

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: Matt Hillmann Ed.D., Superintendent
RE: Table File Items for February 24, 2020, Regular School Board Meeting

- V. Items for Discussion and Reports
- D. Policy Committee Recommendations
Attached is an update to Policy 516 Student Medication.
- VII. Consent Agenda
- B. Gift Agreements
- \$1,176.22 donation from Bridgewater Booster Club for Bridgewater family movie night and I Love to Read Month supplies
- C. Personnel Items
- b) Increase/Decrease/Change in Assignment
12. Deborah Seitz, Special Ed Teacher at the Middle School, add Homebound Instructor for 6 hours/week at the Middle School, effective 2/24/2020-6/30/2020.
- c) Leave of Absence
4. Roanne Johnson, Teacher at Bridgewater, Updated Family/Medical Leave of Absence, effective 1/6/2020-2/21/2020.
- d) Retirements/Resignation/Terminations
2. Kim Cecil, Administrative Assistant at Sibley, retirement effective 6/10/2020.
- D. Co-Curricular Overnight Trip for 2019-2020
Director of Student Activities Joel Olson has provided the enclosed co-curricular overnight trip for the 2019-2020 school year. Mr. Olson is requesting School Board approval.
- IX. Items for Information
- C. School Board Member Retreat. Superintendent Hillmann solicited input from board members via a Doodle poll to determine a date for the board's retreat. Based on results of the survey the school board member retreat is scheduled Saturday, April 18, 2020, 9:00 a.m. - 1:00 p.m.

Policy 516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to authorize the implementation of procedures that must be followed when administering nonemergency prescription and non-prescription medications to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, building nurses, trained secretary, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

The administration of prescription medication or drugs at school requires a completed signed request from the student's licensed prescriber and the parent/guardian.

Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with the building nurse and the licensed school nurse.

Policy 516 Student Medication

Adopted: 8/28/06; Revised: INSERT DATE HERE

Procedures for Policy 516

Updated 02/2014; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, MN

Legal References: Minn. Stat. § 13.32 (Student Health Data)

Minn. Stat. § 121A.21 (Hiring of Health Personnel)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)

Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

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

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

20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794, *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: Board Policy 418 (Drug-Free Workplace/Drug-Free School)

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 11 day of February 2020 by and between Bridgewater Booster Club, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

Check # 1325 for \$1,176.22 (\$875 to support BW Family movie night + \$301.22 for I Love to Read Month supplies)

Bridgewater Booster Club
Donor

By: Received by Jessie Huebsch - BW office

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

RESOLUTION ACCEPTING DONATIONS

The following resolution was moved by _____ and seconded by _____ :

WHEREAS, Minnesota Statutes 123B.02, Sub. 6 provides: “ The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Northfield Public Schools, ISD 659, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Northfield Booster Club	\$10,773.00	Fee waivers
Dakota Electric Association	\$ 3,000.00	Dakota Electric Fund Scholarship
Bridgewater Booster Club	\$ 1,176.22	\$875.00 to support BW family movie night \$301.22 for I Love to Read Month supplies

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Julie Pritchard, Chair

By: Noel Stratmoen, Clerk



Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): STEPHEN CADE

School and Program: NORTHFIELD HIGH MOCK TRIAL

Date of Requested Trip: 5-6 MARCH 2020

1. What group is taking this trip?

Estimated # of Students 18 Adult Supervisors 3

2. Destination: ST. PAUL

Date/Time of Departure: 5 MARCH 8:00 AM

Date/Time of Return: 6 MARCH 6:00 PM

3. State purpose and/or educational value of trip (attach information to form if needed).

STATE TOURNAMENT

4. Name the manner of travel and the carrier.

Northfield Lines

5. State housing arrangements (must include name, address and phone number of hotel).

Intercontinental Hotel

6. List of coach, parent or guardian contact info.

- Stephen Cade
- G. Paul Beaumaster
- KIM BASTING

7. List participants (reminder to have participants complete parent/guardian permission form if applicable).

Mock TRIAL TEAM

8. Indicate who will be in charge of supervising the trip (roles and responsibilities).

STEPHEN CODE, Advisor

9. State the safety precautions and procedures for emergencies while on the trip.

MSBA - MINNESOTA STATE BAR ASSOCIATION

11. Give budget costs, how trip will be funded and estimated cost per student.

12. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
FUNDED By Activities Dept

Signature of Staff Member Responsible: Stephen Code

Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date:

Approved: [Signature] Not Approved:

Superintendent Signature and Date:

Approved: Not Approved:

School Board Review Date:

Approved: Not Approved: