

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, February 8, 2021 ~ 7:00 p.m.
Board Room, Longfellow Building

[Click for Zoom Live Meeting Link](https://northfieldschools-org.zoom.us/j/81695851781?pwd=dmdZd1FWTnRYekFiRUhEN3kyTjVmZz09)

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AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. Proposed sale of District Property at Outlot B, in Greenvale School Plat, in the City of Northfield, Rice County, Minnesota; except that part of said Outlot B lying within the Plat of Green Meadows, in the City of Northfield, Rice County, Minnesota.
 - B. Proposed 2021-2022 Operating Capital and Long-Term Facilities Maintenance Budget
 - C. Policy Committee Recommendations
 - D. COVID-19 Response and Operations Update
 - E. Rename Sibley Elementary School
- VI. Consent Agenda
 - A. Approval of Minutes
 - B. Personnel Items
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Rename Longfellow School Building
 - 2. Legislative Action Committee
 - 3. Approve Policies
- VIII. Items for Information
 - A. Enrollment Report
 - B. Building Open Houses
- IX. Future Meetings
 - A. Monday, February 22, 2021, 6:00 p.m., Special Closed Board Meeting, Conference Room 105 in the Longfellow Building
 - B. Monday, February 22, 2021, 7:00 p.m., Regular Board Meeting, Board Room in the Longfellow Building
 - C. Monday, March 8, 2021, 7:00 p.m., Regular Board Meeting, Board Room in the Longfellow Building
- X. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, February 8, 2021 ~ 7:00 p.m.
Board Room, Longfellow Building
Zoom Live Meeting Link:

TO: Members of the Board of Education

FROM: Matthew Hillmann, Ed.D., Superintendent

RE: Explanation of Agenda Items for Monday, February 8, 2021, Regular School Board Meeting

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

Public comment for this school board meeting may be submitted by 5:00 p.m. on Monday, February 8, 2021 as follows:

info@northfieldschools.org, and will be read by the Board Chair if submitted in compliance with the district's public comment guidelines listed below. If necessary, submitted comments will be edited to delete the portion(s) of the submission that do not comply with the guidelines.

- Each individual will identify themselves and the group they represent, if any.
- State your reason for addressing the Board.
- Your presentation is 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. Announcements and Recognitions
- V. Items for Discussion and Reports

A. Proposed Sale of District Property

Superintendent Hillmann and Director Mertesdorf will review a proposal to purchase a small piece of school district property across Lincoln Parkway from Greenvale Park Elementary. The legal description of the property is Outlot B, in Greenvale School Plat, in the City of Northfield, Rice County, Minnesota; except that part of said Outlot B lying within the Plat of Green Meadows, in the City of Northfield, Rice County, Minnesota. The option agreement is included in the Board packet. No action will be taken at this time but the Board will be asked to vote on the proposal at its February 22 Board meeting.

B. Proposed 2021-2022 Operating Capital and Long-Term Facilities Maintenance Budget

Val Mertesdorf, Director of Finance, will present the 2021-2022 Operating Capital Budget and Long-Term Facilities Maintenance Plan. Jim Kulseth, Director of Buildings & Grounds, will be available for questions. The Board will be asked to adopt the budget at the May 10, 2021 Board meeting.

C. Policy Committee Recommendations

Dr. Hillmann will present the policy committee's recommendations on Policies 424 and 425. The committee also reviewed policies 426 and 427 and found no substantive changes.

D. COVID-19 Response and Operations Update

Superintendent Hillmann will provide information about the District's work to address the COVID-19 global health pandemic's significant challenges and updates on the District's anti-racism work.

E. Rename Sibley Elementary School

Superintendent Hillmann will update the Board on the process for renaming Sibley Elementary School and provide three names for the Board's consideration.

VI. Consent Agenda

Recommendation: Motion to approve the following items listed under the Consent Agenda.

A. Minutes

- Minutes of the Special Closed School Board meeting held on January 25, 2021
- Minutes of the Regular School Board meeting held on January 25, 2021

B. Personnel Items

a) Appointments

1. Diana Camargo, Custodian at Northfield High School, effective 2/10/2021; Custodian-Step 2-\$18.31/hour.
2. Michael Garlitz, Community School Club Leader at Greenvale Park Elementary, for up to 2 hours on Tuesdays and Thursdays, effective 2/8/2021 through 6/10/2021; \$22.27/hour.
3. Eustacio Lazaro Chavez, On Call Substitute Custodian for the district, effective 2/22/2021; \$15.99/hour.
4. Linda Rosas Balvin, Community School Evening Site Assistant at Greenvale Park Elementary, for up to 3 hours on Tuesdays and Thursdays, effective 2/9/2021 through 6/10/2021; Step 4 - \$14.98/hour.
5. Alexander VanDyke, 1.0 LTS Grade 6 Social Studies Teacher, effective 2/4/2021 through 2/26/2021; BA 40, Step 1.
6. Teagan Waycaster, Community Services Spring Recreation Staff, for 4 hours on Saturdays, effective 2/6/2021 through 5/31/2021; \$10.08/hour.

b) Increase/Decrease/Change in Assignment

1. Anna Bae, On Call Kid Ventures Student Site Assistant at Bridgewater Elementary, change to Kid Ventures Student Site Assistant at Bridgewater Elementary, up to 15 hours/week, effective 2/1/2021; \$10.08/hour.
2. Johan Ponciano Conde, Educational Assistant at Northfield High School, add Targeted Services Plus Site Leader for up to 1.5 hours, Monday-Thursday: Step 1-\$16.85/hour.
3. Doug Davis, Teacher at Northfield High School and .5 Boys Swim and Dive Coach, change to Teacher at Northfield High School and .3 Boys Swim and Dive Coach effective 1/29/2021.
4. Claire Edwards, On Call Kid Ventures Site Assistant at Sibley Elementary, change to Kid Ventures Site Assistant at Sibley Elementary, up to 26 hours/week, effective 2/1/2021; \$13.65/hour.
5. Meckinzy Futhey, On Call Kid Ventures Student Site Assistant at Sibley Elementary, change to Kid Ventures Student Site Assistant at Sibley Elementary effective 2/1/2021; \$10.08/hour.
6. Gabbi Grant, Community Services Spring Recreation Staff, effective 1/26/2021 through 5/31/2021; \$10.08/hour.
7. Marie Kylo, Child Nutrition Associate II at Northfield Middle School for 6.25 hours/day change to Child Nutrition Associate II at Northfield Middle School for 7.6 hours/day average, effective 2/1/2021.
8. Kim Medin, Teacher at Bridgewater Elementary, add Targeted Services Plus Teacher at Bridgewater Elementary for up to 1.5 hours/day, Monday through Thursday, effective 2/8/2021 through 4/28/2021; Year I-\$27.11/hour.
9. Mohamed Nur, Technology Specialist, change salary to 2020-2021 salary agreement of \$60,038.00 + Step 2-effective 1/25/2021 through 6/30/2021.
10. Gabby Roman Pownell, On Call Kid Ventures Student Site Assistant at Sibley Elementary, change to Kid Ventures Student Site Assistant at Sibley Elementary, 2 hours/week, effective 2/1/2021; \$10.08/hour.
11. Krista Sorenson, Media Center Educational Assistant at Sibley Elementary for 12 hours/week, change to Media Center Educational Assistant at Sibley Elementary for 17.5 hours/week, effective 2/3/2021.
12. Pilar Sullivan, Educational Assistant/Lunch Supervisor at Greenvale Park Elementary for 5 hours/day, change to Educational Assistant/Lunch Supervisor for 5.5 hours/day effective 2/1/2021.
13. Joquan Williams, On Call Kid Ventures Site Assistant at Greenvale Park Elementary, change to Kid Ventures Site Assistant at Greenvale Park Elementary, effective 2/16/2021; \$14.01/hour.
14. Lisa Williams, On Call Kid Ventures Site Assistant at Greenvale Park Elementary, change to Kid Ventures Site Assistant at Greenvale Park Elementary, 8.5 hours/week, effective 1/19/2021; \$14.98/hour.

c) Leave of Absence

1. Rebecca Lorang, Teacher at Northfield Middle School, Family/Medical Leave of Absence beginning on 3/5/2021 through the end of the 2020-2021 school year.
2. Cheryl Mathison, Teacher at ALC, Family/Medical Leave of Absence effective on or about 2/8/2021 for up to 60 work days.
3. Maren Matson, Kindergarten Teacher at Sibley Elementary, Family/Medical Leave of Absence beginning 8/30/2021 through 1/2/2022.

4. Brent Rauk, Teacher at Northfield Middle School, Family/Medical Leave of Absence beginning on 2/1/2021 through 2/17/2021.
 5. Tiffany Ryan, Teacher at Bridgewater Elementary, extend Family Medical Leave Act Leave of Absence through 2/26/2021.
 6. Gina Swenson, Teacher at Sibley Elementary, extend Family Medical Leave Act Leave of Absence through 2/12/2021.
- d) Retirements/Resignations/Terminations
1. Amy McBroom, Volunteer Coordinator at Northfield Middle School, resignation effective 1/27/2021.

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

VII. Superintendent's Report

A. Items for Individual Action

1. Rename Longfellow School Building. Superintendent Hillmann will review the process used to gather suggestions for renaming the Longfellow School Building in accordance with Policy 809.

Superintendent's Recommendation: Motion to approve the Longfellow School Building be renamed Northfield School District Office and Area Learning Center effective immediately.

2. Legislative Action Committee. Chair Pritchard proposed the formation of the Legislative Action Committee (LAC) consisting of dedicated board members who will be committed to engage in advocacy with state lawmakers for legislation that supports quality P-12 public education. These committee members will operate under a positive, fact-based approach when interacting with legislators, and in a non-partisan fashion when representing the Board. For 2021, Chair Pritchard will appoint Corey Butler, Claudia-Gonzalez-George, and herself to serve on this committee.

Superintendent's Recommendation: Motion to approve the formation of the Legislative Action Committee (LAC) and appoint Corey Butler, Claudia-Gonzalez-George, and Chair Pritchard to serve on this committee in 2021 as presented at the January 25, 2021 Board meeting.

3. Policies 103, 417, 420 and 422. The Board is requested to approve Policies 103, 417, 420 and 422 as presented at the January 25, 2021 Board meeting.

Superintendent's Recommendation: Motion to approve the Policies 103, 417, 420 and 422 as presented.

VIII. Items for Information

- A. Enrollment Report. Superintendent Hillmann will review the February 2021 Enrollment Report.
- B. Building Open Houses. The District has tentatively scheduled Thursday, September 23, 2021, 4:00 p.m. - 7:00 p.m. to hold open houses at the new Greenvale Park Elementary School and the renovated Northfield Community Education Center, Sibley Elementary, Bridgewater Elementary and District Offices.

IX. Future Meetings

- A. Monday, February 22, 2021, 6:00 p.m., Special Closed Board Meeting, Conference Room 105 in the Longfellow Building
- B. Monday, February 22, 2021, 7:00 p.m., Regular Board Meeting, Board Room in the Longfellow Building
- C. Monday, March 8, 2021, 7:00 p.m., Regular Board Meeting, Board Room in the Longfellow Building

X. Adjournment

OPTION AGREEMENT

THIS OPTION AGREEMENT (the "Agreement") shall be effective the 2nd day of February, 2021 (the "Effective Date"), by and between Independent School District No. 659, Northfield, Minnesota, a Minnesota municipal corporation ("Seller"), and Rebound Real Estate, LLC, a Minnesota limited liability company, or its assigns ("Buyer") (collectively, the "Parties").

WITNESSETH

WHEREAS, Seller is the owner of that certain real property located in Rice County, Minnesota which is legally described as follows:

Outlot B, in Greenvale School Plat, in the City of Northfield, Rice County, Minnesota; except that part of said Outlot B lying within the Plat of Green Meadows, in the City of Northfield, Rice County, Minnesota (the "Property"); and

WHEREAS, the Property is unimproved land; and

WHEREAS, Buyer wishes to obtain an option to purchase the Property and Seller is willing to grant Buyer an option to purchase the Property, in accordance with the terms of this Agreement.

