid in May 2016.

At the end of May 2016 Total Cash and Investments amounted to \$29,971,090.97.

No wire transfers were initiated by the district during May 2016.

The following financial reports for May 2016 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

May 2016 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	85,084.55	6,456,668.79	3,345,701.70	(635,394.27)	2,560,657.37 *
FOOD SERVICE	689,949.25	213,126.89	195,417.84	1,530.39	709,188.69
COMMUNITY ED	590,987.00	306,454.25	204,571.98	(1,256.54)	691,612.73
DEBT SERVICE	1,682,272.24	1,500,922.39	-	-	3,183,194.63
TRUST	144,981.02	11,938.54	-	-	156,919.56
SELF INSURANCE	4,513,571.97	106,448.55	595,086.32	644,583.79	4,669,517.99
<b>TOTALS</b>	<b>7,706,846.03</b>	<b>8,595,559.41</b>	<b>4,340,777.84</b>	<b>9,463.37</b>	<b>11,971,090.97</b>
<b>CERTIFICATE OF DEPOSIT</b>	<b>18,000,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,000,000.00</b>
<b>GRAND TOTALS</b>	<b>25,706,846.03</b>	<b>8,595,559.41</b>	<b>4,340,777.84</b>	<b>9,463.37</b>	<b>29,971,090.97</b>

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

May 2016

Disbursements:

Bills Paid:

General Fund	\$ 889,483.24	
Food Service Fund	102,678.65	
Community Services Fund	36,068.81	
Trust & Agency Fund	-	
Self Insurance Fund	<u>595,086.32</u>	
Total Bills Paid		1,623,317.02

Payroll:

General Fund	2,456,218.46	
Food Service Fund	92,739.19	
Community Services Fund	168,503.17	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,717,460.82

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,340,777.84</u></u>

# **NORTHFIELD HIGH SCHOOL**

## **Activities Office**

**TO:** Matt Hillmann

**FROM:** Tom Graupmann

**DATE:** June 14, 2016

**RE:** **Gift Agreement**

Attached find a gift agreement in the total amount of \$13,235 from the Northfield Booster Club to be used for purchases as outlined in the gift agreement.

Also, please note the total gifted to the school to cover athletic fee waivers for school year, 2015-16; an additional \$13,302.37. The \$13,302.37 has already been received by the School District's Finance Office.

If this meets your approval please pass it on to the School Board for their acceptance.

Thanks!

cc Joel Leer

**NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT**

This agreement made this 11<sup>th</sup> day of July, 2016,  
by and between Northfield Booster Club,  
hereinafter the "Donor", and Independent School District No. 659, Northfield Minnesota,  
hereinafter the "District", pursuant to the District's policy for receiving gifts and donations, as  
follows:

TERMS

The donor agrees to give the district a total value of \$13,235, to be used as follows:

Volleyball – GoPro Hero Silver Camera:	\$200
Girls Basketball – Travel Bags embroidery: .	\$210
Cheerleading – Uniforms:	\$350
Nordic Ski -- mesh lime high visibility safety vests:	\$225
Weight Lifting Team – Competition Weights:	\$900
Boys Swim and Dive – laptop:	\$300
Girls Swim and Dive – laptop:	\$300
Gymnastics – Springboard:	\$400
Balls-Pucks-Shots:	\$7,500
HUDL - All Sports:	\$1,800
Impact Software (concussion testing):	\$800
Athletic Training Room (electronic medical recording system):	\$250

\* Fee Waivers for School year 2015-16; already paid by the Northfield Booster Club (an additional): **\$13,302.37**

Northfield Booster Club  
Donor

By: John Dimick  
John Dimick, President

Approved by resolution of the School Board on the 11 day of  
July, 20 16.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_  
Clerk

## Grant Application Approval Form

Date July 1, 2016

Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed along with a copy of the completed grant proposal. All proposals must:

- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District, if required.

Grant Proposal Information	
Project Title	Literacy: Strategies, Training and Resources for English Language Development
Project Period	From: 11/01/2016 <span style="float: right;">To: 10/31/2017</span>
Funding Source	American Honda Foundation
Application Deadline	August 1, 2016
List all Grant Applicants	David Craft, Principal; Joyce Lindstrom, English Language Teacher; Ellen Trotman, English Language Teacher and Matthew Berg-Wall, English Language Teacher
School/Department	Greenvale Park Elementary School
Contact Person	David Craft, Principal <span style="float: right;">Phone No. (507) 645-3500</span>
Project Information	
Brief Proposal Description	Implementation of new initiatives, programming and use of new resources for literacy/English Language Development. This includes Sheltered Instruction Observation Protocol (SIOP) Training for 24 grade-level teachers and three English Language teachers; development of co-teaching strategies and training for 24 grade-level teachers and three English Language teachers; and identifying resources and tools for English Language Development including research and support services.
Project Goal (in one Sentence)	Improve academic performance and subsequently narrow the achievement gap among students who are low-income and/or English Language Learners through co-teaching strategies that include grade-level content specific K-5 teachers and English Language teachers.
List All Personnel Involved in Application	David Craft, Principal; Joyce Lindstrom, English Language Teacher; Ellen Trotman, English Language Teacher; Matthew Berg-Wall, English Language Teacher and 24 content-specific teachers at grade levels K-5 at Greenvale Park Elementary School.
Budget Information	
Amount Requested	\$75,000.00
Matching Funds	<input type="checkbox"/> Are Required <input checked="" type="checkbox"/> <u>Not Required</u>
Source of Matching Funds	Not applicable.

Required Documents Attached:  Completed Application  Rough Draft  Summary of Application

\_\_\_\_\_  
Project Initiator Signature

\_\_\_\_\_  
Building Principal or District Administrator Signature

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

**AGREEMENT**

**BETWEEN**

**INDEPENDENT SCHOOL DISTRICT NO. 659, NORTHFIELD, MINNESOTA**

**AND**

**EDUCATION MINNESOTA-NORTHFIELD PUBLIC SCHOOLS EDUCATIONAL ASSISTANTS,  
LOCAL #6030, EDUCATION MINNESOTA, AFT, NEA, AFL-CIO**

**AGREEMENT EXTENDS FROM**

**July 1, 2016 to June 30, 2018**

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## ARTICLE I EMPLOYMENT

**Section 1.01 Parties:** THIS AGREEMENT is entered into between the School Board of Independent School District No. 659, Northfield, Minnesota, hereinafter referred to as the school district, and the Education Minnesota-Northfield Public Schools Educational Assistants, Local #6030, Education Minnesota, AFT, NEA, AFL-CIO, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for Educational Assistants during the duration of this Agreement.

### RECOGNITION OF EXCLUSIVE REPRESENTATIVE

**Section 1.02 Recognition:** In accordance with the P.E.L.R.A, the school district recognizes the Northfield Educational Assistants Federation, Local #6030, Education Minnesota, AFT, NEA, AFL-CIO as the exclusive representative for Educational Assistants employed by the School Board of Independent School District No. 659, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this agreement.

**Section 1.03 Appropriate Unit:** The exclusive representative shall represent all Educational Assistants in the district contained in the appropriate unit as defined in Article I, Section 1.06 of this Agreement and the P.E.L.R.A. and in certification by the Commissioner of the Bureau of Mediation Services, if any.

**Section 1.04 Information:** The school district shall provide the exclusive representative with a list that includes the classification, position title, and salary schedule placement of all bargaining unit members by October 1 of each year. In addition, the school district shall provide a seniority list of all bargaining unit members with the seniority date being the most recent date of continuous employment in this bargaining unit.

### DEFINITIONS

**Section 1.05 Terms and Conditions of Employment:** shall mean the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

**Section 1.06 Description of Appropriate Unit:** For purposes of this Agreement, the term Educational Assistants shall mean all Educational Assistants in the appropriate unit employed by the school district, whose employment service exceeds the lesser of 14 hours per week or 35 percent of the normal work week and more than 67 work days per year, excluding all other employees.

**Section 1.07 School District:** For purposes of administering this Agreement, the term "school district" shall mean the School Board or its designated representative.

**Section 1.08. Other Terms:** Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

## SCHOOL DISTRICT RIGHTS

**Section 1.09 Inherent Managerial Rights:** The exclusive representative recognizes that the school district is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

**Section 1.10 Management Responsibilities:** The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

**Section 1.11 Effect of Laws, Rules and Regulations:** The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by State and Federal laws, and by School Board rules, regulations, directives and orders, issued by properly designated officials of the school district. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to State and Federal laws. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

**Section 1.12 Reservation of Managerial Rights:** The foregoing enumeration of School Board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the school district.

## EMPLOYEE RIGHTS

**Section 1.13 Right to Views:** Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

**Section 1.14 Right to Join:** Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School Board.

**Section 1.15 Request for Dues Check Off:** The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off. Upon receipt of a properly executed authorization card of the employee involved, the school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization as outlined in Appendix D.

**Section 1.16 Fair Share Fee:** In accordance with P.E.L.R.A, as amended, any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any employee shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85% of the regular membership dues.

The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the school district and to each unit employee, as defined by Article I, Section 1.06 of this Agreement, to be assessed the fair share fee. The school district will provide the exclusive representative with a list of all unit employees upon request.

A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the Commissioner of the Bureau of Mediation Services, the school district, and the exclusive representative within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The school district shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the school district pending a decision by the Commissioner or Court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the school district harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

**Section 1.17 Conducting Business of the Exclusive Representative:** The exclusive representative shall have access to school facilities, including equipment, by arranging with the office of Community Education. Reasonable time without loss of pay may be granted by the school district for use by the exclusive representative for representation issues, negotiations or mediation sessions of this bargaining unit that cannot be scheduled outside the work day.