NOW THEREFORE, it is agreed as follows:

AGREEMENT

Section 1. Grant of Option.

- 1.1. Commencing on the Effective Date and ending upon the earlier date of December 31, 2021 or 30 days after full City of Northfield approval of the Paulson Development project (the "Option Period"), Buyer shall have an option to purchase the Property according to the price, terms and conditions identified herein (the "Option").
- 1.2. Buyer may exercise the Option by providing written notice to the Seller upon either date as specified in Section 1.1 of its desire to exercise the Option. Written notice must be delivered to the post office for mailing to the Seller's address provided below by certified mail. If the Buyer does exercise the Option, then (a) the purchase price shall be as provided in Section 2 below, (b) the payment terms shall be as provided in Section 3 below, (c) the parties shall endeavor to negotiate a purchase agreement containing those terms and conditions, and other necessary terms and conditions, and (d) the Parties shall proceed to closing. If the Buyer does not provide such written notice by either date specified in Section 1.1, or if the parties cannot negotiate a purchase agreement, or if the Buyer fails to close on the purchase of the Property in accordance with the terms of the purchase

agreement, then the Option shall be null and void and of no further effect and the Buyer shall provide the Seller a document in recordable form releasing its option interest.

Section 2. Purchase Price. The purchase price for the Property shall be \$20,000 (the "Purchase Price).

Section 3. Purchase Agreement and Payment Terms. Buyer shall pay the Purchase Price to the Seller at a closing to be held within 90 days after Buyer has provided written notice to the Seller of its desire to exercise the Option. At the closing, Seller shall provide Buyer with marketable title to the Property, free and clear of all liens and encumbrances. Seller shall provide Buyer with a general warranty deed to the Property. Buyer shall pay the entire purchase price to the Seller in cash or other certified funds at the closing. Seller and Buyer shall pay all other remaining expenses of closing as are customary of a buyer and a seller of commercial real estate in the Northfield area at the time of the closing. The Property shall be sold as-is without contingencies, and with no warranties as to its condition or fitness for the Buyer's intended purposes. The terms set forth in this section shall be incorporated into a purchase agreement, along with other necessary terms, executed by Seller and Buyer.

Section 4. Option Payment. In consideration for granting the Option to the Buyer, the Buyer shall pay the Seller the sum of \$100.00 in cash upon exercise of this Agreement by both Parties. This option payment shall be non-refundable and shall not be applied to the Purchase Price.

Section 5. Miscellaneous Provisions.

- 5.1 Assignability. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective heirs, executors, administrators, successors and assigns. Buyer shall have the right to assign this Agreement to an entity in which Brett D. Reese is a member, partner, shareholder, or owner.
- 5.2 Severability. In the event any part of this Agreement is found to be void, the remaining provisions of this Agreement shall nevertheless be binding with the same effect as though the void parts were deleted.
- 5.3 Entire Agreement. Except as otherwise specifically provided herein, this Agreement (and any exhibits hereto) constitutes the entire agreement among the Parties with respect to the subject matter hereof and supersedes all prior communications, writings, and other documents with regard thereto. No modification, amendment, or waiver of any provision hereof shall be binding upon any Party unless it is in writing and executed by all of the Parties or, in the case of a waiver, by the Party waiving compliance. Each Party represents that they have read this Agreement, understand its terms, and have had the opportunity to review this Agreement with their respective counsel.

- 5.4 Notice. Any notice required or permitted to be given is given in accordance with this Agreement by mailing it in a sealed wrapper by United States registered mail, return receipt requested, postage prepaid and properly addressed as follows:

If to Seller: Independent School District No. 659
ATTN: Matthew Hillman, Superintendent
1400 Division St. S.
Northfield, MN 55057

If to Buyer: Rebound Real Estate, LLC
ATTN: Brett D. Reese
527 Professional Drive, Suite 100
Northfield, MN 55057

Unless otherwise specifically provided herein, notices shall be deemed effective on the earlier of the date of receipt or the date of deposit as aforesaid; provided, however, that if notice is given by deposit, the time for response to any notice by the other Party shall commence to run one business day after any such deposit. Any Party may change its address for the service of notice by giving written notice of such change to the other Party, in any manner above specified, 10 days prior to the effective date of such change.

- 5.5 Governing Law. This Agreement shall be interpreted, construed and governed in accordance with the laws of the State of Minnesota.
- 5.6 Representation. Ryan L. Blumhoefer, Attorney at Law, represents only the Buyer in this transaction.
- 5.7 Recording. Buyer may, at Buyer's expense, record this Agreement or a memorandum of this Agreement with the Rice County Recorder's Office. In the event the Buyer fails to exercise the Option, then Buyer agrees to execute a document in recordable form which terminates the Option.

(signature pages follow)

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

SELLER:

INDEPENDENT SCHOOL DISTRICT NO.
659, a Minnesota Municipal Corporation

By: _____
_____, its _____

By: _____
_____, its _____

BUYER:

Rebound Real Estate, LLC

By:  _____
Brett D. Reese, its President

Capital and Long Term Facilities Maintenance | Proposed Budget | 2.8.2021

Val Mertesdorf | Director of Finance

What is Capital?

Our capital budget is a segment of our general fund budget that we present separately as required by the Minnesota Department of Education. Our capital budget has four revenue components.

- 1) Operating Capital – must be used for equipment and facility needs. The calculation is \$79 per adjust pupil unit plus \$109 multiplied by our average building age. We receive approximately \$224 per pupil unit. This formula is a mix of levy and state aid.
- 2) Lease Levy – this is a levy source of revenue to pay for rent of leased facilities. The calculation is \$212 per pupil unit. Northfield has a cap of approximately \$917,000; we have typically 30-40% of this allocation. It is slightly higher due to our membership in the Cannon Valley Special Education Cooperative.
- 3) Capital Levy – this is our voter approved levy of \$750,000. This is used to support technology and facilities. This levy will expire in 2023 which is revenue for the 23-24 school year.
- 4) Long Term Facilities Maintenance – this was a new revenue source beginning 7/1/2016. The legislature combined the deferred maintenance and health and safety revenue formulas into a new formula. The formula is a combination of aid and levy. This funding is for capital expenditures and maintenance projects necessary to prevent further erosion of facilities. The calculation is \$380 per pupil unit, pro-rated based on average building age.

The Capital and Long Term Facilities Maintenance programs have restricted expenditure categories. These funding streams are intended to support technology, facilities and infrastructure needs. Each category also has a restricted fund balance category. This means if we don't spend all of our revenue in a given year the remainder is set aside for only these types of expenditures in the future. Each year in December, we project our capital revenue and if there is a projected surplus, the Capital Committee prioritizes needs and comes to consensus on how to allocate the remaining funds.

Projected Revenue

For 2021-22, LTFM revenue will be our largest source at 44%. This funding source is annually about \$1,000,000 more than the district was receiving from Deferred Maintenance and Health and Safety combined. Operating Capital and our Capital Levy are the next largest with 23% and 22%, respectively. Our total capital revenue is projected to be \$3,386,607 which is a slight decline from prior years due to our projected enrollment decline.

We will need to begin a conversation regarding the capital projects levy. This levy has been an integral part of the District's technology initiatives. The resources this levy has provided for our students allowed

the district to shift to distance learning this spring with limited device needs. This ten-year levy will expire in 2023. We would be required to ask the voters to reauthorize the levy and/or increase it.

Projected Expenditures

We are projecting capital expenditures of approximately \$1,908,318. The capital committee approved expenditures such as Wi-Fi updates at the Middle School, updated computers for office staff, and a broom for snow removal at Sibley. We have allocated \$300,000 of technology salaries in the capital budget to reduce some general fund expenditures.

The LTFM funding has a ten-year plan that the Board approves each year. Based on the funding and projects listed, Director of Buildings and Grounds, Jim Kulseth prioritizes projects and sets the expenditures for the year. We utilized the LTFM funding to supplement our construction projects for the past two years. For fiscal year 2021-22 we will be prioritizing items that have been rescheduled due to the construction. This includes a significant update to the bathrooms at the high school, including ADA compliance upgrades, dehumidification systems in the gyms at Bridgewater and the Middle School and replacing the roof over the media center at the High School.

Financial Summary

At the end of 2021-22 we are projecting that the operating capital fund balance will be \$227,650. The long term facilities maintenance fund balance is projected to be \$1,379,336. Our fund balance goal is to maintain a minimum of \$200,000 in operating capital and \$600,000 in LTFM. The current projections are more than our goal.

Overall, we are thrilled with the additional funding and flexibility we have because of the long term facilities maintenance program. We will continue to strive to allocate our resources as effectively and efficiently as possible to ensure our facilities are adequately maintained and our students and staff have access to the necessary technology and tools to continue providing a world class education.

2021-22 PROPOSED BUDGET

Capital & Long Term Facilities Maintenance

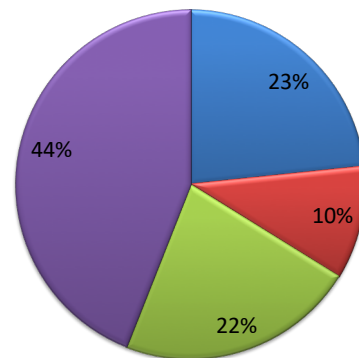


What is Capital?

- The capital budget consists of 4 revenue streams
 - Operating Capital – levy/aid formula
 - Lease Levy – levy for certain lease commitments
 - Capital Levy – voter approved levy
 - Long Term Facility Maintenance – new funding began in FY17 that replaces Health & Safety and Deferred Maintenance
- The capital budget is included in the general fund
- Restricted expenditures
- Fund Balance restriction
- There is a portion of the operating capital money each year that is prioritized by the Capital Committee – this committee meets to discuss building and district priorities and comes to consensus on the proposed spending

Capital and LTFM Sources

\$3,386,607



Operating Capital
\$791,617

Lease Levy
\$353,449

Capital Levy
\$750,000

Long Term Facilities
Maintenance
\$1,491,541

Projected Capital Expenditures

	2018-19	2019-20	2020-21	2021-22
EXPENDITURES	Actual	Actual	Revised	Proposed
Leased Facility				
Space/Assessments	\$ 407,538	\$ 315,645	\$ 435,677	\$ 390,305
Lease Purchase (Sibley & Shop)	\$ 142,760	\$ 212,352	\$ 142,758	\$ 212,352
Technology Leases	\$ 521,604	\$ 715,333	\$ 544,016	\$ 563,000
Schools/Programs	\$ 202,110	\$ 111,901	\$ 133,035	\$ 132,661
Textbooks/Digital Curr	\$ 137,597	\$ 149,448	\$ 200,000	\$ 180,000
Network Administration	\$ -	\$ -	\$ 300,000	\$ 300,000
Gleason Property	\$ -	\$ 179,301	\$ -	\$ -
Capital Committee	\$ 532,601	\$ 537,865	\$ 218,179	\$ 130,000
TOTAL	\$ 1,944,210	\$ 2,221,845	\$ 1,973,665	\$ 1,908,318

Projected LTFM Expenditures

	2018-19	2019-20	2020-21	2021-22
EXPENDITURES	Actual	Actual	Revised	Proposed
347 - Physical Hazards	\$ 21,846	\$ 19,614	\$ 22,350	\$ 26,650
349 - Other Haz. Materials	\$ 2,624	\$ 566	\$ 13,200	\$ 26,500
352 - Environmental H&S	\$ 109,049	\$ 108,463	\$ 104,300	\$ 108,750
358 - Asbestos Removal	\$ 13,337	\$ 49,907	\$ 4,400	\$ 4,450
363 - Fire Safety	\$ 19,262	\$ 66,285	\$ 24,700	\$ 28,150
366 - Indoor Air Quality	\$ -	\$ -	\$ -	\$ -
367 - Accessibility	\$ 26,617	\$ 36,580	\$ 120,600	\$ -
368 - Building Envelope	\$ 94,150	\$ 15,850	\$ 90,000	\$ 70,000
369 - Bldg Hrdwr & Equip	\$ 121,888	\$ 130,247	\$ 38,000	\$ 10,000
370 - Electrical	\$ 42,436	\$ 48,399	\$ 300,000	\$ 20,000
379 - Interior Surfaces	\$ 107,909	\$ 185,626	\$ 191,000	\$ 28,000
380 - Mechanical Systems	\$ 56,104	\$ 679,156	\$ 263,479	\$ 65,000
381 - Plumbing	\$ 46,563	\$ 218,341	\$ 153,100	\$ 500,000
383 - Roofing	\$ -	\$ 10,965	\$ -	\$ 40,000
384 - Site Projects	\$ 416,510	\$ 183,425	\$ 304,711	\$ 66,000
TOTAL	\$ 1,078,295	\$ 1,753,424	\$ 1,629,840	\$ 993,500