**Section 1.18 Personnel Files:** An employee may review his or her district personnel file during regular business hours upon written request. The employee shall have the right to reproduce any of the contents of the file and may submit for inclusion in the file written information in response to any material contained therein, and shall have the right to challenge false or inaccurate statements as provided by state statute. When material involving evaluation, reprimand or deficiency is to be placed in the employee's file, a copy will be provided to the employee.

## ARTICLE II RATES OF PAY, HOURS OF SERVICE AND HOLIDAYS

**Section 2.01 Job Classifications:** Educational Assistants (EA) represented by the Northfield Educational Assistants Federation, Local #6030, Education Minnesota, AFT, NEA, AFL-CIO, shall be employed in two classifications: General Education EA and Special Education EA. A job classification appeals process is available from the Human Resources Office.

**General Education EA:** to include Supervisory, Instructional, and Media Educational Assistants.

**Special Education EA:** to include Special Education Educational Assistants and Special Education Personal Care Assistant Educational Assistants.

**Section 2.02 Rates of Pay:** The steps and corresponding rates of pay are shown below. Step placement of entering employees shall be determined by the School Board.

Step changes shall take effect on July 1. In order for an employee to advance to a succeeding step on the schedule, she/he must have been employed by the district for more than half of the preceding work year.

During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to his/her current rate until a successor Agreement is entered into.

	2016-17			
	1	2	3	4
Gen Ed:	14.52	14.86	15.19	15.63
SpecEd:	15.08	15.42	15.74	16.19
CVSEC SpecEd:	15.58	15.92	16.24	16.69

	2017-18			
	1	2	3	4
Gen Ed:	14.74	15.08	15.42	15.87
SpecEd:	15.31	15.65	15.98	16.43
CVSEC SpecEd:	15.81	16.15	16.48	16.93

**Section 2.03 Employee Information:** A copy of the School Board follow up information authorizing the employment of a new staff member shall be forwarded to the president of the association.

### HOURS OF SERVICE

**Section 2.04 Work Day:** The number of hours authorized for each position shall be established by the School Board on the basis of the requirements of the job and financial resources of the District and shall be

scheduled by the building principal. The paid work day for Educational Assistants shall include an unpaid lunch break of 30 minutes or as otherwise mutually agreed. Educational Assistants may not be able to take a duty free lunch during non-regularly scheduled or special events such as off site field trips. Educational Assistants will be paid in the event they lose their duty free lunch.

**Section 2.05 Work Year:** The work year for Educational Assistants shall normally be the instructional days in session plus eight hours of training opportunities and additional days as deemed necessary by the district.

The district and the exclusive representative will meet at least once per year as a joint committee for the purposes of reviewing and evaluating training opportunities, professional standards, and scheduling of training opportunities.

**Section 2.06 Breaks:** Educational Assistants shall receive a 15-minute paid break during each three hours of employ, not to exceed two 15-minute paid breaks per day. These paid breaks shall be taken at a time when the least possible disruption in service results. Educational Assistants may not be able to take breaks during non-regularly scheduled or special events, such as an off-site field trip. It is understood that Educational Assistant will not receive additional pay for these lost breaks.

**Section 2.07 School Closing:** In the event that school (or schools) is closed due to an emergency, Educational Assistants shall continue to receive compensation proportionate to their work day for up to a maximum of two days per year. School days that begin late or end early due to an emergency shall not be counted towards these two days. Educational Assistants shall be required to perform services if requested to do so by their immediate supervisor.

The district shall have the right to require employees to perform services on days scheduled as make-ups for student days lost due to emergency closing.

If school is closed for a third day that has not been designated a student make-up day according to the Northfield Public Schools Calendar (calendar), the day will be replaced with an additional day of Educational Assistant professional development to be held on the first teacher (non-student) make-up work day designated by the calendar. The Board of Education will set the designated make-up work days as needed.

If more than two full-day closures occur within one school year, and such closures are not replaced with additional proportionate days of professional development as described in this Section, then Educational Assistants may utilize available personal leave to offset a reduction in pay for the cancelled days.

An emergency closing shall be defined as any unscheduled closing of the school or schools. Examples might include inclement weather, energy shortage, breakdown of equipment, strike, riot, etc.

**Section 2.08 Payment of Employees:** Educational Assistants shall record their hours worked on the District approved online time recording system and shall be paid from the recorded time sheet.

In an effort to mitigate the financial impact of elected benefit deductions for Educational Assistants during pay periods with fewer school days, the District and Federation agree to follow the schedule below for the deductions of elected benefits.