A total of \$1,835,000 is included to supplement construction budget in 2019-20 and 2020-21.

Upcoming Projects

Capital Recommendations

- Wi-Fi Updates (MS)
- Updated computers for office staff
- Replace high jump pit
- Broom for snow removal (SB)

LTFM

- Update HS bathrooms (ADA compliance)
- Annual inspections/testing
- Replace windows at NMS Pool
- Update AHU/Dehumidification BW & MS Gym
- Replace roof over HS Media Center
- Repair MS Tennis courts

Financial Summary

Operating Capital				
	2018-19	2019-20	2020-21	2021-22
FUND BALANCE	Actual	Actual	Revised	Proposed
Beginning Fund Balance	\$556,454	\$542,842	\$279,224	\$240,902
Revenues	\$1,930,599	\$1,958,227	\$1,935,343	\$1,895,066
Expenditures	\$1,944,211	\$2,221,845	\$1,973,665	\$1,908,318
Ending Fund Balance	\$542,842	\$279,224	\$240,902	\$227,650
Long Term Facility Maintenance				
	2018-19	2019-20	2020-21	2021-22
FUND BALANCE	Actual	Actual	Revised	Proposed
Beginning Fund Balance	\$692,380	\$1,167,773	\$1,028,645	\$873,427
Revenues	\$1,553,688	\$1,614,295	\$1,474,621	\$1,499,409
Expenditures	\$1,078,295	\$1,753,423	\$1,629,839	\$993,500
Ending Fund Balance	\$1,167,773	\$1,028,645	\$873,427	\$1,379,336

LTFM 10 Year Plan

	2020	2021	2022	2023	2024	2025
Revenue	\$ 1,614,295	\$ 1,474,621	\$ 1,499,409	\$ 1,498,096	\$ 1,496,941	\$ 1,495,944
Expenditures	\$ 1,753,423	\$ 1,629,839	\$ 993,500	\$ 476,600	\$ 1,285,300	\$ 1,132,950
Difference	\$ (139,128)	\$ (155,218)	\$ 505,909	\$ 1,021,496	\$ 211,641	\$ 362,994
Beginning Fund Balance	\$ 1,167,773	\$ 1,028,645	\$ 873,427	\$ 1,379,336	\$ 2,400,832	\$ 2,612,473
Ending Fund Balance	\$ 1,028,645	\$ 873,427	\$ 1,379,336	\$ 2,400,832	\$ 2,612,473	\$ 2,975,467
	2026	2027	2028	2029	2030	2031
Revenue	\$ 1,500,354	\$ 1,499,514	\$ 1,498,831	\$ 1,661,056	\$ 1,661,056	\$ 1,627,835
Expenditures	\$ 1,426,200	\$ 739,500	\$ 316,950	\$ 506,050	\$ 321,600	\$ 850,425
Difference	\$ 74,154	\$ 760,014	\$ 1,181,881	\$ 1,155,006	\$ 1,339,456	\$ 777,410
Beginning Fund Balance	\$ 2,975,467	\$ 3,049,621	\$ 3,809,635	\$ 4,991,516	\$ 6,146,522	\$ 7,485,978
Ending Fund Balance	\$ 3,049,621	\$ 3,809,635	\$ 4,991,516	\$ 6,146,522	\$ 7,485,978	\$ 8,263,388

Fiscal Year 2021 – 2031 are estimates

Questions?

Thank you!

Policy 424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license. All candidates for positions on the staff must have or be eligible for valid licenses or other qualification documents entitling them to serve in the assignments for which they apply, if such licenses or qualifications are a requirement of the position. All current staff must maintain valid licenses or other qualification documents entitling them to serve in positions to which they are assigned, if such licenses or qualifications are a requirement of the position.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be considered a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

It is the responsibility of the employee to maintain valid licenses or other qualifications that are a requirement of the position during employment with the District. At the sole discretion of the school district, ~~f~~Failure to comply with this policy may be grounds for the employee's immediate discharge from employment or an unpaid leave.

Policy 424 License Status

Adopted: 3/14/05; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Recording of Teacher Licenses)
Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination - Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn.App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn.App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. Ver Ploeg), June 8, 1992, *affirmed*, 1993 WL 129639, 1993 Minn. App. Lexis 442 (Minn. App. 1993)

Procedures for Policy 424: LICENSE STATUS

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent or the superintendent's designee will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may result in the teacher's unpaid leave or immediate discharge from employment.

Procedures for Policy 424: License Status

Adopted: 3/14/05; Updated: INSERT DATE HERE

Policy 425 STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development structure that carries out the mission of Northfield Public Schools that supports improved student learning.

II. GENERAL STATEMENT OF POLICY

District staff development will relate to one or more of the following:

- A. ~~The District Vision and Mission Statement and Strategic Plan, curriculum implementation and instructional strategies, District and building goals, or State Graduation Standards~~
- B. ~~The District Strategic Plan Legal Requirements~~
- C. ~~District and building goals~~ Effective on-the-job behaviors and employee performance
- D. ~~District curriculum implementation and instructional strategies~~ Job-specific knowledge and skills
- E. Evidence-based instructional practices and strategies grounded in current research
- F. State requirements for renewal of a teaching license
- F.G. State graduation standards and legal requirements
- €H. Effective on-the-job behaviors and employee performance
- Ð.I. Job-specific knowledge and skills

H. Staff ~~may~~ shall be required to participate in staff development opportunities unless otherwise directed in writing.

Policy 425 Staff Development

Adopted: 3.14.2005; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)

Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross-References:

Executive Summary: This report provides information about the District's work to address the COVID-19 global health pandemic's significant challenges and updates on the District's anti-racism work.

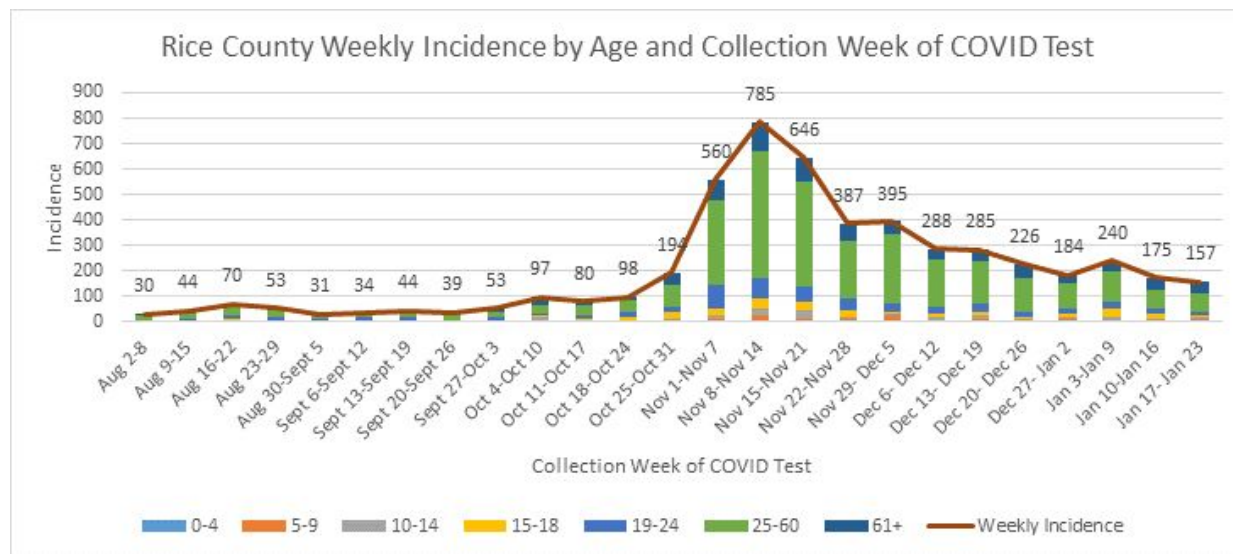
Return to Campus

All students in PreK-12th Grade have returned to campus. PreK-5th grade students are on campus, every day, using the in-person learning model. Students in Grades 6-12 are back on campus using the hybrid learning model. In the hybrid learning model, students are on campus two days per week and learning remotely three days per week.

At the pre-school and elementary schools, the in-person learning model does not require strict social distancing but schools are seeking at least three feet of distance in as many situations as possible. At the secondary level, six feet of social distancing is required. Face masks are required for all staff and students.

Virus Trend and Safety Protocols Outside of School

We continue to see a gradual decrease in week-over-week COVID-19 infections in Rice County. The weekly case rate has declined in seven of the last eight weeks.



The District is also emphasizing following safety protocols outside of school. Some families have contacted the District with concerns about larger gatherings of students than the Minnesota Department of Health guidelines recommend. These include social gatherings of teenagers, birthday parties for elementary students, and other fun social events that would be completely appropriate under normal circumstances. Unfortunately, in the COVID-19 pandemic, these gatherings can become high exposure events leading to quarantines and students missing school. While the District clearly has no control over these events, [we will continue to emphasize following the MDH guidelines](#).

COVID-19 Communication Protocols

Now that students are back on campus, we will return to our standard COVID-19 communication protocols. The District will individually notify students' families when they are identified as a close contact to a laboratory-positive COVID-19 case. The District will update its [dashboard](#) daily when necessary and send families a weekly report of the number of cases in the

District. These communication procedures are intended to keep families informed while also honoring the privacy of those who contract the coronavirus.

Vaccination Update

So far, approximately 140 of 630 regular staff members have been vaccinated or are on a waitlist for vaccination through a local partnership with Northfield Hospital+Clinics and a statewide pilot program for educators. Recently, the Minnesota Department of Education notified school districts that the State will manage educator vaccinations moving forward. Educators who have not been vaccinated (or currently on a waitlist) will register for vaccination directly with the State of Minnesota. Districts are no longer involved in the prioritization or scheduling process.

Anti-Racism Work

The District continues to emphasize its anti-racism framework. The framework is focused on three areas:



The District's anti-racism framework focuses on three areas: symbolism, individual behaviors, and system behavior.

Symbolism plays a role in reinforcing racist stereotypes and narratives. The sum of our **individual behaviors** creates our culture. Individuals need to have the skills to recognize their own biases and racist thoughts/actions in order to interrupt those of others.

Systems need to be reviewed and refined to ensure they are anti-racist, providing equitable access and support for every child.

On February 15, 2021, District teaching staff will participate in a three-hour professional development workshop with our partners from Equity Alliance Minnesota. In the past, Equity Alliance has provided staff and community training about implicit bias and teacher training on cultural competency. This session will focus on racism, including:

- Structural, Institutional & Interpersonal Racism
- Impacts on Students
- Strategies for Disrupting Racism

The District is also collaborating with the City of Northfield and Northfield Healthy Community Initiative (HCI) to bring a coalition of businesses, local non-profits, Rice County, St. Olaf, Carleton, and Northfield Hospital+Clinic together to discuss topics of race and equity within our community. This group, called the Northfield Racial & Ethnic Equity Collaborative, is modeled after the Northfield Promise collective impact model. It will focus on systems changes that emphasize equity and inclusion in our community.

Rename Sibley Elementary School | February 8, 2021
Matt Hillmann, Ed.D. | Superintendent of Schools

Executive Summary: This document provides an update on the process of renaming Sibley Elementary School in compliance with District Policy 809.

Background

The Northfield Board of Education adopted Policy 809: Naming of School District Buildings on October 12, 2020. This policy requires that sites which serve a district-wide function shall be named to illustrate the nature of their role in the district.

Process

The public was invited to submit proposed school names via a Google Form. The form was made available on December 18, 2020, and the last submission was made on January 15, 2021. There were 46 submissions with 36 unique names offered.

The Sibley renaming committee used an iterative process to select three names for the Board of Education's consideration.

Power Voting

Each committee member received a link for a Google Form for power voting and had eight votes. Committee members could vote for any of the 36 submitted names once or more than once. A committee member could vote for eight different names or vote for one name eight times.

The eight names with the most votes advanced to the next voting round.

Ranked Choice Voting

Each committee member received a link for a Google Form with the final eight school names. They ranked the names in order of their favorite to least favorite. The three names with the best average ranking advanced to the Board of Education for their consideration.

The Sibley Renaming Committee included: Ulrika Peterson, Sibley educational assistant; Paula Baragary, Sibley teacher; Molly Lloyd, PTO President; one current student; a NHS Junior and former Sibley student; Sibley Elementary School Principal Scott Sannes; and Dr. Matt Hillmann, Superintendent.

Finalists

The final three names for your consideration are:

- Maple Hill Elementary
- Maple Hills Elementary
- Spring Creek Elementary

The singular vs. the plural version distinguishes Maple Hill and Maple Hills. One of the neighborhoods south of the school is called "Maple Hills" and one of the neighborhoods to the east of the school is called "Spring Creek."

After discussing this issue at the February 8 Board meeting, we will recommend one name at the February 22, 2021 Board meeting.

Rename Longfellow School Building | February 8, 2021

Matt Hillmann, Ed.D. | Superintendent of Schools

Executive Summary: This document provides the recommendation of the name change for the Longfellow School Building in compliance with District Policy 809.

Background

The Northfield Board of Education adopted Policy 809: Naming of School District Buildings, on October 12, 2020. This policy requires that sites which serve a district-wide function shall be named to illustrate the nature of their role in the district.

Process

The public was invited to submit proposed names for the school via a Google Form. The form was made available on December 18, 2020 and the last submission made on December 30, 2020. There were 11 submissions with only one meeting the Board policy criteria.

The Longfellow Renaming Committee consisted of Area Learning Center and District Office representatives as both are located in the Longfellow School Building. Committee members included: one ALC student; Inger Hanson, ALC teacher; Daryl Kehler, ALC Director; Anita Aase, Executive Administrative Assistant and Dr. Matt Hillmann, Superintendent. After consideration of the submissions and review of the policy guidelines the committee agreed upon a recommendation.

Recommendation

The committee recommends the Longfellow School Building be renamed **Northfield School District Office and Area Learning Center** and formally requests the Northfield Board of Education to adopt this name change effective immediately.

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents, district residents, and property or business owners. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that will be used.

II. GENERAL STATEMENT OF POLICY

An effective organization relies on direct communication between stakeholders. The superintendent or designee will establish a procedure to accompany this policy that will guide stakeholders on how to bring their concerns or complaints to resolution. These procedures shall be consistent with the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), other district policy, or law.

Other policies that contain a complaint procedure include, but are not limited to:

[Policy 102](#): Educational and Employment Opportunity

[Policy 413](#): Harassment and Violence

[Policy 414](#): Mandated Reporting of Child Neglect or Physical or Sexual Abuse

[Policy 415](#): Mandated Reporting of Maltreatment of Vulnerable Adults

[Policy 514](#): Bullying Prohibition

[Policy 521](#): Student Disability Nondiscrimination

[Policy 522](#): Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

[Policy 526](#): Hazing Prohibition

[Activities & Athletics Co-Curricular Handbook](#)

Policy 103 Concerns or Complaint Resolution

Adopted: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Procedures for Policy 103: CONCERNS OR COMPLAINT RESOLUTION

NEW

I. GENERAL STATEMENT

The purpose of this document is to identify the chain of responsibility to support the concern/complaint resolution process. The district provides a sample concern/complaint procedure template to help employees, students, parents, district residents, and property or business owners document steps in the process if necessary. This process should be documented using the appropriate [process summary document](#).

II. RESOLUTION PROCESS

- A. Discuss the issue directly with the person of concern. Most issues or problems can be solved by a conversation between those involved in it. Individuals should first discuss the issue directly with the person of concern. Parent concerns about student-to-student issues should begin with the teacher. If you believe the situation has escalated to a bullying issue, follow the procedures in [Policy 514](#).
- B. Discuss the issue with the supervisor/building principal. If the issue is not able to be solved between the individuals involved in the problem, contact your supervisor/building principal by phone, electronic mail, or by appointment. Share the specific concern/complaint and details about the attempt to solve the problem directly with the person of concern in Step A.

<u>Step C for Employees</u>	<u>Step C for Students, Parents, District Residents, and Property or Business Owners</u>
<p><u>If the issue is not resolved in Step B, it can be brought to the attention of the Director of Human Resources.</u> As often as possible, the initial stage will include an attempt to bring the issue to the satisfactory resolution of both parties.</p> <p>If the issue includes an allegation of wrongdoing, the complaint will be reviewed, clarified, and investigated.</p> <p>In this case, the Director of Human Resources will take any action (or no action) deemed appropriate based on the results of the investigation. The complainant most likely will not be able to know the outcome of the investigation or any action taken due to the limitations of the Minnesota Government Data Practices Act.</p>	<p><u>If the issue is not resolved in Step B, it can be brought to the district administrator responsible for the area included in the concern or complaint.</u> If the student, parent, district resident, and property or business owner is unsure of the appropriate district administrator, go to Step D. The superintendent's office may redirect the issue to the appropriate department.</p>

D. Bring the issue to the Superintendent. If the issue is not resolved in Step C, the concern or complaint can be brought to the Superintendent.

E. Bring the issue to the Chair of the Board of Education. If the issue is not resolved in Step D, the concern or complaint can be brought to the Chair of the Board of Education.