- |    |                           |              |     |                          |           |
|----|---------------------------|--------------|-----|--------------------------|-----------|
| 1. | 1 <sup>st</sup> September | No Deduction | 11. | 1 <sup>st</sup> February | Deduction |
| 2. | 2 <sup>nd</sup> September | Deduction    | 12. | 2 <sup>nd</sup> February | Deduction |

3.	1 <sup>st</sup> October	Deduction	13.	1 <sup>st</sup> March	Deduction
4.	2 <sup>nd</sup> October	Deduction	14.	2 <sup>nd</sup> March	Deduction
5.	1 <sup>st</sup> November	Deduction	15.	1 <sup>st</sup> April	<b>No Deduction</b>
6.	2 <sup>nd</sup> November	Deduction	16.	2 <sup>nd</sup> April	Deduction
7.	1 <sup>st</sup> December	Deduction	17.	1 <sup>st</sup> May	Deduction
8.	2 <sup>nd</sup> December	Deduction	18.	2 <sup>nd</sup> May	Deduction
9.	1 <sup>st</sup> January	<b>No Deduction</b>	19.	1 <sup>st</sup> June	Deduction
10.	2 <sup>nd</sup> January	Deduction	20.	2 <sup>nd</sup> June	<b>No Deduction</b>

## HOLIDAYS

**Section 2.09 Eligibility:** This article shall apply to Educational Assistants who work four hours per day or more.

**Section 2.10 Holidays with pay:** Five per year (proportionate to a work day)

Labor Day  
 Memorial Day  
 Thanksgiving Day  
 Christmas Eve Day  
 Christmas Day

## ARTICLE III LEAVES OF ABSENCE

**Section 3.01 Eligibility:** Educational Assistants regularly scheduled to work twenty or more hours per week in a position with a minimum work year of the scheduled student days on the annual approved school calendar shall be eligible for leaves described under this Article except as provided in Section 3.02, Subd. 1.1 and Subd. 1.2 herein.

**Section 3.02 Sick Leave:**

**Subd. 1.** Eligible Educational Assistants as defined in Section 1 above, will earn ten (10) sick leave days with pay per year, proportionate to the work day.

**Subd. 1.1.** Educational Assistants who work between 14 and 19.99 hours per week will earn four (4) sick leave days with pay per year, proportionate to the work day. Such days will be noncumulative and may be used for sick leave or bereavement leave.

**Subd. 1.2.** Substitute or temporary Educational Assistants who are regularly scheduled to work less than sixty (60) days shall not be eligible for any benefits described under this article. Educational Assistants who are scheduled for 60 or more days but less than the entire school year shall earn a pro-rated amount of sick leave time based on eligibility requirements listed in Section 3.01 and Section 3.02 of this agreement and the amount of time remaining in the school year.

**Subd. 2.** Unused sick leave days proportionate to the educational assistant's work day, may accumulate to a maximum credit of 190 days for eligible educational assistants.

**Subd. 3.** Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee or the employee's dependent child or other individuals to the extent provided by Minnesota law which prevented the employee's attendance at work on that day or days.

**Subd. 4.** The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised. The school district shall retain the right to require an employee to provide a second medical certification, at district expense, from a physician of the employer's choosing prior to granting sick pay.

**Subd. 5.** All sick leave shall be available at the beginning of the school year. The employee shall repay the school district any wages paid for sick days that are not later earned by such employee.

**Section 3.03 Bereavement Leave:** Employees may be allowed up to ten (10) days per year of leave with pay in case of death.

Bereavement leave may be used in the case of a death of family or friends. Time off for bereavement leave shall be deducted from unused sick days.

**Section 3.04 Worker's Compensation:** An employee who is absent from work as a result of a compensable injury incurred in the service of the school district under the provisions of the Worker's Compensation Act shall be allowed to use accumulated sick leave in combination with Worker's Compensation to receive the employee's regular rate of pay. The school district will assume that the employee elects to do so, unless the employee notifies the district in advance that he or she elects not to use sick leave for this purpose. Benefit payments shall continue in accordance with state and federal laws.

**Section 3.05 Judicial Duty:** For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty. Advance notice to the building administrator is required to permit the scheduling of a substitute, if required. An employee is also required to notify the building administrator immediately upon being excused from judicial duty.

**Section 3.06 Child Care Leave:**

**Subd. 1.** A child care leave without pay may 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 educational assistant for an extended period of time.

**Subd. 2.** An Educational Assistant making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances.

**Subd. 3.** If the reason for the child care leave is occasioned by pregnancy, the Educational Assistant shall also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery. If an Educational Assistant who has requested and been granted child care leave because of pregnancy delivers prior to the scheduled beginning of her child care leave, she

shall be eligible for sick leave in accordance with the provisions of 3.01 until the scheduled beginning date of her child care leave.

**Subd. 4.** The School Board agrees to give the Educational Assistant a child care leave of at least six months in length and will grant a maximum leave to the beginning of the work year following the six-month period. Upon signifying his/her intention to return, the Educational Assistant shall have the right to return to an equivalent position if his/her leave is commenced and concluded within the same work year. If an Educational Assistant's child care leave plan does not call for his/her return within the work year it is commenced and that educational assistant's position has been eliminated, the School Board reserves the right of assignment for the positions which remain.

**Subd. 5.** Failure of the Educational Assistant to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the educational assistant mutually agree to an extension in the leave.

**Subd. 6.** An Educational Assistant on child care leave without pay is eligible for all employee benefit plans but must pay the extra premium for such benefits as he/she wishes to retain. These benefits are limited to those allowed by the companies concerned.

**Subd. 7.** An Educational Assistant returning to employment after child care leave without pay will be credited with the amount of accumulated sick leave he/she had when he/she ceased working to commence his/her leave.

**Subd. 8.** Time off during the leave period shall not count toward a step advancement on the wage schedule. However, Educational Assistants will be advanced a step if they worked more than one-half of the duty days in their work year.

**Section 3.07 Leave of Absence Without Pay:** Eligible Educational Assistants may apply for leaves of absence without pay in the event of personal extenuating circumstances.

**Subd. 1. Leave of Absence up to Five Days Without Pay:** Requests for leaves of absence without pay of up to five (5) days may be approved by the building principal or immediate supervisor.

**Subd. 2. Leave of Absence Without Pay for more than Five Days:** Requests for leaves of absence without pay for more than five (5) days may be approved by the Superintendent or designee upon the recommendation of the building principal or immediate supervisor.

**Section 3.08 Personal Leave:** Up to a total of two (2) days sick leave per year may be used to cover events requiring the employee's personal attention which cannot be conducted outside scheduled hours of work. Request for leave under this Section must be through the District's substitute/leave system at least three (3) days in advance, except for emergencies.

One day per year of unused Personal Leave may be carried over to the following school year. Any unused Personal Leave days will remain as accrued sick leave.

**Section 3.09 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  
GROUP INSURANCE**

**Section 4.01 Group Insurance:** During the term of this contract, the employer will purchase the group insurance policies described in this article. It is understood and agreed that the provisions of this article are merely descriptive of the coverage provided, and that the eligibility of the employee for benefits shall be governed by the terms of the master insurance contracts in force between the employer and the insurer providing such coverage.

Educational Assistants regularly scheduled to work twenty or more hours per week shall be eligible to apply for benefits described under this Article. Coverage will be effective only upon enrollment of the employee and acceptance by the carrier.

**Section 4.02 Health and Hospitalization Insurance:** Eligible employees and their spouse and dependent children may participate in the district group health and hospitalization insurance plan. The school district will contribute toward the premium according to the schedule below. The difference between the Board contribution and the total insurance premium will be paid by the employee through payroll deduction. The effective date for employer contributions shall be January 1.

<u>30-40 hrs/wk</u> <u>1.0 factor</u>	<u>25 &lt; 30 hrs/wk</u> <u>.6 factor</u>	<u>20 &lt; 25 hrs/wk</u> <u>.5 factor</u>
SINGLE: Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
FAMILY: Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

**Section 4.03 Income Protection:** Income protection insurance shall be provided for employees who are eligible for and enrolled in the school district's long-term disability insurance plan, providing income to the extent of 2/3 of the employee's base salary at the time of disability, commencing after 60 consecutive calendar days of disability due to sickness or accident. The premium will be paid by the school district. Such disability payment will be coordinated with Social Security, Public Employees Retirement Association or any other public retirement plans which may provide the same type of coverage. An employee who is absent from work as a result of a long-term disability shall be allowed to use accumulated sick leave or vacation pay in combination with income protection insurance payment to receive the employee's regular rate of pay.

**Section 4.04 Life Insurance:** The employer will provide group term life insurance coverage for eligible educational assistants in the amount of \$35,000. The employee 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 4.05 Dental Insurance:** Eligible employees and their spouse and dependent children may participate in the district group dental insurance plan. The school district will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. The effective date for employer contributions shall be ~~September~~ January 1.

<u>30-40 hrs/wk</u> <u>1.0 factor</u>	<u>25 &lt; 30 hrs/wk</u> <u>.6 factor</u>	<u>20 &lt; 25 hrs/wk</u> <u>.5 factor</u>
SINGLE: Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
FAMILY: Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

**Section 4.06 Claims Against the School District:** It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claims shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

**Section 4.07 Duration of Insurance Contribution:** Eligible employees as described in Section 4.01 shall receive employer insurance contribution through August 31st. When termination of employment occurs prior to the completion of a school year, all district participation and contribution shall cease, effective at the end of the month in which termination of employment occurs. However, employees who were members of the district's health and hospitalization insurance and dental insurance plans prior to termination of employment may be continued in the group for a period following termination pursuant to applicable laws if they pay the entire premium amount.

**ARTICLE V  
EXPERIENCE AND RETENTION PAY**

**Section 5.01 Experience and Retention Pay:** Educational Assistants shall receive experience and retention pay according to the schedule listed below. Experience and retention pay differential shall begin with the first paycheck issued to the employee after July 1 of the employee's fifth year of employment with the District.

In addition to the hourly rate to which they are entitled under Article II, Section 2.02, Educational Assistants shall be eligible for experience and retention pay according to the following schedule:

2016-17 Eligibility Criteria	Hourly Pay Differential
4 to 8 years of experience completed	\$1.00
9 to 13 years of experience completed	\$1.25
14 to 18 years of experience completed	\$1.50
19 or more years of experience completed	\$1.75
 2017-18 Eligibility Criteria	 Hourly Pay Differential

4 to 8 years of experience completed	\$1.14
9 to 13 years of experience completed	\$1.39
14 to 18 years of experience completed	\$1.64
19 or more years of experience completed	\$1.89

**ARTICLE VI  
403b TAX DEFERRED PLAN MATCHING**

**Section 6.01. District Match:** Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) tax deferred plan. The School District will match an employee’s contribution to a 403 (b) tax deferred plan up to \$600 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.

**ARTICLE VII  
PROBATIONARY PERIOD, EVALUATION, DISCIPLINE AND DISCHARGE,  
AND RESIGNATIONS**

**Section 7.01 Probationary Period:** New Educational Assistants hired by Independent School District No. 659 shall have a probationary period of six (6) months. During the probationary period, the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee and the employee shall have no recourse to the grievance procedure. However, a probationary employee shall have the right to file a grievance on any other provisions of the contract alleged to have been violated.

Subd. 1 Evaluations: The probationary period is a time during which a new employee is being tested on job capabilities, performance and fitness. As such, new employees should have a clear understanding of the district’s expectations and needs. An evaluation conference shall be held with the employee and the appropriate supervisor during the first six months of employment to assist the new employee in assessing his/her job performance.

**Section 7.02 Completion of Probationary Period:** An employee who has completed the probationary period may be disciplined or discharged only for cause.

**Section 7.03 Evaluation of Probationary Employees:** Probationary employees will be evaluated by their immediate supervisor prior to the end of the employee’s probationary period.

**Section 7.04 Evaluation of Non-Probationary Employees:** Employees who have completed their probationary period will be evaluated at least once every five years.

**Section 7.05 Evaluation Review:** Evaluations will be reviewed with the employee within ten (10) working days of the evaluation. The employee will have the right to attach a response to the evaluation if the employee disagrees with the evaluation. An employee signature to an evaluation will only indicate that the evaluation has been received by the employee.

**Section 7.06 Discipline Procedures:** The School District will follow a policy of progressive discipline, when appropriate, with unit employees. The normal discipline sequence will be 1) an oral reprimand, 2) a written reprimand, 3) suspension without pay, 4) termination. The seriousness of the matter will determine at what level disciplinary action is commenced.

**Subd. 1.** A member of the exclusive representative suspended during an ongoing investigation, shall be paid the normal daily rate until the school district reaches its decision on the status of the employee and concluded its investigation.

**Section 7.07 Resignation:** Employees electing to resign shall be required to give the employer two (2) weeks notice and shall continue in the employer's service during this two-week period with the understanding that the employee may leave sooner if a suitable replacement is obtained.

## **ARTICLE VIII EXPENSES**

Necessary and pre-approved expenses that are required of an Educational Assistant 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.

An Educational Assistant will be reimbursed for the actual cost of replacement or repair of any damage to personal property and clothing as a result of student action or assigned duties up to a maximum of \$100.00 per incident with the exception of broken prescription glasses which will be reimbursed up to \$300. A Damage Report Form will be filled out by the employee and presented along with the damaged article for verification by the employee's supervisor prior to reimbursement.

## **ARTICLE IX NOTIFICATION OF JOB OPENINGS**

**Section 9.01 Notice:** The district recognizes that it is desirable in making assignments to consider the interests and aspirations of its employees. All notices of school Educational Assistant job openings will be posted in each school for a period of five (5) working days. In addition, a copy will be sent to the president of the Educational Assistant Association and all members of the local via the District e-mail system. Requests for consideration for job openings shall be made through the District's online application system.

Final judgment regarding the selection and placement of Educational Assistants shall be made by the school district upon the recommendation of the Superintendent or designee. The Board shall encourage a policy of selecting the best qualified applicant for job openings.

**Section 9.02 Job Opening:** Job opening shall be defined as any vacancy resulting from the creation of a new position or from an employee leaving a currently existing position. Current employees shall be given first consideration for vacant positions.

**Section 9.03 Transfer:** Transfer shall be defined as change in job location or position. Whenever possible, an employee shall be notified at least five (5) working days prior to the date of transfer. Prior to date of transfer, the supervisor or his/her designee shall arrange for a meeting with the employee for the purpose of reviewing the duties and expectations of the position and establishing a date for a building visit, if the position is in a new location for the employee.

## **ARTICLE X REDUCTION OR ELIMINATION OF POSITIONS**

**Section 10.01 Seniority Date:** The seniority date shall be defined as the most recent date of continuous employment in an Educational Assistant position in the District. Movement from one Educational Assistant

classification to another shall not change the seniority date. Seniority shall continue during approved leaves of absence from the district. Upon returning from leave of absence, the educational assistant shall be placed on the same step of the salary schedule as previously occupied.

**Section 10.02 Reduction or Elimination of Positions:** The District shall consider the length of service (seniority), along with other relevant factors, of employees within the same job category and within the same building when reducing hours or eliminating positions. An employee on layoff shall retain his/her seniority and right to recall in seniority order for a period of eighteen 18 months after the date of layoff. In the event more than one employee on the recall list has the identical date of hire, the district's employee identification number shall be used, in ascending order, to place the employee on the recall list.

**Subd 1. Contact Information for Notice of Recall:** When placed on layoff an Educational Assistant shall file with the District Human Resources Office his or her name, active telephone number and either a second active telephone number or an active email address where he or she can be reached daily. It is the employee's responsibility to update any changes to the contact information with the Human Resources Office.

**Subd 2. Recall Notification:** The District Human Resources Office will notify one or more eligible employees when a position becomes available for recall. Each employee will be notified of his or her order on the recall list. After being offered the position the employee will have two (2) full eight hour business days to make a decision. The day of the call does not count toward the two full business days. When more than one employee is contacted concurrently for the same position, the employees will have the same two (2) full eight hour business days to respond. If the position is accepted by a more senior employee, the less senior employee(s) will be contacted on the third business day and returned to the recall list. If no response is received by 4:00 p.m. on the second full business day, the offer will be considered declined.

If the School District Human Resources Office is unable to contact an eligible employee using the contact number(s) or email address supplied by the employee, the president of the exclusive representative, or his/her designee, will be contacted. This call will serve as recall notification and the two (2) full eight hour business days will accrue from that point in the same manner as if the employee on recall had been contacted.

**Subd 3. Loss of Recall Rights:** If an employee on recall declines an offer of a position he or she shall lose all further recall rights under this Article.

**Section 10.03 Notice of Elimination of Position:** To the extent possible, the District shall notify an employee by the last day of school if his/her position is to be eliminated or hours changed for the subsequent school year. The District will provide at least a two-week notification for reduction of hours or elimination of position which occurs during the school year, with the exception of the reduction or elimination of a student-specific special education educational assistant due to the departure of the student. In that case, the District shall provide a two-week notice if possible or as soon as practical.

## ARTICLE XI GRIEVANCE PROCEDURE

### **Section 11.01 Definitions and Interpretations**

**Subd. 1. Grievance Definition:** A "grievance" is an allegation by a unit member, unit

members, or the exclusive representative, of a violation, misinterpretation, or misapplication of this Agreement.

**Subd. 2 Representative:** The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.

**Subd. 3. Extension:** Time limits specified in this Agreement may be extended by mutual agreement.

**Subd. 4. Days:** Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

**Subd. 5. Computation of Time:** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

**Subd. 6. Filing and Postmark:** The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

**Section 11.02 Time Limitation and Waiver:** Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

**Section 11.03 Informal Discussion:** Before filing a formal grievance, the unit member(s) shall first discuss the alleged grievance with his/her building principal or other immediate supervisor in an attempt to resolve the grievance on an informal basis.

**Section 11.04 Level I:** If the grievance is not resolved through informal discussions, a formal grievance shall be initiated in writing, on the grievance form (Appendix GA) and served on the building principal or other immediate supervisor. The principal or other immediate supervisor shall give a written disposition of the grievance to the grievant and the exclusive representative within ten days after receipt of the written grievance.

**Section 11.05 Level II:** In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within ten days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his designee shall set a time to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the Superintendent or his designee shall issue a decision in writing to the parties involved.

**Section 11.06 Level III:** In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten days after receipt of the

decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level, and report its findings and recommendations to the School Board. The School Board shall then render its decision.

**Subd. 1. School Board Review:** The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notify the parties of its intention to review within ten days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

**Subd. 2. Denial of Grievance:** Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

**Section 11.07 Level IV:** In the event that the exclusive representative and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

**Subd. 1.** A request to submit a grievance to arbitration must be in writing signed by the aggrieved party and such request must be filed in the office of the Superintendent within ten days following the decision in Level III of the grievance procedure.

**Subd. 2. Prior Procedure Required:** No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

**Subd. 3. Selection of Arbitrator:** Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request from the Bureau of Mediation Services, pursuant to the P.E.L.R.A., a list of arbitrators selected by the Commissioner, providing such request is made within twenty days after request for arbitration. Upon receipt of the list of arbitrators, the school district and the exclusive representative shall alternately strike names from the list of arbitrators selected by the Commissioner until only one (1) name remains. This arbitrator shall decide the grievance and the decision is binding upon the parties. The request shall ask that the appointment be made within thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request a list of arbitrators from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.

**Subd. 4. Submission of Grievance Information:**

a) Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:

- (1) The issues involved.
- (2) Statement of the facts.
- (3) Position of the grievant.
- (4) The written documents relating to the grievance procedure.

b) The School Board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

**Subd. 5. Hearing:** The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

**Subd. 6. Decision:** The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A.

**Subd. 7. Expenses:** Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

**Subd. 8. Jurisdiction:** The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operation.

## ARTICLE XII DURATION

**Section 12.01 Term and Reopening Negotiations:** This Agreement shall remain in full force and effect for a period commencing on July 1, 2016, through June 30, 2018, and thereafter as provided by the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than 90 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

**Section 12.02 Effect:** This Agreement constitutes the full and complete Agreement between the School Board and the exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Section 12.03 Finality:** Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

**Section 12.04 Severability:** The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provisions thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For the Northfield Educational Federation,  
Local #6030, Education Minnesota, AFT,  
NEA, AFL-CIO

For Independent School District #659  
Northfield, Minnesota

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairperson, Board of Education

\_\_\_\_\_  
Clerk, Board of Education

Dated this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, 2016

Dated this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, 2016

**APPENDIX A  
GRIEVANCE FORM**

Grievance # \_\_\_\_\_

Name of Grievant: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Assignment: \_\_\_\_\_

Association Representative: \_\_\_\_\_

Date Grievance Occurred: \_\_\_\_\_

Statement of the grievance (including events/conditions of the grievance/persons responsible)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contract provision allegedly violated:

\_\_\_\_\_  
\_\_\_\_\_

Redress Sought: \_\_\_\_\_

\_\_\_\_\_

**LEVEL I – FORMAL**

Date Issued: \_\_\_\_\_

**Disposition by Principal or Immediate Supervisor and Reasons Therefore:**

Disposition: \_

\_\_\_\_\_  
\_\_\_\_\_

Reasons: \_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initial Applicable Statements:

- \_\_\_\_\_ I hereby accept the above disposition.
- \_\_\_\_\_ I hereby decline the above disposition.
- \_\_\_\_\_ I intend to process the grievance to the next step.

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Distribution of Form  
Board of Education  
Superintendent  
Personnel Director  
Building Principal  
Association

Grievant

**LEVEL II - FORMAL**

Date Issued: \_\_\_\_\_

**Disposition by Superintendent and Reasons Therefore:**

Disposition: \_

\_\_\_\_\_

Reasons: \_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

Initial Applicable Statements:

\_\_\_\_\_ I hereby accept the above disposition.

\_\_\_\_\_ I hereby decline the above disposition.

\_\_\_\_\_ I intend to process the grievance to the next step.

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

**LEVEL III - FORMAL**

Date Issued: \_\_\_\_\_

**Disposition by Board of Education and Reasons Therefore:**

Disposition: \_

\_\_\_\_\_

Reasons: \_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

Initial Applicable Statements:

\_\_\_\_\_ I hereby accept the above disposition.

\_\_\_\_\_ I hereby decline the above disposition.

\_\_\_\_\_ I intend to process the grievance to the next step.

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

**LEVEL IV - FORMAL**

Date Issued: \_\_\_\_\_

**Disposition and Award of Arbitrator:** Attach Arbitrator's award.

**APPENDIX B**  
**SICK LEAVE OTHER ELIGIBILITY**

In addition to using accumulated leave time for one's own illness or injury, Minnesota law (M.S. §181.9413) allows an employee to use up to 160 hours of accumulated leave time per leave year (July 1-June 30) for the illness or injury of the following relatives:

- minor child
- adult child
- spouse
- sibling
- parent
- mother-in-law
- father-in-law
- grandchild
- grandparent
- stepparent

In addition, the law also allows an employee to use accumulated leave time for themselves or a relative (as listed above) to provide or receive assistance because of sexual assault, domestic abuse or stalking.

Please note that the eligible relatives above are based upon Minnesota law as of July 1, 2014. Many Northfield Public Schools contracts and/or agreements reference Minnesota law for the purposes of defining eligible relatives for the purpose of sick leave. Please see the Minnesota statute for the most current listings.

Please contact the Northfield Public Schools Human Resources Office at (507) 663-0627 with questions about the use of the 'Sick Leave – Other' absence code.