Procedure for Policy 103 Concerns or Complaint Resolution

Adopted: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Concerns or Complaint Resolution Process Summary Document

Complainant's Name: _____ **Date:** _____

Step A: Discuss the issue directly with the person of concern.	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Date:</div> <div style="padding-top: 5px;">Summary:</div>
Step B: Discuss the issue with the supervisor/building principal.	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Date:</div> <div style="padding-top: 5px;">Summary:</div>
Step C: Employees should bring the issue to the Director of Human Resources. Students, parents, district residents, and property or business owners should bring the issue to the district administrator responsible for the area of concern. If unsure who the appropriate administrator is, contact the Superintendent's Office for direction.	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Date:</div> <div style="padding-top: 5px;">Summary:</div>
Step D: Bring the issue to the Superintendent.	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Date:</div> <div style="padding-top: 5px;">Summary:</div>
Step E: Bring the issue to the Chair of the Board of Education.	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Date:</div> <div style="padding-top: 5px;">Summary:</div>

Policy 417 CHEMICAL USE AND ABUSE

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention. District employees who are diagnosed with chemical dependency will receive the same consideration and opportunity for treatment that is extended to employees with other types of illness. On the basis of medical certification, employees with the illness of chemical dependency will qualify for the same employee benefits and group insurance coverage as is provided for other medically certified illnesses by established employee benefit plans and programs.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School. Student medication, that does include prescription drugs, is governed under Policy 516.
- B. The policy of this school district is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The superintendent, or designee, with the advice of the school board, shall collaborate with community partners to establish an advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

~~The District's concern with chemical dependency is limited to its effects on the employee's job performance.~~

III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s or employee’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; 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; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business. ~~Supervisors will implement this policy in such a manner that no District employee with chemical dependency will have job security affected either by the diagnosis itself or by the employee's request for treatment.~~

IV. STUDENTS

A. Instruction

- 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
- 2. Each school shall have age-appropriate and developmentally based activities that:
 - a. address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;

e. teach students about the dangers of emerging drugs;

f. engage students in the learning process; and

g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.

3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
 - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
 - d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
 - e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:
 - a. The employee shall notify the building administrator or a member of the student support team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.

3. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution, or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Student Support Team (this team functions as a preassessment team)

1. Every school shall have a chemical abuse student support team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others. This student support team may be part of the scope of work of the school's student support team.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse pursuant to Minn. Stat. 121A.26.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.

2. Destruction of Records

a. If the pre-assessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, shall determination is records created or maintained by the team about the student be destroyed not later than six (6) months after the made.

b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the

student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.

c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor, per Minn. Stat. § 144.343 a minor would be an individual under the age of 18, may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The superintendent or designee, in collaboration with other community and county stakeholders, shall form an advisory team to address chemical abuse problems throughout the community. The advisory team will be composed of representatives from the school student support teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, other relevant stakeholders, and the business community.
2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b. develop a written procedure clarifying the notification process to be used by the chemical abuse student support team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in case of a minor student.

the

~~If the employee refuses to accept diagnosis and treatment, or fails to respond to treatment, and the result of such refusal or failure is such that job performance continues to be affected, it will be handled in the same way that similar refusal or treatment failure would be handled for any other illness. Implementation of this policy will not require or result in any special regulations, privileges, or exemptions from the standard administrative practice applicable to job performance requirements.~~

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:
1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug-free workplace/drug-free school policy.
 3. Any available drug or alcohol counseling, treatment, rehabilitation, reentry, and/or assistance programs available to employees and/or students.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

~~The confidential nature of the medical records of employees with chemical dependency will be preserved in the same manner as for all other medical records.~~

VI. ~~Nothing in this Policy 417 - Chemical Use/Abuse overrides the provisions of Policy 403 - Dismissal of Employees or Policy 418 - Drug-Free Workplace/Drug-Free School.~~

Policy 417 - Chemical Use/ and Abuse

Adopted: 2/28/05; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: ~~M.S. 125.12, Subd. 7~~

Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)

Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 138.163 (Records Management Act)

Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)

Minn. Stat. § 152.22 (Medical Cannabis: Definitions)

Minn. Stat. § 152.23 (Medical Cannabis: Limitations)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross References: ~~Policy 403 Dismissal of Employees~~

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

Policy 418 Drug-Free Workplace/ Drug-Free School

Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

Policy 506 (Student Discipline)

Policy 515 (Protection and Privacy of Pupil Records)

Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Policy 420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES OR INFECTIOUS DISEASES

I. PURPOSE

Public concern that students and staff of the school district be able to ~~work in~~ attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

~~It is that~~ The policy of the school board is that employees with communicable or infectious diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

A.C Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made by the Superintendent or designee on a case by case basis. Such decisions

will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties) and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.

2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

Northfield Public Schools, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

BF. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration guidelines of the Minnesota Department of Education and the Minnesota Department of Health. These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.

EG. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and

with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent to accomplish legitimate educational goals and required to comply with employees' right to know requirements.

2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

DH. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage (it is vital to note that the District acknowledges and values a variety of healthy, committed relationships);
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Policy 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable or Infectious Diseases—(replaces JHCC)

Adopted: 3.14.05; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 144.441-442 (Tuberculosis)
20 U.S.C. § 1401 et seq. (IDEA) (Individuals with Disabilities Education Act)
29 U.S.C. § 794 et seq. (§ 504 of Rehabilitation Act of 1973)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: Policy 402 (Disability Nondiscrimination)
Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
Policy 521 (Student Disability Nondiscrimination)

Policy 422 POLICIES INCORPORATED BY REFERENCE - NEW

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

Model Policy 102	Educational and Employment Opportunity
Model Policy 103	Complaints-Students, Employee, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee or Student
Model Policy 305	Policy Implementation
Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Model Policy 524.2	Acceptable Use of Technology and Telecommunications Systems by Students
Model Policy 535	Service Animals in Schools
Model Policy 610	Field Trips
Model Policy 710	Co-curricular Transportation
Model Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Policy 422 Policies Incorporated by Reference

Adopted: INSERT DATE HERE

Legal References:

Cross References: