

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, May 11, 2020 ~ 7:00 p.m.
Zoom Meeting

AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. COVID-19/Distance Learning Update/District Operations
 - B. Cannon Valley Special Education Cooperative Update
 - C. Financial Update
- VI. Consent Agenda
 - A. Approval of Minutes
 - B. Gift Agreements
 - C. ALC Co-Curricular Overnight Field Trip - Rescheduled
 - D. District Youth Council Membership
 - E. Personnel Items
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Stormwater Maintenance Agreement for Greenvale Park Elementary
 - 2. Approval of Policies
- VIII. Items for Information
 - A. Enrollment Report
 - B. Construction Update
 - C. Graduation
- IX. Future Meetings
 - A. Tuesday, May 26, 2020, 7:00 p.m., Regular Board Meeting
 - B. Monday, June 8, 2020, 7:00 p.m., Regular Board Meeting
 - C. Monday, July 13, 2020, 7:00 p.m., Regular Board Meeting
- X. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, May 11, 2020 ~ 7:00 p.m.
Zoom Meeting

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, May 11, 2020, Regular School Board Meeting

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

This is an opportunity for residents of the Northfield School District to address the Board. Due to the health pandemic and Governor Walz's executive order issued on Wednesday, March 25, 2020, and in accordance with Minnesota Statutes 13D.021, which permits boards to hold a meeting by telephone conference call or other electronic means, the May 11, 2020, school board meeting will be held by telephone conference call or other electronic means. Public comment for this school board meeting may be submitted by 5:00 p.m. on Monday, May 11, 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:

- 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. COVID-19/Distance Learning Update/District Operations

Dr. Hillmann will update the Board on the district's response to COVID-19, distance learning plans, and general district operations.

B. Cannon Valley Special Education Cooperative (CVSEC) Update

Superintendent Hillmann will provide the Board with an update on the search for a new Executive Director and a formal proposal on the consolidation of buildings for the cooperative with a new lease. This will be an item for individual action at the next board meeting.

C. Financial Update

Dr. Hillmann will provide a financial update to the Board, including an update about the Minnesota Legislature and future funding concerns.

- VI. Consent Agenda

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

A. Minutes

- Minutes of the Regular School Board meeting held on April 27, 2020

B. Gift Agreements

- \$1,000.00 donation from Jan Burry for TORCH scholarship

C. ALC Co-Curricular Overnight Field Trip - Rescheduled

ALC teachers Cheryl Mathison and Eric McDonald requested Board approval for a co-curricular overnight trip for the 2019-2020 school year. The Board approved this request at the October 28, 2019 school board meeting. Due to the COVID-19 pandemic, Mathison and McDonald have rescheduled this co-curricular overnight trip and they are requesting Board approval for this rescheduled co-curricular overnight trip.

D. District Youth Council Membership

The following students are being recommended to serve on the District Youth Council during the 2020-2021 school year:

Rising Seniors: *Wendy Bollum, *Dylan Dietz, Erica Loe, Nick Lopez, *Michael Malecha, *Bronwyn McDermott, Anders Ripley, *Chloe Rozga

Rising Juniors: *Amelia Arnold, *Moriah Bamonte Grebis, *Sylvi Hanson, *Simon McDonald, David Rhoades, *Kiara Rosas

Rising Sophomores: Ananda Myint, Julia Peterson, Sam Scherer, Jack Wendt

*Denotes current District Youth Council Member

E. Personnel Items

a) Appointments

1. Mary Harrity-Davidson, .33 FTE Physical Education Teacher at the ALC, beginning 8/25/2020; BA+30, Step 15.
2. Erin Johnson, 1.0 FTE English Language Arts Teacher at the High School, beginning 8/31/2020; MA+10, Step 10.
3. John Schnorr, 1.0 FTE Speech and Language Pathologist at Longfellow, beginning 7/2/2020-6/30/2021. MA+60, Step 15.

b) Increase/Decrease/Change in Assignment

1. Ann Hehr, Kindergarten Teacher at Sibley, change to Fourth Grade Teacher at Sibley, effective 8/31/2020.
2. Chris Riazzi, .50 FTE Art Teacher at the ALC, change to .665 FTE Art Teacher at the ALC, effective 8/31/2020.
3. Jodie Rud, Fourth Grade Teacher at Sibley, change to Kindergarten Teacher at Sibley, effective 8/31/2020.
4. Eric Swan McDonald, 1.0 FTE Science Teacher at the High School/ALC, add an overload for the first semester at the High School, effective 8/31/2020-1/29/2021.

c) Leave of Absence

1. LeAnn Carlson, Educational Assistant at Longfellow, Leave of Absence effective 4/6/2020 through the end of the 2019-2020 school year.

d) Retirements/Resignations/Terminations

1. Mary Katherine Maney, Music Specialist at Sibley, resignation effective at the end of the 2019-2020 school year.
2. Dawn Sorenson, Early Childhood Special Education Teacher at Longfellow, retirement effective at the end of the 2019-2020 school year.
3. Susan Wunderlich, Educational Assistant at the High School, retirement effective at the end of the 2019-2020 school year.

e) Administration is Recommending the Ratification of an Employment Agreement

f) Administration is Recommending the Approval of the Following:

Administration submits the following employment contracts/agreements for approval. These contracts/agreements cover the period of July 1, 2020 through June 30, 2022.

1. Child Nutrition
2. Educational Interpreters for Deaf and Hard of Hearing
3. Building Nurses
4. District Nurse, St. Dominic's

g) Due to COVID-19 closures and our programs not running as planned this summer, the following people will no longer be working in summer programming:

Jaylen Heller	Sheila Atkinson	Karie Svien
Robyn Spillman	Margaret Magnuson	Matti Prayfrock
Marissa Gallardo	Elizabeth Brewer	Michael Garlitz
Matthew Meyer	Kelle Edwards	Janet Gannon
Mitzi Holden	Rachael Basinger	Robbin Hedberg
Jackie Groth	Katrina Warner	

*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. Stormwater Maintenance Agreement for Greenvale Park Elementary. The Board is asked to approve the stormwater maintenance agreement for Greenvale Park Elementary School. This agreement was presented and reviewed at the April 27, 2020 school board meeting.

Superintendent's Recommendation: Motion to approve the stormwater maintenance agreement for Greenvale Park Elementary School.

2. Approval of Policies. The Board is asked to approve policies 414, 419 and 421 initially presented at the April 27, 2020 Board meeting and recommended by the Policy Committee. These changes will be effective immediately.

Superintendent's Recommendation: Motion to approve the changes to policies as presented.

VIII. Items for Information

- A. Enrollment Report. Dr. Hillmann will review the May 2020 enrollment report.
- B. Construction Update #26. Superintendent Hillmann will update the Board on the District's construction projects.
- C. Graduation. Dr. Hillmann will review graduation plans for the class of 2020.

IX. Future Meetings

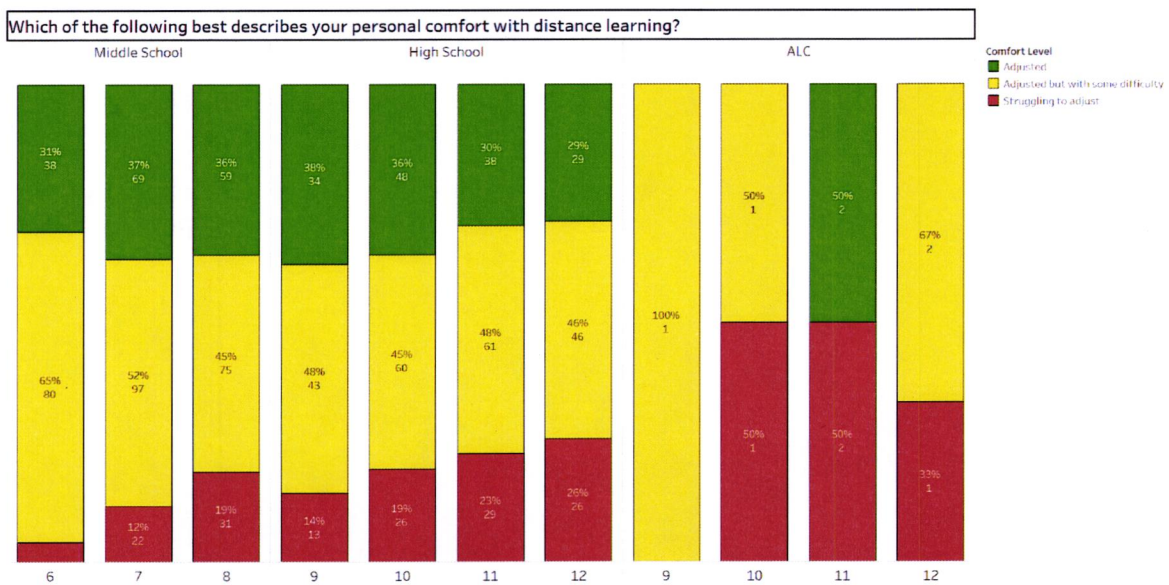
- A. Tuesday, May 26, 2020, 7:00 p.m., Regular Board Meeting
- B. Monday, June 8, 2020, 7:00 p.m., Regular Board Meeting
- C. Monday, July 13, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

Executive Summary: The COVID-19 global health pandemic caused by a novel coronavirus has had a historic impact on our society and our schools have been dramatically changed by it. Governor Tim Walz closed schools completely from March 18-March 27 and directed schools to develop a distance learning plan to educate students remotely for up to eight weeks, with instruction beginning on March 30. On April 22, the Governor announced that schools would continue the distance learning model for the remainder of the 2019-2020 academic year. In addition to providing education via distance learning, schools are required to provide free childcare for the children (Kindergarten through Age 12) of health care and emergency workers and to provide free meals to students. Northfield Public Schools has embraced these roles in supporting the State of Minnesota’s efforts to mitigate the impact of COVID-19.

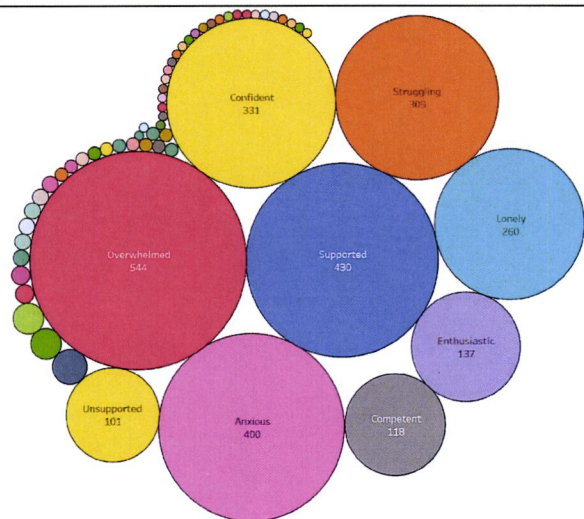
Student Survey

In collaboration with District Director of Assessment Services Hope Langston, the District Youth Council conducted a survey of middle school and high school students about their distance learning experience. The following images are part of that survey.

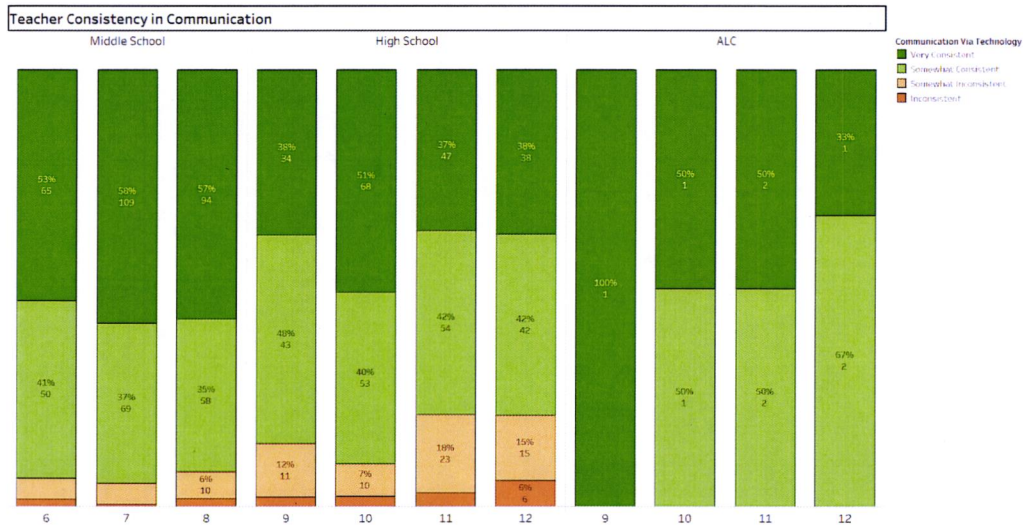


You can see from the images that the majority of students across the District have adjusted to distance learning. However, we also know that it has not been a simple transition for our students, as outlined in the word cloud below.

Describe how you feel at the moment regarding distance learning?
 (Select school and grade on right)
 School: All Grade: All
 Hover over circle for more detail



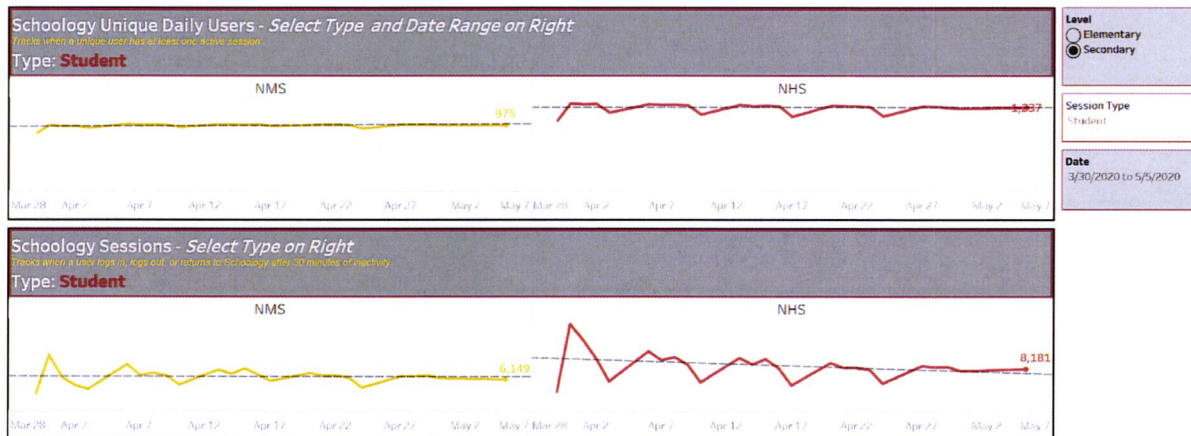
Anecdotal feedback had indicated some concern about teacher consistency in communication at the secondary level. The survey demonstrated far more teacher consistency reported by students than anticipated.



We have also been measuring both attendance and engagement. The graphs below show student engagement using SeeSaw (primarily elementary) and Schoology (primarily secondary).

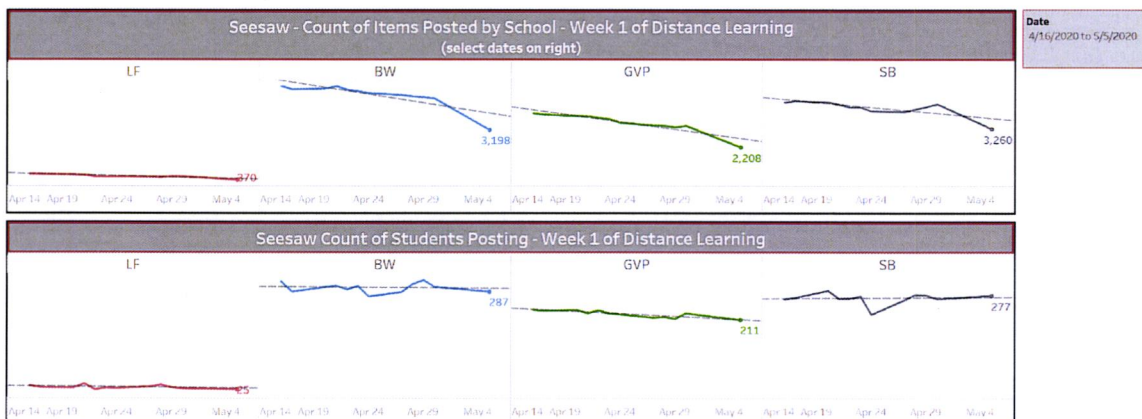
COVID-19 Analytics - Northfield Public Schools

Attendance Seesaw **Schoology**



COVID-19 Analytics - Northfield Public Schools

Attendance **Seesaw** Schoology

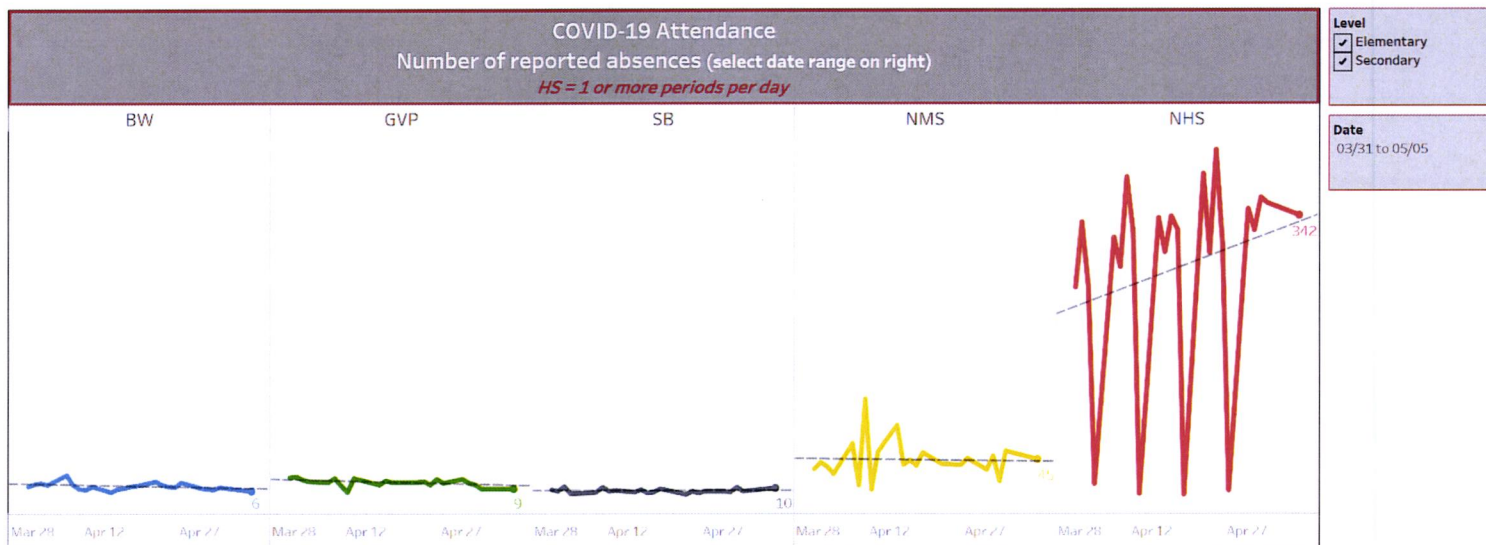


We have seen fairly consistent engagement through Schoology at the secondary level and less specific engagement through SeeSaw at the elementary level. Our analysis indicates that this relates to elementary schools adjusting their daily SeeSaw posts to meet the needs and times for students and families.

Attendance has also been tracked. The graph below shows the number of absences. The high school data looks different because each missed class period is reflected in the data. The high school's Friday attendance looks different because of the approach they have used on Fridays as individual work time and connection with teachers on an as-needed basis.

COVID-19 Analytics - Northfield Public Schools

Attendance Seesaw Schoology



Each school has a team of staff members who carefully review attendance and engagement each week and reach out to students who we are concerned about.

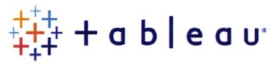
Modification to the end-of-year distance learning schedule

Formal classes will not be held during the week of June 1-5 and new required activities will not be assigned. This week will be used for students to submit any final outstanding work, parent/teacher/student connections, debriefing our distance learning experience, cultural competency training, and planning for next year. This week will include a mix of District-directed activities and staff work time. All employees regularly scheduled to work during June 1-5 will do so. Our free meal and childcare programs will operate as scheduled.

These changes to our distance learning plan are to ensure as many students as possible complete their fourth-quarter work and to have an intentional method of capturing what we have learned during this remarkable change in delivering public education. We will strategically communicate these plans in the coming weeks.

Emergency Childcare and Free Meals

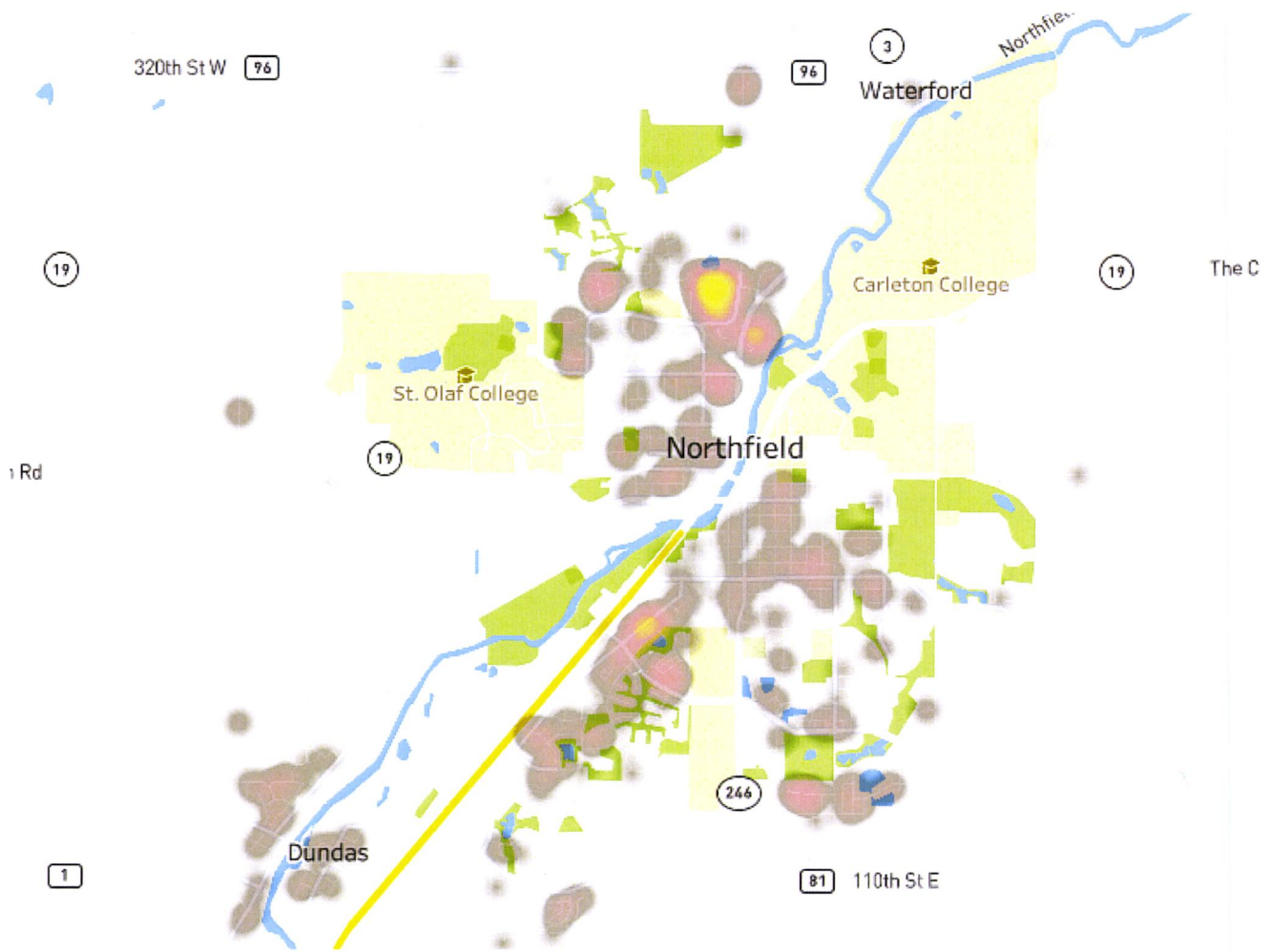
Our childcare center for Tier I emergency and health care workers continue to operate well. As of this publication, our child nutrition department has served more than 47,000 meals and our emergency childcare center has served an average of 52 children per day at Bridgewater Elementary.



How this data-driven Minnesota school district is supporting students during COVID-19



EILLIE ANZILOTTI
PUBLIC AFFAIRS SPECIALIST AT TABLEAU
MAY 6, 2020



Heat map of socioeconomic need for meal planning (Northfield Healthy Community Initiative - HCI)

As COVID-19 has progressed through the U.S. and states have implemented stay-at-home orders, nearly everyone's lives have been disrupted. For schools and the kids who attend them, these changes have been **particularly challenging**. Instead of sitting with each other in classrooms, students are attending courses remotely, and interacting even more over screens than in real life. Without the usual face-to-face interactions, teachers are struggling to figure out how to assess student engagement and progress, and make sure their kids are feeling supported.

While every school district is grappling with these challenges, the community in Northfield, Minnesota has decided to meet them head-on—with data.

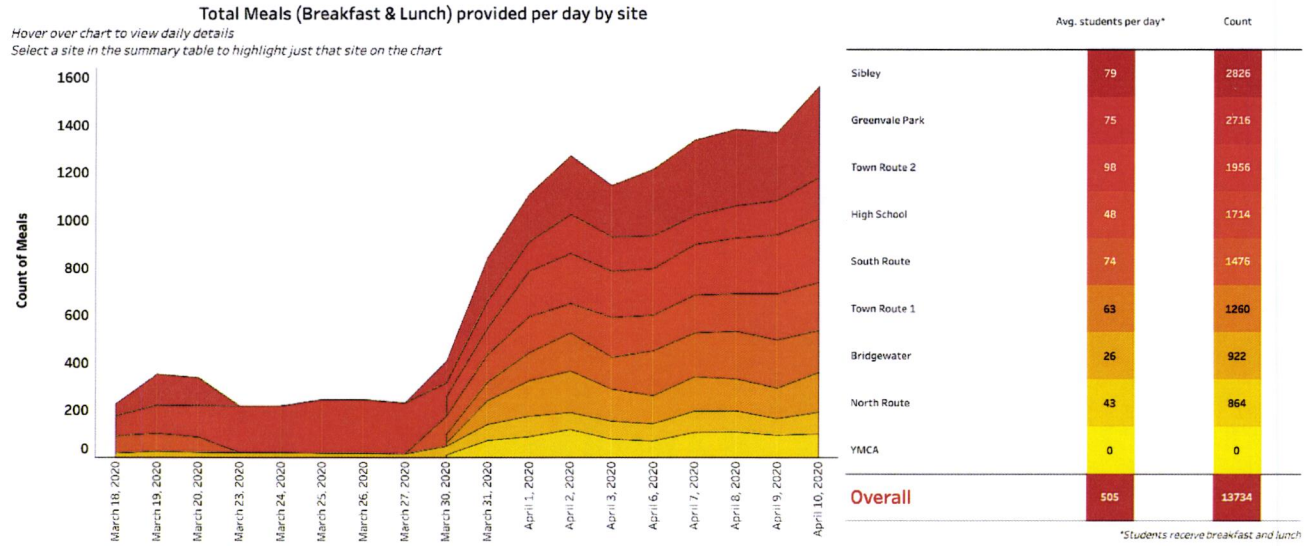
Northfield is home to around 20,000 people, and around 4,000 of them are students in the local public school district. Over a quarter of those students qualify for free and reduced lunch, and around 22% are students of color. The district is part of the **StriveTogether** network, which helps schools engage a wide range of stakeholders—from parents to businesses to investors—in improving educational outcomes for kids. In 2015, StriveTogether began a partnership with Tableau Foundation to expand its **use of data** across the network. Through that partnership, Hope Langston, the Director of Assessment Services for the **Northfield Public School District**, participated in a **fellowship program** in 2017 to learn Tableau and apply it to her work with the schools. Since then, the Northfield Public School District, as well as the **Northfield Healthy Community Initiative**, which creates programs to support young people, have used Tableau to make decisions and assess their performance.

When COVID-19 forced schools to close across Minnesota, leaders like Langston and Austin Bauer, the Director of Reporting and Analytics for Northfield Healthy Community Initiative, which serves as the backbone organization for the StriveTogether cradle-to-career initiative Northfield Promise, knew that data could help them ensure that their students continued to succeed throughout the challenges.

Mapping to identify needs

“When we launched what we’re calling Distance Learning here in Minnesota, we knew we had to go after basic needs and make sure our students who depend on free and reduced lunch could still get meals,” Langston says. “We had to figure out where our pockets of need are, map out our bus routes and determine where we could place meal distribution sites.” Student socioeconomic data is protected, so Bauer quickly created a heat map using aggregate addresses that identified the greatest need so the school district could understand where to set up distribution sites. He now manages a daily tracker to show how many meals go out to families each day. That way, Northfield administrators can see changes over time in distribution at each site, and be prepared to respond if they notice a drop in meals or other causes for concern.

Northfield Emergency Food Access



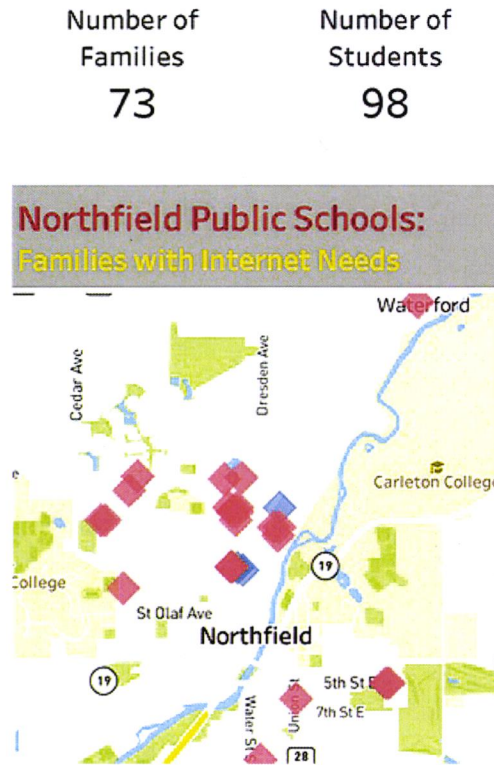
Meal distribution counts by location (Northfield HCI)

“Our visualizations are not polished,” Bauer says, “but they don't need to be in order to be actionable.” Langston adds: “It's not about how intricate or complex the dashboard looks. It's about if it's helping us meet a need in our community, and getting us the information we need as clearly and as quickly as possible.”

Mapping the community has also enabled the Northfield Public School District to meet another critical need: internet access. When distance learning was first announced, “we had parents calling and saying that they didn't have internet for their kids to use at home,” Langston says. “So we knew where they were and we knew where other pockets of need are in our community.” Bauer mapped out the information in Tableau, and the team was able to take the images to their local internet service providers—both the corporate provider, Charter Communication, and the city-managed network—and ask them to help bring the houses online.

“It's an equity issue,” Langston says. “Charter was saying they would offer two months of free internet, but if you have any barriers like language or poverty, it's difficult to navigate.” Using the data they had on who needed help, Langston and her team were able to mobilize a group of local volunteers to help families in need navigate the process, and the connectivity rates shot up. Now, they're able to deploy the same tactic—identify the need, and mobilize a support system to help—if a family reports an outage or if their

bandwidth is not strong enough to support more users than normal. “We couldn’t have done this if we didn’t have an accurate picture of what the need is,” Langston says.



Map of students without internet access to plan community response (Northfield HCI)

Tracking student engagement

Alongside meeting students’ basic needs at home, the Northfield team wanted to make sure that students stayed connected and engaged with their schoolwork as they transitioned to distance learning. “Getting kids connected to the internet was a first step —and the next step is figuring out if they’re actually engaging,” Langston says. Data could help with that, too.

Bauer created a dashboard that enables teachers and administrators to access real-time information about student attendance in virtual classes and their engagement. Northfield keeps this dashboard private to protect student information, but on it, administrators can easily access data on student attendance. “The nice thing about this is when you click on a student's name, you can quickly see which period they were absent: It gives you their

teacher's name and their teacher's email. So if you're an admin, you can quickly find out who to notify and connect with. And it's sorted to show those students who are most at risk based on absences,” Bauer says.

Desktop Instructions Student Lookup Desktop

How to use this dashboard

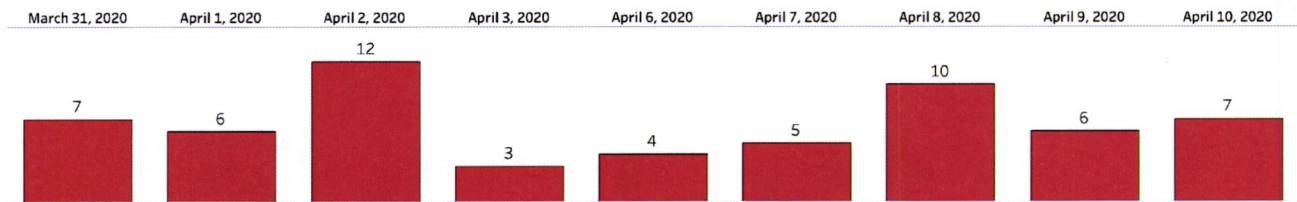
1. Select a school using the filter below.
2. Click the arrow to go to the Absence Data Dashboard.
3. On the Dashboard, click on a student (below) to view their absence detail (above).

School

Sibley



Sibley Students Absent*



* Middle School: 1 Absence = 1 Period Absent
* All other schools: 1 Absence = 2 Periods Absent

Refresh Pause

Share Download Full Screen

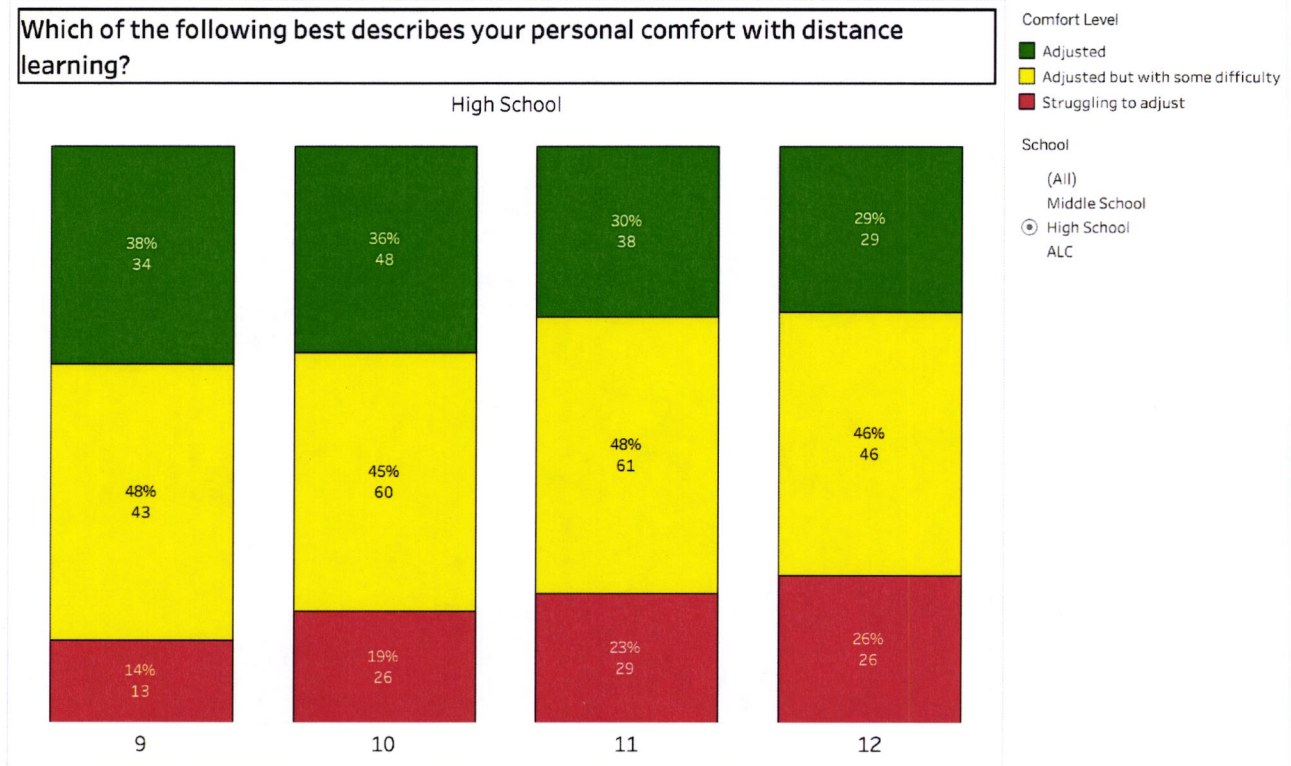
Dashboard tracking student attendance (Northfield HCI)

Having this insight has enabled Northfield to respond in real time to student needs. “This is how we discovered some other kids with ongoing internet access problems, or other kids who haven’t been able to engage because they're taking care of their younger siblings during the day,” Langston says. “That’s helped us adjust and work with students — maybe it makes more sense for them to watch the Zoom meetings in the evening and record their attendance in a different way. It’s building in some flexibility for families.” Teachers and admins get this data every day, Langston adds, so they can respond as quickly as possible.

Understanding opportunities for support

One of the biggest gaps created by distance learning, Langston says, is the loss of emotional connection and understanding that classrooms foster. Teachers and school administrators need a way to be able to read their students emotions and assess their well-being, even if they can’t see them.

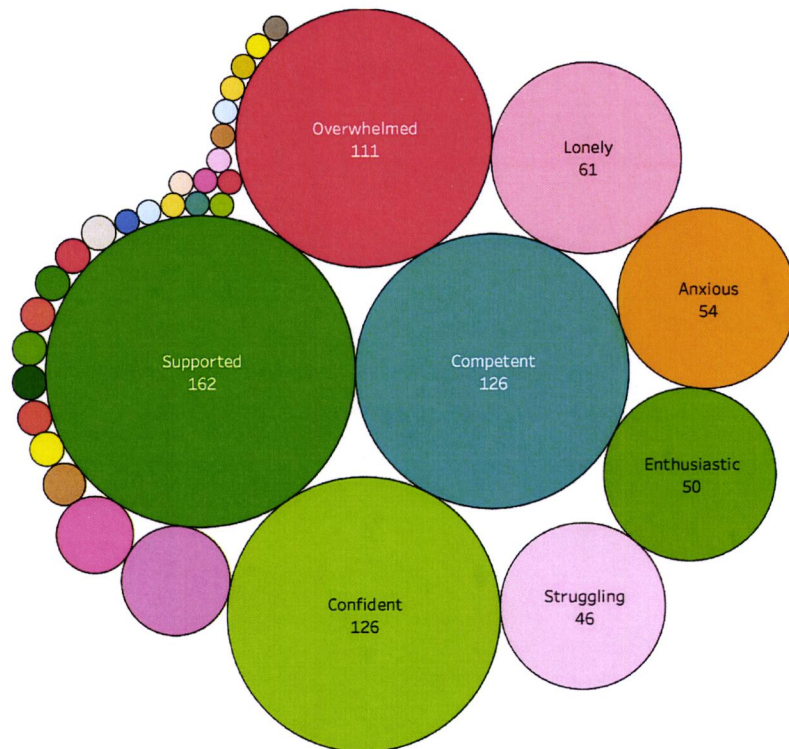
So Northfield has crafted a set of surveys that they're asking students, parents, and teachers to take. "The main need was to know immediately how students were feeling about distance learning," Langston says. Langston created a chart that reports survey data about student sentiment: Right now, the majority of students are saying they're adjusting to distance learning but with some difficulty. That tells the schools that they're doing many things right, but it's still a time of upheaval and transition. They can repeat the survey to see how sentiment changes over time.



Student sentiment chart by grade level (Northfield School District)

For parents, the survey included questions on how they felt their kids were adjusting, and how much time they were spending on distance learning. It also included a portal where parents could issue "shout-outs" to teachers or administrators who had been particularly helpful. "We want to collect data on engagement and more logistical things like tech issues, but we also wanted to create an avenue for positive feedback and a way to make sure that gets back to principals and other administrators," Langston says. Staff, too, were invited to fill out a survey assessing how they're feeling amid the transition.

How staff is feeling:



Staff sentiment tracker (Northfield Public Schools)

“The feedback we’re getting now will help us adjust course—because schools are closed for the rest of the year—and it will allow us to keep assessing how we’re doing,” Langston says.

The Northfield team had a one main goal in their use of data to problem-solve amid COVID-19. They wanted to make sure they could access the most complete information on their students’ needs as they could—and that they could understand it and take immediate action where needed. “You can’t respond if you don’t know what the issue is, right? That’s where Tableau helps us identify and really target what the scope of the problem is,” Langston says. The dashboards that the Northfield team created for its COVID-19 response are not those that a Zen Master might create, she adds, but they have been widely deployed and used across the community because they are comprehensible, up-to-date, and actionable. What Northfield has done with their data is leading their community through change, and even though the district is small, their comprehensive approach can serve as a template for any schools navigating uncertainty during the pandemic.

To learn more about Northfield’s data-driven response to COVID-19 and how they’re continuing to serve students, reach out to Hope Langston at hlangston@northfieldschools.org or Austin Bauer at austin@northfieldhci.org.

Tableau is sharing stories and examples of how data is being used to respond to the coronavirus through the COVID-19 Data Resource Hub. Read more [here](#).

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PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

Cannon Valley Special Education Cooperative, #6094

Estimated Tax Impact for Operating Lease Levy

Owatonna Public Schools ISD #761

April 24, 2020

	Operating Lease Levy
Total Cost of Operating Lease	\$987,840
Estimated 2022 Lease Levy	\$355,622
Pay 2021 Existing Lease Levy	\$235,151
Estimated Increase	\$120,471

Type of Property	Estimated Market Value	Estimated Tax Increase from Pay 2021 to 2022*
Residential Homestead	\$75,000	\$2
	100,000	3
	125,000	4
	150,000	5
	165,000	5
	175,000	6
	200,000	7
	250,000	9
	300,000	11
	350,000	13
Commercial/ Industrial	400,000	15
	\$100,000	\$6
	200,000	12
	300,000	20
Agricultural Homestead** (average value per acre of land & buildings)	500,000	35
	\$4,000	\$0.08
	5,000	0.09
	6,000	0.11
Agricultural Non-Homestead** (average value per acre of land & buildings)	7,000	0.13
	\$4,000	\$0.15
	5,000	0.19
	6,000	0.23
	7,000	0.27

* The amounts in the table are based on school district taxes for the district's portion of the Cannon Valley Special Education Cooperative operating lease levy only and do not include tax levies for other purposes (amounts are rounded).

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

April 27, 2020

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 p.m. Due to the current federal and state emergency declarations, the Minnesota directive for residents to stay at home and guidance about limiting person-to-person contact due to the COVID-19 pandemic, this meeting was conducted via video conference in accordance with Minnesota Statutes 13D.021. In addition, the school board determined that it was not feasible for at least one board member, or the superintendent to be physically present at the regular meeting location and that it was not feasible for the public to attend this meeting at the regular location. The district did make accommodations for public comment which are outlined below.

Board member attendance was taken by roll call. Anita Aase, Executive Administrative Assistant to the Superintendent and Board of Education, called the name of each board member in alphabetical order by last name and the board member responded “present” when his/her name was called. Present: Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. Absent: None.

Also present at this video conference meeting was: Dr. Matt Hillmann, Superintendent; Aase; Val Mertesdorf, Director of Finance; and Erin Bailey, Director of Community Education. Observing the meeting were: Teri Knight, KYMN radio; Sam Wilmes, reporter with the Northfield News, and members from the District Youth Council. This meeting was live streamed and recorded, and access to the recording was posted to the school district website.

Board Chair Pritchard outlined the procedures for this meeting:

- Board members were asked to mute their microphone when not speaking.
- During the course of the meeting when a motion and a second is required, Dr. Hillmann would initiate the “unmute” for all board members.
- The agenda item being discussed would be displayed on the screen.
- At the start of each discussion Chair Pritchard said she would call on each board member in alphabetical order by last name for any questions or comments. If they didn’t wish to speak, they would be welcome to pass.
- There would be one round of questioning for board members. If board members had a follow-up question or comment, they could consider using the Raise Hand feature in order to be recognized by the Chair.
- All votes on the Items for Individual Action would be conducted by roll call by Aase. Each board member was instructed to wait until their name is called before voting.

II. Agenda Approval/Table File

On a motion by Quinnell, seconded by Hardy, the Board approved the agenda by roll call. Voting ‘yes’ were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted ‘no’.

III. Public Comment

To accommodate the public comment portion of our meeting, members of the public were invited via the school district website to submit feedback to the Board via email by 5:00 p.m. on April 27, 2020. All submissions that followed the district policy regarding public comment would be read by Chair Pritchard at this time. There were no public comments submitted for this Board meeting.

IV. Announcements and Recognitions

- Dr. Hillmann encouraged school board members to watch the District’s social media sites where we continue to post impressive happenings with distance learning, for example, the video highlighting Arts ala Carte.

V. Items for Discussion and Reports

- A. COVID-19/Distance Learning Update/District Operations. Dr. Hillmann updated the Board on the district's response to COVID-19, distance learning plans, and general district operations.
- By order of the Governor of the State of Minnesota, distance learning was extended to the end of this academic school year, and there will be no distance learning on Friday, May 1, or Monday, May 4. These days have been set aside for planning and training purposes.
 - The District continues to provide free child care for essential Tier I workers and to provide daily breakfast and lunch at three pickup locations in the district and to deliver meals on rural routes with assistance from Benjamin Bus.
 - Family and licensed staff survey results were shared with the Board.
 - The high school administrative staff is collecting feedback from parents and students, and will announce the plan for senior graduation by May 5.
 - Based on discussions with parents, students and other superintendents, the administration is researching the possibility of ending the current academic year one week early. This would allow staff and administrators time for a deep dive and reflection regarding distance learning. A calendar change for the 2019-2020 academic school year may be brought to the school board as an item for individual action at the next meeting.
- B. Cannon Valley Special Education Cooperative (CVSEC) Update. Dr. Hillmann informed the Board that CVSEC Executive Director Lynn Krominga has resigned and a search for her replacement has begun. There is consideration being given to consolidating buildings for the cooperative with a new lease. This will be an item for discussion and reports at the next board meeting and an item for individual action at the May 26, 2020 board meeting.
- C. Stormwater Maintenance Agreement for Greenvale Park Elementary. Superintendent Hillmann reviewed the stormwater maintenance agreement for Greenvale Park Elementary School. This will be an item for individual action at the next board meeting.
- D. Financial Update. Director of Finance Val Mertesdorf provided a financial update to the Board which included refunds issued for all scheduled field trips and spring activities which were cancelled. Additionally, a portion of high school parking permit fees were refunded to families. The high school choir trip was cancelled and we continue to work with the travel agency that booked the trip to secure reimbursement.
- E. Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommendations on Policies 414, 419 and 421. This will be an item for individual action at the next Board meeting.

VI. Consent Agenda

On a motion by Goerwitz, seconded by Baraniak, the Board approved the following Consent Agenda items by roll call. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

A. Minutes

- Minutes of the Regular School Board meeting held on April 13, 2020

B. Gift Agreements

- \$1,000.00 from Multek Flexible Circuits to Northfield High School for Robotics.
- \$2,000.00 from Carol Henry Step Up Scholarship Fund of the Capital Group American Funds for Step Up Scholarship.
- 372ea Girl Scout cookie packages worth \$1,860.00 donated to Northfield Public Schools families from Girl Scout Troop #27353 to be included with meal distributions at Sibley, Greenvale Park, Northfield High School and on bus routes.

C. Personnel Items

a) Appointments

1. Rico Bohren, 1.0 FTE Assistant Principal at the High School, beginning 7/01/2020; \$120,610 base salary, step 1 (2020-21) \$120
2. Nancy Veverka, 1.0 FTE Assistant Principal at the High School, beginning 7/01/2020; \$120,610 base + Step 4 - \$6,500 = \$127, 110 salary for 2020-21
3. William Kaul, Summer Seasonal Buildings and Grounds Worker for 8 hours/day Mon.-Thurs. with the District, beginning 5/1/2020 -approximately 10/15/2020; Step 5-\$15.50/hr.
4. Elle Kingsley, Assistant Girls Soccer Coach for 2 hours/day at the High School, beginning 8/17/2020. Level F, Step 1.
5. Marckileine Legros, 1.0 FTE School Counselor at the High School, beginning 8/25/2020.

b) Increase/Decrease/Change in Assignment

1. Lisa Battaglia, .60 ADSIS/.40 MTSS Interventionist at the High School, change to 1.0 FTE MTSS at the High School, effective 8/31/2020.
2. Andrew Bealles, KidVentures Site Assistant Substitute, change to KidVentures Site Assistant for up to 40 hours/week at Bridgewater, effective 4/6/2020-9/4/2020; Step 1-\$13.21/hr.
3. Mairin Born, 1.0 FTE Kindergarten Teacher at Sibley, change to 1.0 FTE Grade 1 Companeros Teacher at Sibley, effective 8/31/2020.
4. Kimbra Dimick, 1.0 FTE Fourth Grade Teacher at Greenvale Park, change to 1.0 FTE Grade Three Teacher at Greenvale Park, effective 8/31/2020.
5. Elizabeth Evanson, KidVentures Site Assistant Substitute, change to KidVentures Site Assistant for up to 40 hours/week at Bridgewater, effective 4/6/2020-9/4/2020; Step 1-\$13.21/hr.
6. Becky Gainey, 1.0 FTE Instructional Coach at Sibley, change to 1.0 FTE ADSIS Teacher at Sibley, effective 08/31/2020.
7. Paige Haley, 1.0 FTE Fourth Grade Teacher at Bridgewater, change to 1.0 FTE First Grade Teacher at Bridgewater, effective 8/31/2020.
8. Inger Hanson, 1.0 FTE Instructional Coach at Bridgewater, change to 1.0 FTE EL Teacher at the ALC, effective 08/31/2020.
9. Karna Hauck, Art Teacher at the High School and the ALC, Change to 1.0 FTE Art Teacher at the High School, effective 8/31/2020.
10. Ann Hehr, 1.0 FTE Media Specialist at Sibley, change to 1.0 FTE Kindergarten Teacher at Sibley, effective 08/31/2020.
11. Kelly Johnson, 1.0 FTE Third Grade Companeros Teacher at Sibley, change to 1.0 FTE Science Teacher at Greenvale Park, effective 08/31/2020.
12. Kris Johnson, 1.0 FTE Second Grade Teacher at Greenvale Park, change to 1.0 FTE First Grade Teacher at Greenvale Park, effective 08/31/2020.
13. Kristin G. Johnson, 1.0 FTE Behavior Coach-2019-20 only at Greenvale Park, change to 1.0 FTE Behavior Coach-2020-21 only at Greenvale Park, effective 08/31/2020.
14. Jenny Jones, 1.0 FTE EL Teacher at the Middle School, change to 1.0 FTE EL Teacher at Greenvale Park, effective 08/31/2020.
15. Karen Lane, 1.0 FTE Elementary Instructional Coach at Bridgewater, change to 1.0 FTE Fourth Grade Teacher at Bridgewater, effective 08/31/2020.
16. Betsy McLaughlin, 1 year LOA, change to 1.0 FTE Fourth Grade Teacher at Greenvale Park, effective 8/31/2020.
17. Amanda Miller, 1.0 FTE Media Specialist at Greenvale Park, change to 1.0 FTE FACS Teacher at the Middle School, effective 08/31/2020.
18. Sofie Nelson, KidVentures Site Assistant Substitute, change to KidVentures Site Assistant for up to 40 hours/week at Bridgewater, effective 4/6/2020-9/4/2020; Step 2-\$13.56/hr.
19. Jacob Odell, 1.0 FTE Special Ed Teacher-2019-20 only at the High School, change to 1.0 FTE Special Ed Teacher-2020-21 only at the High School, effective 8/31/2020-6/10/2021.
20. Allison Otte, 1.0 FTE Kindergarten Teacher at Sibley, voluntary reduction to .5 FTE beginning with 2020-2021 school year.
21. Allison Otte, 1.0 FTE Kindergarten Teacher at Sibley, change to .50 FTE Elementary Reading Coach Achievement/Integration at Sibley/Bridgewater/Greenvale Park, effective 08/31/2020.
22. Dustee Phenow, 1.0 FTE Media Specialist at Bridgewater, change to 1.0 FTE Science Specialist at Bridgewater, effective 7/1/2020.
23. Heather Ryden, 1.0 FTE Instructional Coach at Greenvale Park, change to 1.0 FTE Sixth Grade Teacher at the Middle School, effective 08/31/2020.
24. Anita Sasse, 1.0 FTE First Grade Companeros Teacher at Sibley, change to 1.0 FTE Third Grade Companeros Teacher at Sibley, effective 08/31/2020.

25. Mackenzie Schewe, KidVentures Site Assistant Substitute, change to KidVentures Site Assistant for up to 40 hours/week at Bridgewater, effective 4/6/2020-9/4/2020; Step 2-\$13.56/hr.
26. Amanda Sieger, 1.0 FTE ADSIS Teacher at Sibley, change to 1.0 FTE Kindergarten Teacher at Sibley, effective 08/31/2020.
27. Remy Soulak, KidVentures Site Assistant Substitute, change to KidVentures Site Assistant for up to 40 hours/week at Bridgewater, effective 4/6/2020-9/4/2020; Step 1-\$13.21/hr.
28. Diane Torbenson, 1.0 FTE Instructional Coach at Greenvale Park, change to 1.0 FTE ADSIS Teacher at Greenvale Park, effective 08/31/2020.
29. Ellen Trotman, 1.0 FTE EL Teacher at Greenvale Park, change to 1.0 FTE EL Teacher at the Middle School, effective 08/31/2020.
30. Tania Will, 1.0 FTE Instructional Coach at Sibley, change to 1.0 FTE Science Teacher at Sibley, effective 08/31/2020.
31. Doug Davis, .6 FTE 1.0 FTE Phy-Ed Teacher at the High School, change to .8 FTE Phy-Ed Teacher and .2 FTE DAPE Teacher at the High School, effective 8/31/2020.
32. Kristi Korteum, .6 FTE ADSIS / .4 FTE Math teacher at the High School, change to ongoing, effective 8/31/2020.
33. Amy Moeller, .4 FTE English Teacher Contracted and .2 FTE Long Term Substitute English Teacher for 2019-20 school year only at the High School, change to .4 FTE English Teacher Contracted and .2 FTE Long Term Substitute English Teacher for 2020-21 school year only at the High School, effective 8/31/2020 - 6/10/2021.
34. Karen Nelson, .8 FTE FACS Teacher at the High School, change to 1.0 FTE FACS Teacher at the High School, effective 8/31/2020.
35. Katherine Norrie, .8 FTE Art Teacher at the High School, add .2 FTE Art Teacher at the High School, effective 8/31/2020-6/10/2021.
36. John Sand, Phy Ed Teacher at the High School, add an overload for the second semester, effective 2/1/2021 - 6/5/2021.
37. Leah Sand, PE/Health/DAPE Teacher at the High School, add an overload for Phy Ed first semester, 8/31/2020 - 1/28/2021, and change to .6 FTE Phy Ed and .4 FTE Health teacher for the second semester, effective 8/31/2020-6/10/2021.
38. Jody Saxton West, 1.0 FTE Science Teacher at the High School, add an overload for first semester only, effective 8/31/2020-1/28/2021.
39. Brynne Stellner, .6 FTE Academy Teacher / .4 FTE English Teacher at the High School, change to 1.0 FTE English Teacher at the High School, effective 8/31/2020..
40. Sarah Swan McDonald, 1.0 FTE Social Studies Teacher at the High School, add an overload for first semester only, effective 8/31/2020-1/28/2021.
41. Jonathan Thompson, .4 FTE contracted Social Studies Teacher at the High School, Add .6 FTE Long Term Substitute Social Studies Teacher at the High School, effective 8/31/2020-6/10/2021.
42. Theresa Wilson, .6 FTE Business Teacher at the High School, add .2 FTE Business Teacher at the High School, effective 8/31/2020-6/10/2021.

c) Leave of Absence

1. Ilana Forsgren, CNA I at Greenvale Park, leave under the FMLA Expansion Act, effective 4/01/2020 for up to 12 weeks.
2. Teresa Morris, Educational Assistant at Sibley, leave under the FMLA Expansion Act, effective 4/20/2020 for up to 12 weeks.
3. Sara Redetzke, Educational Assistant at the Middle School, leave under the FMLA Expansion Act, effective 4/12/2020 for up to 12 weeks.
4. Victoria Voegele, Educational Assistant at Sibley, leave under the FMLA Expansion Act, effective 4/01/2020 for up to 12 weeks.
5. Ruben Alvarez, Grade 5 Companeros Teacher at Greenvale Park, unpaid leave of absence for the 2020-2021 school year.
6. Matthew Berg-Wall, EL Specialist at Greenvale Park, Leave of Absence effective 2/1/2021 - 6/10/2021.
7. Rhea Mehrkens, Teacher at the Middle School, Leave of Absence effective for the 2020-2021 school year.
8. Ellen Mucha, Teacher at the High School, .4 FTE Leave of Absence, effective for the 2020-2021 school year.
9. Jacie Myers, Teacher at Greenvale Park, Leave of Absence, effective for the 2020-2021 school year.

d) Retirements/Resignations/Terminations

1. Erin Fruci, Math Teacher at the Middle School, resignation effective at the end of the 2019-2020 school year.
2. Debra Herman, Teacher at Sibley, retirement effective at the end of the 2019-2020 school year.
3. Holly Olmscheid, Math Teacher at the High School, resignation effective at the end of the 2019-2020 school year.

4. Dan Taylor, Teacher at the High School, resignation effective at the end of the 2019-2020 school year.
 5. Nevis Martinez, Custodian at the Middle School, retirement effective 4/23/2020.
- e) Advancement of Probationary Licensed Staff
Advancement of Licensed Staff to Tenure Status for 2020-2021
 Amy, Natalie; Bendett, Michelle; Benhart, Ashley; Borup, Melissa (.50 FTE ALC); Burton, Erik (.60 FTE HS); Bushey, Caitlin; Dayneko, Jacob; Docken, Whitney; Golla, Dylan; Howard, Christine; Jones, Jennifer; Kremin, Megan; Link, Jennifer; Malecha, Becky; Maney, Mary Katherine; Molloy, Shawna; Muniak, Ed; Otte, Molly; Sawyer, Jamin; Serie-Amunrud, Joy; Sherry, Lynsi; Sjoberg, Caroline; Stellner, Brynne; Veltri, Alicia; Waters, Katherine; Wilson, Theresa
- Advancement of Licensed Staff to Third Year Probationary Status for 2020-2021
 Bloom, Sarah; Gross, Lydia; Haley, Paige; Johnson, Kristin; Lynch, Angela; Medin, Kimberly; Rolling, Rachel; Thompson, Jon; Wilson, Kathleen
- Advancement of Licensed Staff to Second Year Probationary Status for 2020-2021
 Holland, Cara; Leaphart, Ada; Mathews, Makenzie; Musicant, Elizabeth; Sherman, Michael; Toure-Keita, Maimouna
- f) Administration is Recommending the Approval of the Following:
 Administration submits the following employment contracts/agreements for approval. These contracts/agreements cover the period of July 1, 2020 through June 30, 2022.
1. Confidential Employees
 2. Grounds Coordinator, Maintenance Coordinator, Master Electrician, and Assistant Groundskeeper
 3. Head Custodians
 4. Technology Employees
 5. Certified Occupational Therapy Assistants/Speech Language Assistant

VII. Superintendent's Report

A. Items for Individual Action.

1. Resolution for Termination and Non-Renewal of Probationary Licensed Staff. On a motion by Quinnell, seconded by Iverson, the Board adopted the Resolution for Termination and Non-Renewal of Probationary Licensed Staff effective at the close of the current 2019-2020 school year. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

<u>Name</u>	<u>FTE</u>	<u>Position</u>
Bauman, Theresa	.50	Elementary Reading Coach
Dahnert, Jennifer	1.00	Special Education
Draeger, Lindsey	1.00	Middle School FACS
Fatze, Christopher	1.00	Special Education
Hoff, Mikayla	1.00	Elementary Education
Peterson, Betsy	1.00	ADSIS
Polzin, Ashly	1.00	Elementary Education
Russell, Deborah	1.00	Elementary Education
Rydberg, Terry	.65	Visual Art

VIII. Items for Information

- A. Construction Update #25. Superintendent Hillmann updated the Board on the District's construction projects.
- B. National Teacher Appreciation Week May 4-8, 2020 and Teacher Appreciation Day Tuesday, May 5, 2020. We are grateful for our outstanding Northfield teachers all of the time and especially during these unusual pandemic circumstances.
- C. Q&A with MSBA. MSBA is hosting two question and answer sessions for school board members, superintendents and administrative assistants. The sessions are scheduled at 7:00 p.m. on Wednesday, April 29 and at 12 noon on Thursday, April 30, 2020.

IX. Future Meetings

- A. Monday, May 11, 2020, 7:00 p.m., Regular Board Meeting via teleconference
- B. Tuesday, May 26, 2020, 7:00 p.m., Regular Board Meeting

C. Monday, June 8, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

On a motion by Stratmoen, seconded by Baraniak, the Board approved adjournment by roll call at 8:42 p.m. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 4th day of May, 2020, by and between Jan Burry, 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

\$1,000.00 donation for TORCH Scholarship, check #13682.

Jan Burry
Donor

By: Received in District 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)
Jan Burry	\$1,000.00	TORCH Scholarship

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

**Overnight Student Field Trip Proposal
For the
Alternative Learning Center**

Date of Proposal: May 1st , 2020

Purpose of Trip: To take 7 Alternative Learning Center students into the Boundary Waters Canoes Area.

Destination: Tofte, MN and BWCA

Dates: August 3-August 7. 2020

Itinerary:

August 3rd - Leave Northfield and drive up to Sawbill Campground, camping there for the night. We stop in Duluth, Gooseberry Falls, Palisade Head and hike up to Carleton Peak and Tofte Overlook on the way.

August 4th - We will go to Sawbill outfitters, get our gear and hopefully be on the water by 10:a.m

August 5th -Canoe all day, finding a site for the evening.

August 6th

Canoe for a second full day, finding another site for evening.

August 7th We will canoe out of the BWCA and return to Northfield by early evening.

Educational Benefits: Students are required to complete a .25 credit class on wilderness camping and survival and research information about Minnesota's Boundary Waters Canoe Area.

The trip itself will address 17 of the 37 SCANS skills identified by the U.S Department of Labor as the competencies needed to span the gap between the world of school and the workplace. These are the skills the students will use for this trip: reading, writing, speaking, listening, decision making, problem solving, responsibility, social skills, self-management, honesty, time management, team member, leadership, negotiation skills, adaptability, manage resources and teaching others. Additional areas that will be affected include self-esteem, self-confidence, perseverance and patience.

Staff Involved: Cheryl Mathison and Eric McDonald

Time Commitment for Planning: This will be our 16^h trip up there with students. Due to our experience and knowledge we” have the system down” as far as the planning goes
☺

Transportation: Van

Lodging Arrangements: We will be making BWCA camping reservations.

Budget:

Supplies		Instructional Salary
Gas	\$ 150.00	
Groceries	\$ 275.00	Appx \$4200
Sawbill Outfitter	\$ 900.00	
Film Development	\$100.00	
<u>BWCA & campground fees</u>	<u>\$125.00</u>	
	\$1550.00	

Funding Sources Pop machine profits, other grants we will be pursuing and state funding from student credit earned covers the instructional salary.

Scholarship Availability- None needed

Student Participants- 7

Staff Chaperones: 2

Parent Chaperones- none

Activities for non-participating students: This is part of an elective class. Students not enrolled in the class are not affected.

NORTHFIELD PUBLIC SCHOOLS

POLICY DOCUMENT

COVERING

WAGES, WORKING CONDITIONS AND FRINGE BENEFITS

OF

CHILD NUTRITION EMPLOYEES

**Policy Extends from
July 1, 2020 through June 30, 2022**

ARTICLE I EMPLOYMENT

Section 1.01 – Introduction

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

Section 1.02 – Basic Services

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

Section 1.03 – Policy

This policy is in effect from July 1, 2020 through June 30, 2022. In the event a successor policy is not approved prior to the expiration of this Policy, the employee shall be compensated according to his/her current rate until a successor policy is approved by the Board of Education.

Section 1.04 – Entry Level Probationary Period

Entry level employees’ probationary period shall be six (6) months. The purpose of probation is to verify the match between Northfield Public Schools mission based Child Nutrition needs and the mission aligned knowledge, skills and work behaviors of entry level employees. Employees in this category may or may not pass probation at the discretion of the school district.

Section 1.05 - Resignations

Employees electing to resign shall be required to give the Child Nutrition Director dated, written, and signed notice at least two (2) weeks in advance of the employee's final work day. The employee electing to resign shall continue Child Nutrition regular job responsibilities during the two-week notice period. Any request to leave sooner than the two-week notice period shall be considered by the Child Nutrition Director after a suitable replacement employee is obtained for the position.

Section 1.06 – Required Certification

All Child Nutrition employees must be certified by one of the following entities and keep their certification current:

- Servsafe at www.servsafe.com
- Safe food training (SFT) at www.safefoodtraining.com
- Food Safety Guy at <https://foodsafetyguy.com>

New employees that do not already have the certification must successfully complete one of the above certifications prior to the end of their six-month probationary period.

Section 1.07 – Minnesota Food Protection Managers Certificate.

All Child Nutrition employees must hold a current MN Food Protection Manager Certificate. Current Child Nutrition staff will be required to get their Minnesota Food Managers certificate before their current food safe certificate expires.

**ARTICLE II
RATES OF PAY AND OTHER COMPENSATION**

Section 2.01 – Wages

<u>Job Classification</u>	<u>2020-21 Hourly Rate</u>	<u>2021-22 Hourly Rate</u>
Child Nutrition Manager II - H.S. or M.S.	\$23.02	\$23.49
Child Nutrition Manager I - Elementary	\$22.69	\$23.16
Child Nutrition Associate III	\$21.49	\$21.96
Child Nutrition Associate II	\$19.81	\$20.28
Child Nutrition Associate I	\$18.81	\$19.28
Summer Child Nutrition Lead	\$22.69	\$23.16
Summer Child Nutrition Associate	\$18.81	\$19.28
Student Child Nutrition Associate	\$10.00*	\$10.00*

* Pay for this position aligned with Minnesota minimum wage rates.

The Child Nutrition Director shall determine the job classification for each employee based upon the responsibilities of the position and the corresponding qualifications of the incumbent/entry-level employee.

Section 2.02 - Training Stipend

An hourly stipend of \$1.50 per hour 2020-21 and 2021-22 for individuals who have completed Level I of the School Nutrition Association Certification will be added to the hourly rates of pay for Child Nutrition Employees. Certification shall be provided to the Human Resources Office no later than September 1 to receive the stipend.

Section 2.03 - Long-Term Substitutes

Individuals who substitute in the same position for twenty (20) consecutive work days or more shall be eligible to be paid at the CNA I hourly rate, upon the recommendation of the Child Nutrition Director and approval of the Superintendent or his/her designee. Upon completion of the long-term substitute assignment, further substitute assignments will be paid at the regular substitute rate of pay. Eligibility for payment at this level cannot be carried over from one school year to the next.

Section 2.04 - Former Child Nutrition Employees Who Substitute

Substitutes who have formerly been employed in the Northfield School District in regular Child Nutrition positions for at least three continuous years shall be paid at the CNA I hourly rate.

Section 2.05 - Rate of Pay for Regular Employees Who Substitute in a Position of Higher Classification:

Regular Child Nutrition employees who substitute in a position with a higher classification shall be paid at the hourly rate established for the higher classification beginning with the sixth consecutive day of substituting in that position.

Section 2.06 - Uniform Allowance

\$300 per year taxable stipend for all employees to be paid with their first paycheck of the contract year. The employee must purchase one (1) pair of work shoes that are slip-resistant on an annual basis. The remainder of the stipend is to be used to purchase either black, navy or khaki pants and the approved district uniform shirt(s) or sweatshirt, in navy, black or maroon with the District logo. It is required that all Child Nutrition employees purchase new clothing each school year using the allowed allowance. The district office will coordinate the orders for shirts at the beginning of the school year. Each employee will be responsible for purchasing the approved pants.

Section 2.07 – Lunch

Child Nutrition employees will be provided a regular Type A lunch on food preparation days at no cost to the Child Nutrition employees according to the National School Lunch Program regulations

HOURS OF WORK, BREAKS, OVERTIME, AND HOLIDAYS

Section 2.08 – 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 Child Nutrition Director. The paid work day shall exclude time for lunch (30 minutes). Typically, hours worked will coincide with regular established schedules. However, hours may need to be reduced or extended when student activities result in less or more students eating lunch on a given day. Kitchen Managers will notify employees of any change in hours. Employees will be paid only for time worked. The calculation of wages shall be based on the number of hours shown on the employee's weekly attendance record.

Section 2.09 – Work Year

The maximum number of work days in a given year shall be the number of student days scheduled on the approved school calendar plus up to three (3) days for opening and closing the kitchens (for example, two (2)

days to receive the food order, clean and open the kitchen in the Fall and one (1) day to store food and supplies and organize the kitchen in the Spring). Additional days may be scheduled for special events such as a luncheon during preschool workshop and/or school staff in-service meetings, special workshops, etc. Any work days outside of the number of student days scheduled on the approved school calendar must be authorized as scheduled by the Child Nutrition Director.

2.10 - School Closing

In the event that school (or schools) is closed due to an emergency, Child Nutrition employees shall continue to receive compensation for up to a maximum of two (2) prorated days per year, equivalent to the normal work hours for each employee. Child Nutrition employees shall be required to perform services if requested to do so by the Child Nutrition Director. 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, etc. 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 closings.

Section 2.11 - Paid Breaks

Child Nutrition employees shall be allowed a 15-minute paid break for each three and one half (3½) hours segment of actual work time. The chart below shows the number of paid breaks based on hours worked.

<u>Hours Worked</u>	<u>Breaks</u>
Less than 3.5	0
3.5-6.99	1
7-8	2

These breaks shall be taken at a time when the least possible disruption in service results and as scheduled by the Kitchen Manager.

Section 2.12 – Overtime

Employees shall be paid at time and one-half of the base hourly rate for hours worked in excess of 40 in any one work week. Vacation time, sick time, or other leave time will not be used to calculate hours worked in any work week. The time and one-half rate shall also apply to services rendered for special functions after 4:00 p.m. or on weekends. The scheduling of overtime for employees shall be approved in advance by the Child Nutrition Director and Kitchen Manager.

Child Nutrition Substitutes are not eligible for overtime unless they work more than forty (40) hours in any one work week. Substitutes will be paid \$3.00 per hour above their normal pay rate for services rendered for special functions after 4:00 p.m. or on weekends.

Section 2.13 - Holidays with Pay

Employees will receive the following six (6) holidays with pay provided the Holidays occur within the employee’s work year: Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year’s Eve Day, and Memorial Day.

Section 2.14 - Professional Development

Professional development activities such as workshops, classes, and training sessions may be provided on a group or individual basis within budget allocations at the discretion of the Child Nutrition Director.

Annual Training Requirements

Required for all school nutrition program employees regardless of local educational agency (LEA) size. The hourly requirements for each position are outlined in the table below:

Position	Required Hours
Director	12 hours
Manager	10 hours
All other program staff (working more than 20 hours/week)	6 hours
Part-time program staff (working less than 20 hours/week)	4 hours
Substitutes/Volunteers/Student Workers/Temporary	2 hours
Hired after January 1	Must complete half of the above training hours For their position during the first year of employment when hired after January 1.

Please note:

- Any excess training hours from a school year can be carried over to meet the previous year's requirements or used to meet the following year's requirements.

ARTICLE III LEAVES

Section 3.01 - Sick Leave

The school District may require an employee to furnish a medical statement from a qualified physician as evidence of illness in order to qualify for sick leave pay if sick leave requested is due to the illness or injury of the employee. Final determination as to the eligibility of an employee for sick leave will be made by Northfield Public Schools.

Employees Working 15 to 19.99 Hours Per Week:

Three (3) prorated days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, and/or for other individuals to the extent provided by Minnesota law. Sick leave days are noncumulative from one year to the next.

Employees Working 20 Hours Per Week or More:

Ten (10) prorated days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, and/or for other individuals to the extent provided by Minnesota law. Sick leave days are cumulative to 120 days.

Section 3.02 - School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to two prorated days 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.

Section 3.03 - Bereavement Leave

Employees Working 15 to 19.99 Hours Per Week:

Up to two (2) days per year may be used in case of bereavement. Time off for bereavement shall be deducted from unused Sick Leave. Bereavement leave may be used in the case of a death of family members or friends.

Employees Working 20 Hours Per Week or More:

Up to ten (10) days per year of leave with pay in case of bereavement. Time off for bereavement shall be deducted from unused Sick Leave. Bereavement leave may be used in the case of death of family members or friends.

Section 3.04 Personal Leave

Employees Working 15 to 19.99 Hours Per Week:

Employees working less than 20 hours per week on average are not eligible for Personal Leave.

Employees Working 20 Hours Per Week or More:

At the discretion of the Kitchen Manager and Child Nutrition Director, Child Nutrition personnel may be granted Personal Leave of up to two (2) prorated days per year. Personal Leave days will be deducted from unused Sick Leave. Personal Leave prorated days may not be carried over from one academic year to another.

Requests for personal leave must be made via the District's substitute/leave system at least three (3) working days in advance, except for emergencies. Recommendations for leave approval from the Kitchen Manager are subject to final approval by the Child Nutrition Director.

Section 3.05 - Leave of Absence Without Pay

Child Nutrition personnel may apply for a Leave of Absence Without Pay in the event of personal circumstances regardless of the number of hours worked per week. A request for a leave of absence without pay must be submitted no less than thirty (30) days prior to the requested day(s) off unless emergency circumstances prevent such notice. A Leave of Absence Without Pay of up to five (5) prorated days may be approved by the Child Nutrition Director. The Child Nutrition Director will consider how many employees are scheduled to be absent at the requesting employee's site when considering the request. Typically no more than two (2) employees may be scheduled to be absent in school sites who have 10 employees or more in one work day for any reason other than illness or emergency. School sites with less than 10 employees may not have

more than one (1) employee scheduled absence. Additional days may be granted without pay at the recommendation of the Child Nutrition Director and the approval of the Superintendent or his/her designee.

Section 3.06 – 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 Director of Child Nutrition is required to permit the scheduling of a substitute. An employee is also required to notify the Director of Child Nutrition or Kitchen Manager immediately upon being excused from judicial duty.

**ARTICLE IV
GROUP INSURANCE**

Section 4.01 – Eligibility

Employees Working Less than 20 Hours Per Week:

No Group Insurance is provided to Child Nutrition employees who work less than 20 hours per week.

Employees Working 20 Hours Per Week or More:

Employees scheduled to work all of the scheduled student days in session or more shall be eligible for Group Insurance Benefits.

Insurance coverage will be effective upon enrollment of the employee and acceptance by the carrier. All District participation and contribution toward benefits shall cease effective on the last working day of the month in which the Child Nutrition employee terminates employment. However, employees may be continued in the group for a period determined by COBRA legislation at the employees' own expense.

During the term of this policy, the employer will purchase the group insurance policies described in this section. It is understood and agreed that the provisions of this section 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. The effective date for employer contributions shall be January 1 of each year of this agreement.

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. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

2020-2022 Health Insurance District Contribution

	30-40 hrs/wk	25 < 30 hrs/wk	20 < 25 hrs/wk
	<u>1.0 factor</u>	<u>.6 factor</u>	<u>.5 factor</u>
<u>SINGLE</u>	Same as teachers	.60 × teachers settlement	.50 × teachers settlement

<u>FAMILY</u>	settlement Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement
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Section 4.03 - Dental Insurance

Eligible employees and their spouse and dependent children may participate in the District group dental insurance plan. The District will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be paid by the employee through payroll deduction.

2020-2022 Dental Insurance District Contribution

	30-40 hrs/wk <u>1.0 factor</u>	25 < 30 hrs/wk <u>.6 factor</u>	20 < 25 hrs/wk <u>.5 factor</u>
<u>SINGLE</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement
<u>FAMILY</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement

Section 4.04 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$35,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.05 - Income Protection

The employer shall pay the full premium for group long-term disability insurance coverage. There shall be a 60-day waiting period before disability income protection goes into effect.

Section 4.06 – Retirement

All District contributions for benefits shall cease upon retirement. Child Nutrition employees who retire after age 59 may continue participation in the District’s group health and hospitalization insurance plan until eligible for Medicare provided they pay the full cost of the premium. Participation beyond that shall be in accordance with applicable laws and regulations.

**ARTICLE V
LONGEVITY**

Section 5.01 - Longevity Appreciation

Employees working 20 hours/week or more Longevity Appreciation:

2020-2022

After 5 years:	\$1,000/yr	After 15 years:	\$1,400/yr
After 10 years:	\$1,200/yr	After 20 years:	\$1,700/yr

Employees working less than 20 hours/week Longevity Appreciation:

After 5 years: \$700/yr

Section 5.02 - Longevity Pay Schedule

The longevity amounts are on an annual basis and are to be paid in addition to the basic salary. Longevity increments will be divided equally over the total number of pay periods during the fiscal year, beginning with the first paycheck of each school year. All longevity pay will be based on the latest hiring date in cases of broken service.

**ARTICLE VI
RETIREMENT**

Section 6.01 – 403(b) Matching Plan

Each year by October 1, eligible 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) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$2,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime district contribution will be \$30,000.

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Educational Interpreters for Deaf and Hard of Hearing

JULY 1, 2020, THROUGH JUNE 30, 2022

ARTICLE I
EMPLOYMENT

Section 1.01 – Introduction

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

Section 1.02 – Basic Services

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

Section 1.03 - Duty Year

The work year shall include days on which the student being served is in attendance at school plus additional days if needed as scheduled by the supervisor.

Section 1.04 – Work Day

The Director of Special Education or other designated supervisor shall establish the work schedule based on student needs and the demands of the job. The interpreter shall not work during hours that the student(s) is/are not in attendance at school, except as approved, and shall receive pay only for hours worked.

ARTICLE II
SALARIES

Section 2.01 - Compensation

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

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

Section 2.02 – Experience Credit

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

Section 2.03: Holidays with Pay

Employees working 20 hours or more per week will be entitled to six (6) paid holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, News Year's Day, and Memorial Day.

Section 2.04: Compensation Levels

Level A: Interprets using sign language but does not meet requirements of Levels B or C.

Level B: Graduate of an approved interpreter training program or a bachelors degree in a related field but not certified by the agencies defined in Level C.

Level C: Graduate of an approved interpreter training program and certified by the National Registry of Interpreters for the Deaf, or National Association of the Deaf, or master's degree in one of the three following areas: Deaf Education, Rehabilitation for the Deaf and Hard of Hearing or Linguistics of American Sign Language.

ARTICLE III
LEAVES

Section 3.01 - Sick Leave

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

Employees shall receive 10 days of sick leave (prorated) to a maximum accumulation of 178 days.

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

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of his/her position. Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee or the employee's dependent child, or another individual as allowed by Minnesota Law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification.

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

Section 3.02 – 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.

Section 3.03 - Personal Leave

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

Section 3.04 – Religious Observance Leave

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

Section 3.05 – 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.

Section 3.06 – Superintendent’s Discretionary Leave

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

Section 3.07 – School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours.

One school day advance written notice shall be provided via the District’s substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance.

ARTICLE IV
INSURANCE

Section 4.01– Insurance Eligibility

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

Section 4.02 – District Obligation

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

Section 4.03 - Health and Hospitalization

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

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District’s agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

Section 4.04 - Dental Insurance

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

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

Section 4.05 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$35,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Long-Term Disability Insurance

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

Section 4.07 - Liability Insurance

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

Section 4.08 - Duration of Insurance Contribution

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

ARTICLE V
OTHER BENEFITS

Section 5.01 - Travel

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

Section 5.02 - Professional Improvement

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

Section 5.03 - Professional Membership Dues

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

Section 5.04: 403(b) Plan Matching

Employees working 20 hours or more per week shall be eligible for a matching contribution to a 403(b) plan.

Each year by October 1, eligible 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) plan up to \$300.00 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime District contribution shall be \$30,000.

APPENDIX A
SALARIES AND DUTY YEAR
2020-2021

Level	Duty Year	Hourly Rate
Level A	Student Days	\$20.71
Level B	Student Days	\$23.07
Level C	Student Days	\$25.49

APPENDIX B
SALARIES AND DUTY YEAR
2021-22

Level	Duty Year	Hourly Rate
Level A	Student Days	\$21.32
Level B	Student Days	\$23.75
Level C	Student Days	\$26.24

* Educational Interpreters for Deaf and Hard of Hearing compensation level descriptions can be found in Section 2.04 of this document.

District - Building Nurses

NORTHFIELD PUBLIC SCHOOLS

POLICY COVERING WAGES, HOURS AND FRINGE BENEFITS

BUILDING NURSES

July 1, 2020 through June 30, 2022

**ARTICLE I
EMPLOYMENT**

Section 1.01 – Introduction

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

Section 1.02 – Basic Services

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

Section 1.03 - Duty Year

The number of work days in a given year shall be the number of days students are in school plus five (5) additional days as scheduled by the District Nurse.

Section 1.04 – Work Day

The standard work day shall be 7.0 hours per day with the ability, at the discretion of the nurse, to work up to 8.0 hours per day.

**ARTICLE II
RATES OF PAY AND HOLIDAYS**

Section 2.01 – Hourly Wages

	<u>2020-21</u>	<u>2021-22</u>
Step 1	\$31.77	\$32.71
Step 2	\$32.74	\$33.71
Step 3	\$34.55	\$35.58
Step 4	\$35.78	\$36.84

Step placement of entering employees shall be recommended by the Human Resources Office and approved by the Board of Education. Step changes shall take effect at the beginning of the fiscal

year. 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.

Section 2.02 - Holidays with Pay

Six per year - Memorial Day, Thanksgiving Day, New Year's Day, Labor Day, Christmas Day and the Friday after Thanksgiving.

Job Sharing: For nurses that share one position, each nurse shall receive three paid holidays.

Section 2.03 - School Closing

In the event that school is closed due to an emergency, nurses shall continue to receive compensation proportionate to their work day for up to two (2) days per year. An emergency closing shall be defined as any unscheduled closing of the school. Examples might include inclement weather, energy shortage, breakdown of equipment, strike, etc. 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.

Job Sharing: For nurses that share one position, each nurse shall receive one paid snow day.

ARTICLE III LEAVES

Section 3.01 - Sick Leave

Ten (10) days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, and/or for other individuals to the extent provided by Minnesota Law. Sick leave days are cumulative to 190 days.

Job Sharing: For nurses that share one position, each nurse shall receive five (5) day per year with pay based on the standard work hours per day of 7.0 hours.

Section 3.02 - Personal Leave

Building nurses may be granted a leave at the discretion of the school district of no more than two (2) days per year, noncumulative, and with no loss in pay, the days used to be deducted from unused sick leave, for situations that arise requiring the nurse's personal attention which cannot be attended to when school is not in session. Requests for personal leave must be made using the District's substitute/leave system at least three (3) days in advance, except for emergencies.

Job Sharing: For nurses that share one position, each nurse shall receive one (1) day per year, noncumulative, and with no loss in pay, the day to be deducted from unused sick leave.

Section 3.03 - Leaves of Absence Without Pay

Nurses may apply for leaves of absence without pay at the recommendation of the building principal and approval by the Director of Human Resources.

Section 3.04 - 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.

Job Sharing: For nurses that share one position, each nurse shall receive five (5) 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 shall be deducted from unused sick days.

Section 3.05 - 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.

Section 3.06 – 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.

ARTICLE IV INSURANCE

Section 4.01 – Eligibility

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

Job Sharing: Nurses that share one position are not eligible for insurance benefits as outlined in this Article.

The employer will purchase the group insurance policies described in this section. The provisions of this section are merely descriptive of the coverage provided, and the eligibility of the nurses for benefits shall be governed by the terms of the master insurance contracts in force between the employer and the insurers providing such coverage.

Section 4.02 – District Obligation

The employer's only obligation under the policies described in this section is to make the premium payments as provided in this policy document, and no claim shall be made against the employer in the event of a denial of insurance benefits by the insurance carrier. Upon separation of employment, all district contributions toward insurance benefits shall cease effective on the last day of the month of the separation. The effective dates for changes in the employer contributions are January 1, each year.

Section 4.03 - Health and Hospitalization Insurance

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

Employees who retire after age 59 or become disabled and who have been in the employ of the Northfield School District for at least ten (10) consecutive years, may buy the group health and hospitalization insurance at the school's group rate until the employee is eligible for Medicare. Participation beyond that shall be in accordance with applicable laws and regulations. The retired or disabled employee will pay the premium for such coverage to the school district

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611

Section 4.04 - Dental Insurance

The employer will contribute the same amount toward the monthly dental insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

Section 4.05 - Life Insurance

The employer will provide group term life insurance coverage for each building nurse 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 4.06 - Income Protection

The employer will pay the full premium for coverage under the district's long-term disability insurance plan. There shall be a 60-day waiting period before disability income protection goes into effect.

**ARTICLE V
LONGEVITY**

Section 5.01 - Longevity

The stipulated longevity amounts are to be paid in addition to the basic salary schedule. Longevity increments begin July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

Completed years of Service

6 – 9 years	\$1.50/hour
10-14 years	\$1.75/hour
15-19 years	\$2.00/hour
20+ years	\$2.25/hour

**ARTICLE VI
RETIREMENT**

Section 6.01 - 403b Matching Plan

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) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$1,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime district contribution will be \$30,000.

NORTHFIELD PUBLIC SCHOOLS
POLICY COVERING THE EMPLOYMENT OF
NURSE ASSIGNED TO ST. DOMINIC'S SCHOOL

July 1, 2020 through June 30, 2022

In keeping with State Laws, the Northfield District shall provide health services to students of St. Dominic's School. The following guidelines will be observed in the delivery of such services:

The individual assigned to the school shall be considered an employee of the Northfield District and shall be under the supervision of the District's licensed school nurse. The District nurse shall be responsible for administering the budget accounts associated with this position including supplies, travel and funds allocated for additional clerical services. The District nurse shall also be responsible for assuring that the services provided to students at St. Dominic's School are similar to those provided to students in other schools of the District.

Wages

2020-2021: \$31.77 per hour

2021-2022: \$32.71 per hour

Hours

The person employed in this position shall be authorized to work an equivalent to seven (7) hours per week. The work year shall correspond to those weeks that school is in session.

The Director of Finance shall be responsible for submitting all reports regarding this program to the State Department of Education.

Recruiting, screening and selection of applicants for this position shall be the responsibility of the School District. Selection shall be made by the Superintendent's designee after receiving recommendations from the District school nurse and the Principal of St. Dominic's School.

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**DECLARATION OF COVENANTS AND AGREEMENT
FOR MAINTENANCE OF STORMWATER FACILITIES**

This Declaration and Agreement (the “Agreement”) is made by and between Independent School District #659, a public corporation under the laws of the State of Minnesota (the “Owner” or “Responsible Party”), and the City of Northfield, a Minnesota municipal corporation (the “City”); (collectively the “parties”).

RECITALS:

WHEREAS, the Owner is the fee owner of certain real property located in the City of Northfield, Rice County, Minnesota, legally described as follows:

See Exhibit A attached hereto and incorporated herein by reference (the “Property”); and

WHEREAS, the City Development Review Committee (“DRC”) approved a site plan for improvements for a new Elementary School and associated improvements including roadway/driveway, sanitary sewer, storm sewer, water, storm water management facilities, sidewalk and trails, grading and erosion control facilities and other private improvements (the “project”) upon the Property; and

WHEREAS, all construction and site improvements for the project must be in conformance with the approved site plan (the “Site Plan”) and in conformance with City Code; and

WHEREAS, the Owner plans to install, operate, repair and maintain a storm water pond system and related appurtenances including a filtration area (the “Facilities”) on a portion of the Property for future use and benefit of the project; and

WHEREAS, the Facilities on the Property were designed by Wold Architects and Engineers, in accordance with the requirements of City Code, Chapter 22, Division 2, Stormwater Management; and

WHEREAS, the Owner shall install, operate, repair and maintain the Facilities pursuant to City Code and in accordance with those approved plans and specifications, including but not limited to the following plans, attached hereto as Exhibits and incorporated herein by reference, hereinafter collectively referred to as the "specifications":

- Exhibit B Signage, Striping, and, Fencing Plan (C1.33, C1.34)
 - Exhibit C Grading & Drainage Plan (C1.41, C1.42)
 - Exhibit D Utility Plan (C1.51, C1.52)
 - Exhibit E Erosion and Sediment Control Plan - SWPPP (C1.61, C1.62)
 - Exhibit F Existing & Proposed Drainage Maps (C1.63)
 - Exhibit G Landscape Plan (L1.11, L1.12)
 - Exhibit H Site Details (C2.11, C2.12, C2.13, C2.14)
 - Exhibit I Stormwater Maintenance Plan
- ; and

WHEREAS, in order to provide stormwater management and control, to meet the City's stormwater permitting requirements, and to promote the water quality and volume control to the City's stormwater system and water bodies, including but not limited to the Cannon River, the Owner and the City agree that it is reasonable for the City to require the Owner and all subsequent owners of the Property to inspect, operate, repair, maintain and replace, at the Owner's cost and expense, the Facilities on a regular basis to ensure that the Facilities function as intended in compliance with the specifications, applicable law, stormwater permitting requirements, and this Agreement; and

WHEREAS, pursuant to City Code, the Owner and the City desire to set forth, in this recordable instrument, their agreement to establish covenants and declarations upon the Property for the installation of and ongoing operation, repair, maintenance and replacement of the Facilities on the Property by the Owner and the Owner's successors and assigns at the Owner's and the Owner's successors' and assigns' cost and expense.

NOW, THEREFORE, in consideration of the foregoing facts and circumstances, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Installation, Construction and Maintenance.

- a. Construction and Installation Requirements. The Owner shall construct and install the Facilities in accordance with the Site Plan, the approved specifications and this Agreement, at the Owner's sole cost and expense.
- b. Maintenance Obligation. The Owner shall operate, maintain, repair and replace, as applicable, the Facilities in accordance with the Site Plan, the approved specifications, this Agreement, and applicable law and City Code, as amended, at the Owner's sole cost and expense.

- c. Snow and Leaves Removal and Prohibited Storage. The Owner shall sweep clean the private streets, driveways, parking area and walkways on the Property in April or May and October or November each year to remove from the Property all sand and salt deposited on the private streets, driveways, parking area and walkways. The Owner shall also remove all tree leaves from the Property after they fall to the ground in October or November each year.
- d. Personal Property or Debris Storage Prohibited. The Owner shall not deposit or store any personal property or debris, litter, or other objects within the Facilities or in any manner that will otherwise interfere with the proper operation and maintenance of the Facilities, and the Owner shall keep the Facilities free of any debris, leaves, litter, or other objects.
- e. Maintenance of Vegetation. As applicable, the Owner shall maintain and, when necessary, replace approved plants and vegetation set forth in the specifications. Notwithstanding normal plant maintenance, such as pruning, dividing or thinning vegetation, the Owner shall seek approval from the City before altering the plants used as part of or in relation to the Facilities. The Owner shall not use any chemicals within the Facilities unless first approved by the City and only when necessary for the protection of the Facilities or vegetation associated therewith. The Owner shall repair any erosion within or surrounding the Facilities. The Owner shall conduct monthly inspections of the Facilities during the growing season, at the Owner's sole cost and expense, to ensure the Facilities and associated vegetation are maintained in compliance with the specifications, this Agreement, and applicable law and City Code, as amended. If necessary, the Owner shall repair the Facilities if not in conformance with the standards set forth herein. Repairing landscape and vegetation to maintain a healthy plant community associated with the Facilities may include replacement of dead or diseased plants, vegetation or mulch and removal of noxious weeds, litter or other debris.
- f. Maintenance Costs. The Owner shall incur and pay all costs associated with operating, maintaining, repairing and replacing the Facilities on the Property.

2. Inspections.

- a. Annual Inspections. The Facilities shall be inspected annually by a Qualified Person selected by the Owner to determine whether or not the same are functioning in accordance with the specifications, this Agreement, and applicable law and City Code, as amended. As used in this Agreement, the term "Qualified Person" shall mean a professional engineer licensed by the State of Minnesota, or a person approved by the City Engineer based on training and experience. The Owner's responsibilities under this Section shall be at the Owner's sole cost and expense. If, as a result of the inspection, the Facilities or any portion thereof are determined not to be functioning in accordance with the specifications, this Agreement, and applicable law and City Code, as amended, the Owner shall restore/repair/replace,

as necessary and required by the City Engineer, the Facilities to function as specified herein. Upon request from the Owner, the City Engineer may establish an inspection schedule permitting such inspections to be performed less frequently than annually, but the City Engineer may reinstate the annual inspection schedule at any time by notice to the Owner in the City Engineer's sole judgment and discretion.

- b. City Notification of Inspection. The City shall be notified at least 48 hours prior to the annual inspections or any repair, maintenance or replacement of the Facilities and, at the sole cost of the City, a representative of the City may observe any inspection, repair, maintenance or replacement.
- c. City Right of Entry and Independent Inspection. Pursuant to City Code, Section 22-306, which is incorporated herein by reference as amended, the City shall have right of entry onto the Property to inspect the Facilities at any time, but the City shall use reasonable efforts to notify the Owner of its intent to enter the Property to inspect. The City shall have the right to enter the Property when the City has a reasonable basis to believe that a violation of the specifications, this Agreement, or applicable law and City Code, as amended, is occurring or has occurred and to enter upon the Property when necessary, in the City Engineer's sole judgment and discretion, for abatement of a public nuisance or correction and enforcement of a violation of City Code or this Agreement. The City shall not be subject to or liable for any claims of trespass by the Owner in exercising its rights under this Agreement.
- d. Inspection and Maintenance Report. The Owner shall submit a report to the City, no later than two (2) weeks after any annual inspection or maintenance of the Facilities, providing the following information:
 - i. Date and time of inspection;
 - ii. Log of findings;
 - iii. Date and time of maintenance; and
 - iv. Log of maintenance performed.

3. Remediation and Waiver of Rights.

- a. Remediation Plan. If the City Engineer determines that the Facilities do not conform to the Site Plan, the approved specifications, this Agreement, or applicable law and City Code, as amended, the City Engineer shall notify the Owner of the deficiency in writing. The Owner shall submit a proposed remediation plan and schedule to the City Engineer within thirty (30) days after receipt of such notice from the City. If the proposed remediation plan and schedule are not acceptable to the City Engineer, the City Engineer shall notify the Owner of the deficiency, and the Owner shall submit a revised plan to the City Engineer within fourteen (14) days after receipt of such notice. If the City Engineer approves the proposed

remediation plan and schedule, the Owner shall perform the remediation in compliance therewith at the Owner's sole cost and expense.

- b. Failure to Repair. If the Owner fails to submit a proposed remediation plan and schedule to the City Engineer as prescribed above, or fails to implement a City Engineer approved remediation plan to bring the Facilities into compliance with the specifications, this Agreement, or applicable law and City Code, as amended, then at the sole cost and expense of the Owner, the City shall have the right, but no obligation, to prepare a remediation plan for the Facilities, enter upon the Property and complete all work necessary to correct the Facilities so as to bring the Facilities into compliance.
 - c. Reimbursement to the City. The Owner shall reimburse the City within thirty (30) days after receipt of an invoice from the City for any and all costs incurred by the City in connection with preparing a remediation plan for the Facilities and all work completed by the City to bring the Facilities back into compliance.
 - d. Waiver of Rights and Certification. If the Owner does not timely reimburse the City, the City may recover its costs by levying a special assessment against the Property certifying the same to the Rice County Auditor for collection in the same manner as property taxes upon the Property. The Owner, on behalf of itself and its successors and assigns, hereby acknowledges the benefit of such inspection/maintenance/repair/replacement of the Facilities to the Property and hereby expressly waives any rights to hearings, notice of hearings, objections or appeal relating to the levying of any City assessments, the right to contest the City levied assessments under Minnesota Statutes § 429.081 or the certification of such levied assessments to the Rice County Auditor for collection with property taxes upon the Property.
 - e. Right of Entry. The City shall have the right to enter the Property to implement the terms of this Paragraph 3 and enforce City Code, including but not limited to Chapter 22. The City shall not be subject to or liable for any claims of trespass by the Owner. City Code, Section 22-308 is incorporated herein by reference, as amended.
4. Standards for Performance. Any act of construction, installation, operation, maintenance, repair or replacement to be performed under this Agreement shall be performed in a good and workmanlike manner pursuant to sound engineering practices and in compliance with all applicable governmental requirements, City Code, the Site Plan, the approved specifications, and applicable law and rules.
 5. Amendment, Release or Termination. Notwithstanding anything herein to the contrary, no amendment, release or termination of any of the provisions of this Agreement shall be effective or may be filed of record unless the City consents to the amendment, release or termination. Such consent must be evidenced by a resolution duly approved by the City Council, or successor body. The Owner, on behalf of itself and its successors and assigns, expressly acknowledges and agrees that the City has no obligation whatsoever to approve

or act upon any proposed amendment, release or termination, and may withhold or delay consent for any reason or no reason whatsoever, or may condition consent upon such terms as the City deems desirable, it being the City's absolute right and prerogative to insist that the terms of this Agreement remain in effect and unaltered and to permit amendment, release or termination only at such times and under such circumstances, if any, as the City deems desirable in the exercise of its sole judgment and discretion. The Owner, on behalf of itself and its successors and assigns, further agrees and covenants, consistent with this acknowledgment, not to institute any legal proceedings against the City on the grounds that the City failed to respond appropriately to a proposed amendment, release or termination, and to indemnify the City against any expense, including litigation costs, which the City incurs as a result of any violation by that party of this covenant. The City may, at any time, give up the right to approval granted hereunder, said action to be evidenced by City Council resolution. Notwithstanding anything herein to the contrary, the Property shall not be deemed dedicated to the public or otherwise public land. The City shall have no obligation and no right, other than as provided in this Agreement or under the ordinances, statutes and other laws under which the City operates, to maintain or administer Property.

6. Duration. This Agreement shall constitute a covenant running with the land and shall be binding upon and inure to the benefit of the parties, and any and all of their successors and assigns.
7. Authority. The Owner covenants with the City that they are the fee owners of the Property as described above and have good right to create the covenants contained herein.
8. Attorney's Fees. If any action at law or in equity shall be brought by the City on account of any breach of this Agreement by the Owner, the City shall be entitled to recover from the Owner reasonable attorney's fees, the amount of which shall be fixed by the Court and shall be made a part of any judgment or decree rendered.
9. General Terms.
 - a. **RECITALS**. The recitals to this Agreement are made a part hereof and incorporated herein by reference.
 - b. **VOLUNTARY AND KNOWING ACTION**. The parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
 - c. **AUTHORIZED SIGNATORIES**. The parties each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.

- d. NOTICES. All communications, demands, notices, or objections permitted or required to be given or served under this Agreement shall be in writing and shall be deemed to have been duly given or served if delivered in person to the other party or its authorized agent or if deposited in the United States mail, postage prepaid, for mailing by certified or registered mail, and addressed to the other party to this Agreement, to the address set forth in this Agreement, or if to a party not a party to this Agreement, to the address designated by a party to this Agreement in the foregoing manner. Any party may change its address by giving notice in writing, stating its new address, to any other party as provided in the foregoing manner. Commencing on the 10th day after the giving of such notice, such newly designated address shall be such address for the purpose of all communications, demands, notices, or objections permitted or required to be given or served under this Agreement.
- e. NOT PARTNERSHIP, JOINT VENTURE, OR FIDUCIARY RELATIONSHIP CREATED HEREBY. Nothing contained in this Agreement shall be interpreted as creating a partnership, joint venture, or relationship of principal and agent between the City and the Owner.
- f. CUMULATIVE RIGHTS. Except as otherwise expressly stated herein, no right or remedy herein conferred on or reserved to the City is intended to be exclusive of any other right or remedy hereby provided by law, but each shall be cumulative in, and in addition to, every other right or remedy given herein or hereafter existing at law, in equity, or by statute.
- g. COMPLIANCE WITH LAWS. Owner shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the Facilities, improvements, personal property, programs and staff for which the Owner is responsible.
- h. GOVERNING LAW. This Agreement shall be deemed to have been made and accepted in Rice County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles.
- i. DATA PRACTICES. The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 et seq.
- j. NO WAIVER. Any party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving party.

- k. SEVERABILITY. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.
- l. HEADINGS AND CAPTIONS. Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.
- m. SURVIVABILITY. All covenants, indemnities, guarantees, releases, representations and warranties by any party or parties, and any undischarged obligations of City and Owner arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration.
- n. RECORDING. This Agreement shall bind the heirs, executors, administrators, assigns and successors of the parties. This Agreement shall be recorded by the City at the expense of the Owner within 30 days of full execution hereof.

IN WITNESS WHEREOF, the parties hereto have hereunto executed this document on the latest date affixed to the signatures hereto.

INDEPENDENT SCHOOL DISTRICT #659

By: _____
Julie Pritchard, Its Chairperson

Date: _____

By: _____
Noel Stratmoen, Its Clerk

Date: _____

COUNTY OF _____)
) ss.
STATE OF MINNESOTA)

The foregoing instrument was acknowledged before me, a notary public in and for the above named County and State, on _____, 2020, by Julie Pritchard and Noel Stratmoen, respectively the Chairperson and Clerk, on behalf of Independent School District #659, a public corporation under the laws of the State of Minnesota.

Notary Public

CITY OF NORTHFIELD

By: _____
Rhonda Pownell, Its Mayor

Date: _____

By: _____
Deb Little, Its City Clerk

Date: _____

COUNTY OF RICE)
) ss.
STATE OF MINNESOTA)

The foregoing instrument was acknowledged before me, a notary public in and for the above named County and State, on _____, 2020, by Rhonda Pownell and Deb Little, respectively the Mayor and City Clerk, on behalf of the City of Northfield, a municipal corporation under the laws of the State of Minnesota.

Notary Public

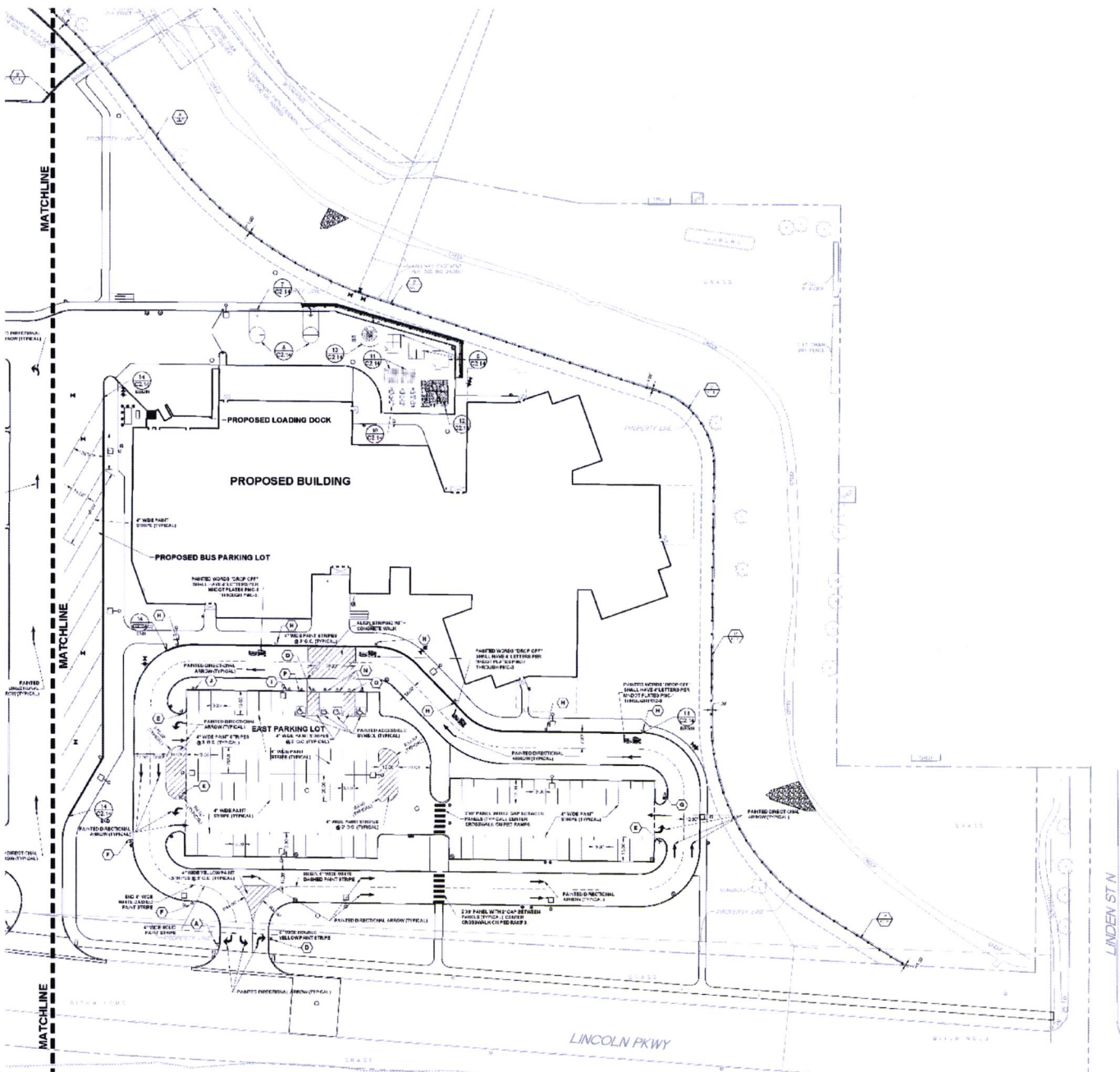
THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103-2122
651-225-8840

EXHIBIT A

Legal Description of Property

Lot 1 Block 3 of GREENVALE SCHOOL PLAT, according to the recorded plat thereof, Rice County, Minnesota.



NOTES:
 1. REFER TO SHEET C-1.1, GRADING AND DRAINAGE PLAN WEST, FOR GENERAL NOTES.
 2. REFER TO SHEET C-1.2, SIGNAGE STRIPES AND FENCING PLAN WEST, FOR NOTES.

- LEGEND**
- REFERENCE KEY TO SITE DETAILS
DETAIL ID NUMBER (TOP)
DETAIL SHEET NUMBER (BOTTOM)
 - PROPOSED RETAINING WALL
 - PROPOSED CHAIN LINK FENCING
 - PROPOSED CHAIN LINK FENCING WITH MAINTENANCE STRIP
 - FENCING KEY NOTE
 - PROPOSED TRAFFIC CONTROL SIGN
 - SIGNAGE KEY NOTE
 - PROPOSED BOLLARD - REFER TO ARCHITECTURAL PLANS
 - PAINTED ACCESSIBLE SYMBOL
 - PROPOSED MANHOLE COVER
 - PROPOSED CATCH BASIN COVER
 - PROPOSED FLARED & NO SWACTER PANEL
 - PROPOSED HYDRANT (HYD)
 - PROPOSED GATE VALVE (GV)
 - PROPOSED POST INDICATOR VALVE (PIV)
 - PROPOSED FLAGPOLE - REFER TO ARCHITECTURAL PLANS
 - PROPOSED BUILDING SIGN - REFER TO ARCHITECTURAL PLANS
 - PROPOSED LIGHT POLE - REFER TO ELECTRICAL PLANS
 - PROPERTY LINE

- FENCING KEY NOTES**
- 6' HIGH BLACK VINYL COATED CHAIN LINK FENCE WITH TOP AND BOTTOM RAIL
 - 12' WIDE, 8' HIGH DOUBLE SWING GATE WITH LOCKING DEVICE

- SIGNAGE KEY NOTES**
- SIGNATURE R1-1 (36"X36")
 - SIGNATURE R2-1 (36"X36")
 - SIGNATURE R3-1 (36"X36")
 - SIGNATURE R3-2 (24"X36")
 - SIGNATURE R3-3 (36"X36")
 - SIGNATURE R3-3AA (36"X36")
 - SIGNATURE R3-3AA (36"X36")
 - SIGNATURE R4-1 (12"X18")
 - SIGNATURE R4-2 (12"X18")
 - SIGNATURE R4-3 (12"X18")
 - SIGNATURE W11-2 (12"X18")
 - ACCESSIBLE PARKING SIGN IN BREAKAWAY BASE
 - ACCESSIBLE SIGN IN BOLLARD
 - ACCESSIBLE PARKING SIGN IN GRASS

SITE STATISTICS:
 PROPOSED PARKING COUNTS TO TOTAL CAR STALLS:
 WEST PARKING LOT = 52 STALLS
 MIDDLE PARKING LOT = 63 STALLS
 EAST PARKING LOT = 30 STALLS
 ACCESSIBLE PARKING STALL REQUIREMENTS = 10 STALLS
 ACCESSIBLE PARKING STALLS PROVIDED = 10 STALLS

NEW GREENVALE PARK ELEMENTARY SCHOOL
 500 Lincoln Parkway
 Northfield, MN 55057

INDEPENDENT SCHOOL DISTRICT #659
 1400 Division Street South
 Northfield, MN 55057



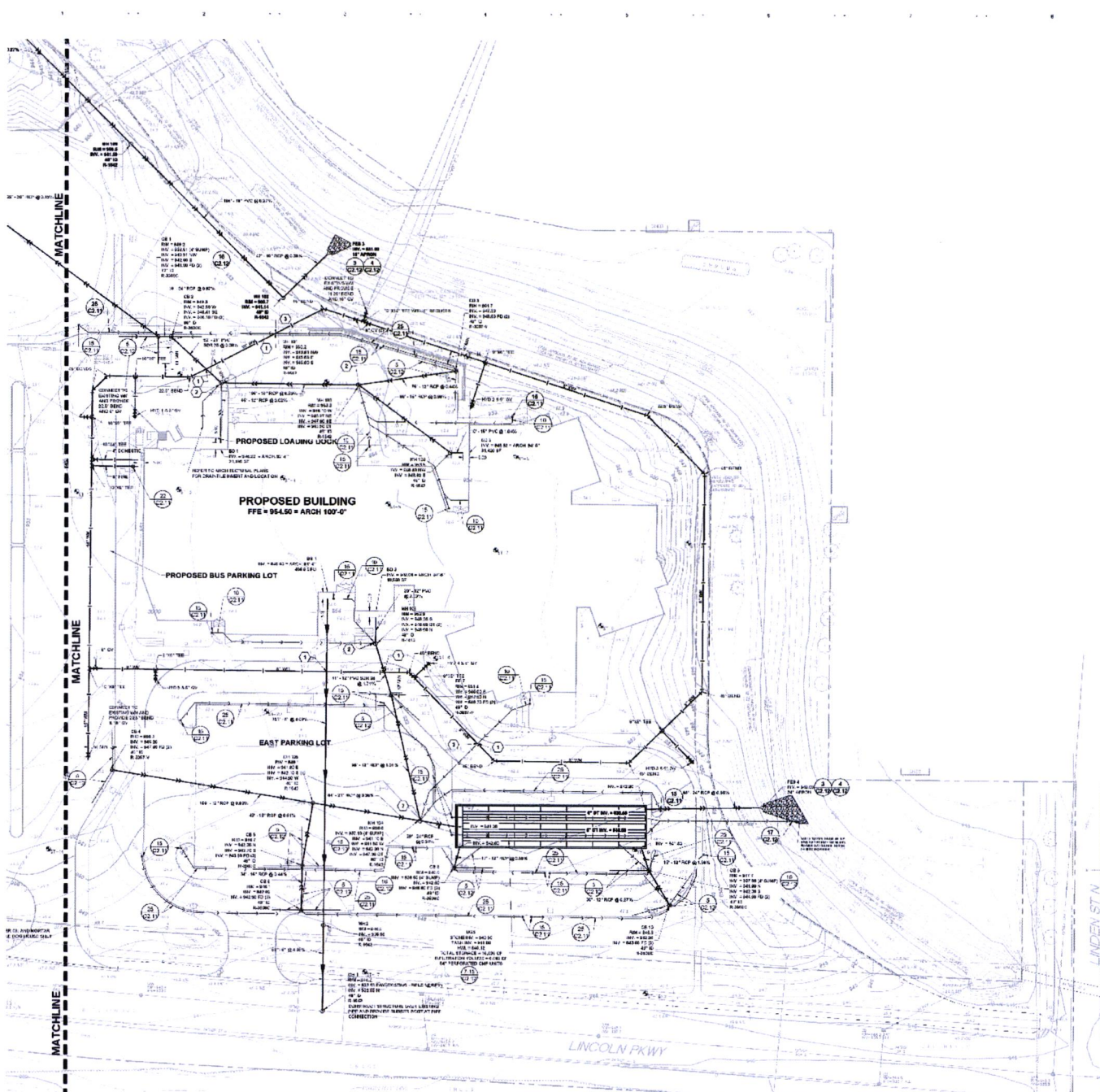
WOLD ARCHITECTS AND ENGINEERS
 332 Edwards Lane, Suite 202
 Northfield, MN 55057



PROFESSIONAL ENGINEER
 DAVID A. REY
 License No. 00189

NO.	DATE	REVISION

SIGNAGE, STRIPING, AND FENCING PLAN EAST



- NOTES**
- REFER TO SHEET C1.1, GRADING AND DRAINAGE PLAN WEST, FOR GENERAL NOTES.
 - REFER TO SHEET C1.1, UTILITY PLAN WEST, FOR NOTES.
- LEGEND**
- SPOT ELEVATION (DETAILS TO BE SHOWN IN OTHER SHEETS)
 - EXISTING CONTOUR
 - PROPOSED CONTOUR
 - PROPOSED SPOT ELEVATION (SEE MATCHING SHEET)
 - PROPOSED GRADING LIMITS
 - PROPOSED SANITARY SEWER
 - PROPOSED STORM SEWER
 - PROPOSED WATER MAIN
 - PROPOSED MANHOLE / RING OR DRAIN
 - PROPOSED CATCH BASIN / CATCHMENT
 - PROPOSED FLARED END SECTION (FES)
 - PROPOSED UNDERGROUND STORAGE TANK (UST)
 - PROPOSED HYDRANT (HYD)
 - PROPOSED GATE VALVE (GV)
 - PROPOSED POST INDICATOR VALVE (PIV)
 - PROVIDE MINIMUM 10' VERTICAL CLEARANCE AT CROSSING - PROVIDE VERTICAL CURVE IN WATERWAY AS REQUIRED TO ACCOMPLISH CLEARANCE OVER WATERWAY PIPE ON CROSSING.
 - CONNECT DRAIN TILE FROM BUILDING AREA TO CATCH BASIN AND PROVIDE BACKFLOW VALVE.
 - GRAVEL TILE SHALL BE SOLID PVC AT WATERWAY CROSSING (OTHERWISE IN EACH DIRECTION).
 - PROPOSED BUILDING STOOP - REFER TO ARCHITECTURAL PLAN
 - PROPERTY LINE

**NEW GREENVALE PARK
ELEMENTARY
SCHOOL**
500 Lincoln Parkway
Northfield, MN 55057

**INDEPENDENT SCHOOL
DISTRICT #659**
1400 Division Street South
Northfield, MN 55057



**WOLD ARCHITECTS
AND ENGINEERS**
333 Minnesota Street, Suite 202A
Northfield, MN 55057
Phone: (507) 337-7777

**ASSOCIATED ARCHITECTS
AND ENGINEERS**
AJA
333 Minnesota Street, Suite 202A
Northfield, MN 55057
Phone: (507) 337-7777

Knutson Construction

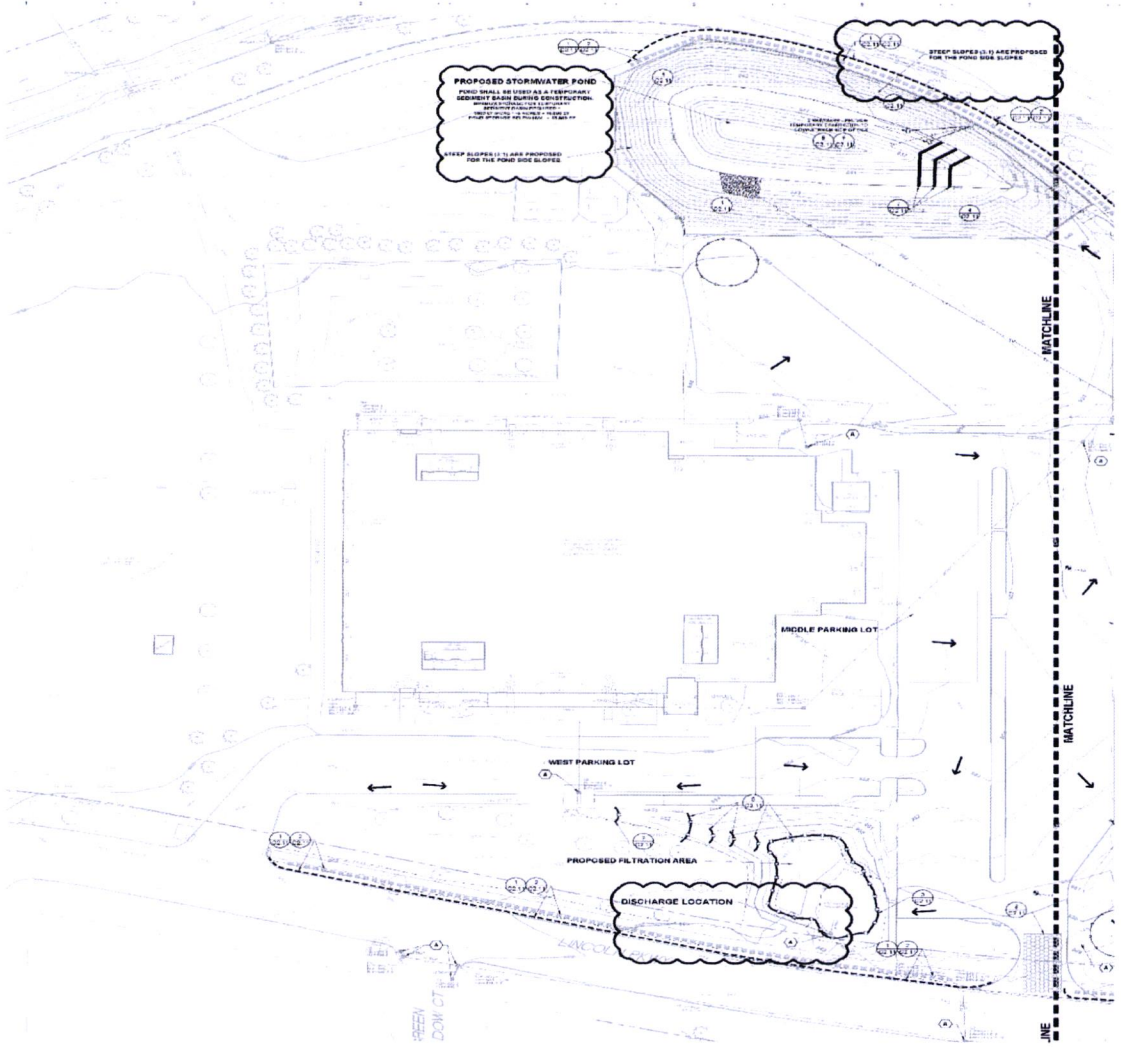
DATE: 7/20/10
 DRAWN BY: JMB
 CHECKED BY: DAB

NO.	DATE	BY	REVISION
1	7/20/10	JMB	ISSUE FOR PERMIT
2	7/20/10	JMB	ISSUE FOR PERMIT

**UTILITY PLAN
EAST**

EXHIBIT E

Erosion and Sediment Control Plan SWPPP (C1.61 & C1.62)



- NOTES**
- REFER TO SHEET C1.61 GRADING AND DRAINAGE PLAN FIRST FOR GENERAL NOTES.
 - REFER TO SHEET C1.62 GRADING AND SEDIMENT CONTROL PLAN (SWPPP) EAST FOR EROSION AND SEDIMENT CONTROL REQUIREMENTS. REFER TO SHEET C1.63 FOR CONSTRUCTION SEQUENCING AND EROSION CONTROL REQUIREMENTS.
 - MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAR FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT ADJACENT STREETS FROM SPILLAGE AND A RESULT OF CONSTRUCTION RELATED OPERATIONS AND DEBRIS.
 - MAINTAIN EROSION CONTROL DURING GRADING OPERATIONS.
 - ALL EROSION CONTROL METHODS SHALL COMPLY WITH MNPCA AND OTHER LOCAL REGULATIONS.
 - IF EROSION AND SEDIMENT CONTROL MEASURES TAKEN ARE NOT ADEQUATE AND RESULT IN EXCESSIVE EROSION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING UP EXCESSIVE STORM DEBRIS AS NECESSARY, INCLUDING ASSOCIATED RESTORATION.
 - INLET PROTECTION DEVICE SHALL BE PROVIDED AT SEWER SEWER INLETS.
 - PRIOR TO CONSTRUCTION, SENSITIVE TURF AND VEGETATED AREAS NOT TO BE DISTURBED. ONLY EXPOSED SURFACE FOR CONSTRUCTION TRAFFIC. EQUIPMENT OR MATERIALS SHALL BE PERMITTED TO UTILIZE. ALL DEBRIS OR OTHER MATERIALS SHALL BE REMOVED AND NOT BE ALLOWED TO ACCUMULATE. CONSTRUCTION AND DEBRIS SHALL BE STORED IN AREAS DESIGNATED BY THE CONTRACTOR TO COMPLY WITH MN CONSTRUCTION STORAGE GENERAL PERMIT.

- LEGEND**
- REFERENCE KEY TO SITE DETAILS
 - DETAIL SILENT TRIMMER SECTION
 - EXISTING CONTOUR
 - PROPOSED CONTOUR
 - PROPOSED DRAINAGE LIMITS
 - PROPOSED STORM SEWER
 - PROPOSED MANHOLE (18")
 - PROPOSED CATCH BASIN (18")
 - PROPOSED PAVING AND SIDEWALKS
 - PROPOSED UNDERGROUND STORAGE UNIT
 - PROPOSED SILT FENCE
 - PROPOSED SEDIMENT CONTROL SILT FENCE
 - PROPOSED ROCK CONSTRUCTION SILT FENCE
 - PROPOSED EROSION CONTROL BLANKET
 - PROPOSED TEMPORARY DIVERSION SYSTEM
 - POSSIBLE STOCKPILE LOCATION WITH BERM FOR SEDIMENT CONTROL
 - INLET PROTECTION DEVICE AT SEWER INLET
 - PROPOSED DRAINAGE STRUCTURE - REFER TO ARCHITECTURAL PLAN
 - PROPERTY LINE

APPROXIMATE EROSION AND SEDIMENT CONTROL DEVICE QUANTITIES

SEDIMENT CONTROL LOG - 400 LF
 ROCK CONSTRUCTION STRIPPER - 140 LF
 EROSION CONTROL BLANKET - 2,700 SF
 INLET PROTECTION DEVICE AT SEWER INLET - 22

NEW GREENVALE PARK ELEMENTARY SCHOOL
 500 Lincoln Parkway
 Northville, MN 55007

INDEPENDENT SCHOOL DISTRICT #659
 1100 Exchange Street South
 Northville, MN 55007



WOLD ARCHITECTS AND ENGINEERS
 110 Exchange Street South
 Northville, MN 55007
 Phone: 612.277.7171



Knutson Construction

Professional Engineer stamp for **David J. Wold**, License No. 21887, State of Minnesota. The stamp includes a signature and the date 03/11/2021.

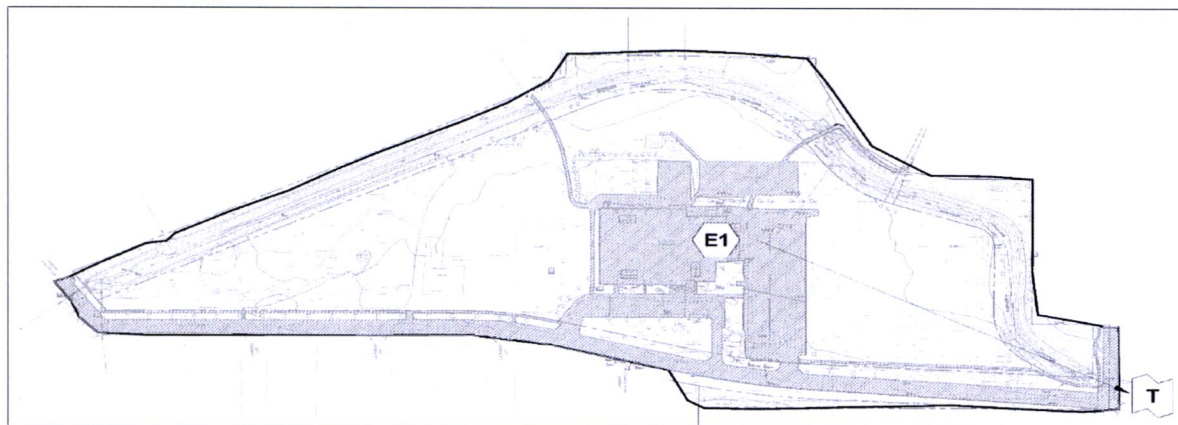
C1.61 12.000
 Date: 03/11/2021
 Project: SWPPP
 Drawn: JWB

EROSION AND SEDIMENT CONTROL PLAN (SWPPP) WEST

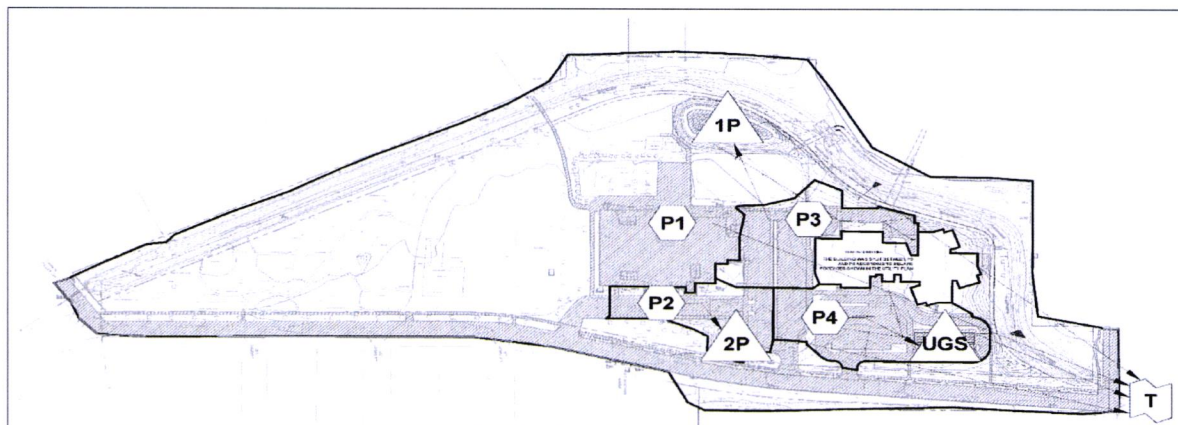
Scale: 1" = 30'
C1.61

EXHIBIT F

**Existing and Proposed
Drainage Maps (C1.63)**



1
EXISTING DRAINAGE MAP



2
PROPOSED DRAINAGE MAP

NEW GREENVALE
PARK
ELEMENTARY
SCHOOL
800 Lincoln Parkway
Newtown, MD 20852

INDEPENDENT SCHOOL
DISTRICT #659
1400 Cheshire Road, Suite 200
Newtown, MD 20852



WOLD ARCHITECTS
AND ENGINEERS
1100 New York Ave., Suite 200
Newtown, MD 20852



APPROVED DRAWING

D. Smith

DATE	DESCRIPTION
03/11	03/11

Scale: 1" = 100'

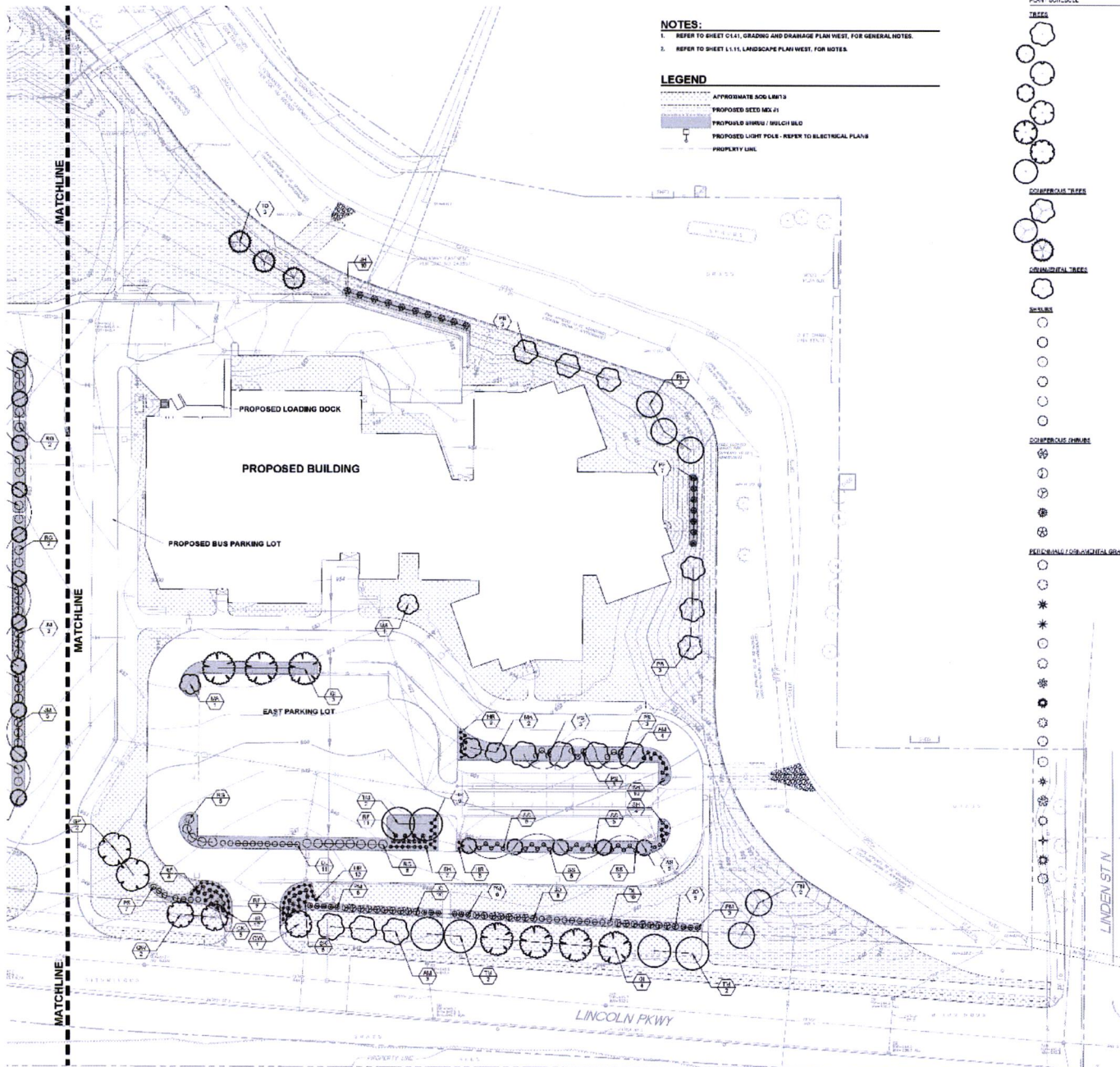
North Arrow

EXISTING AND
PROPOSED
DRAINAGE MAPS
(SWPPP)

C1.63

MN

C



NOTES:
 1. REFER TO SHEET CL-1, GRADING AND DRAINAGE PLAN WEST, FOR GENERAL NOTES.
 2. REFER TO SHEET L-1, LANDSCAPE PLAN WEST, FOR NOTES.

LEGEND

- APPROXIMATE SOG LIMITS
- PROPOSED SEED MIX (1)
- PROPOSED SIMULI / MULCH BLEND
- PROPOSED LIGHT POLES - REFER TO ELECTRICAL PLANS
- PROPERTY LINE

PLANT	CODE	SCIENTIFIC COMMON NAME	QTY	DATE	SIZE	HTY
TREES						
AM	AM	American Elm / Ulmus americana	500	2 1/2"	7'	7
AR	AR	Red maple / Acer rubrum	500	2"	11'	11
CO	CO	White oak / Quercus alba	500	2 1/2"	2'	2
CP	CP	White pine / Pinus strobus	500	2"	5'	5
CI	CI	White pine / Pinus strobus	500	2"	7'	7
CR	CR	White pine / Pinus strobus	500	2 1/2"	7'	7
CV	CV	White pine / Pinus strobus	500	2 1/2"	3'	3
IM	IM	White pine / Pinus strobus	500	2 1/2"	5'	5
COMPENSATION TREES						
PS	PS	White pine / Pinus strobus	500	0 11"	5'	5
PI	PI	White pine / Pinus strobus	500	0 11"	5'	5
PU	PU	White pine / Pinus strobus	500	0 11"	3'	3
ORNAMENTAL TREES						
AM	AM	American Elm / Ulmus americana	500	1 1/2"	4'	4
SHRUBS						
AL12	AL12	Amelanchier / Ostrya	40		8'	8
CH	CH	Chamaecyparis / Juniper	40		8'	8
CR	CR	Crataegus / Hawthorn	40		2'	2
FR	FR	Fraxinus / Ash	40		10'	10
GA	GA	Gaultheria / Wintergreen	40		2'	2
IB	IB	Ironwood / Ostrya	40		26'	26
IS	IS	Ironwood / Ostrya	40		20'	20
COMPENSATION SHRUBS						
AL	AL	Amelanchier / Ostrya	40		12'	12
AL	AL	Amelanchier / Ostrya	40		20'	20
FR	FR	Fraxinus / Ash	40		7'	7
PI	PI	Pinus / Pine	40		14'	14
FERTILIZER / ORGANIC PRODUCTS						
AM	AM	American Elm / Ulmus americana	40		11'	11
CR	CR	Crataegus / Hawthorn	40		13'	13
CV	CV	White pine / Pinus strobus	40		8'	8
FR	FR	Fraxinus / Ash	40		13'	13
GA	GA	Gaultheria / Wintergreen	40		11'	11
IB	IB	Ironwood / Ostrya	40		40'	40
IS	IS	Ironwood / Ostrya	40		9'	9
IS	IS	Ironwood / Ostrya	40		12'	12
IS	IS	Ironwood / Ostrya	40		9'	9
IS	IS	Ironwood / Ostrya	40		8'	8
IS	IS	Ironwood / Ostrya	40		11'	11
IS	IS	Ironwood / Ostrya	40		20'	20
IS	IS	Ironwood / Ostrya	40		9'	9
IS	IS	Ironwood / Ostrya	40		23'	23
IS	IS	Ironwood / Ostrya	40		15'	15
IS	IS	Ironwood / Ostrya	40		13'	13

NEW GREENVALE PARK ELEMENTARY SCHOOL
 500 Lincoln Parkway
 Northfield, MN 55057

INDEPENDENT SCHOOL DISTRICT #659
 1400 Division Street South
 Northfield, MN 55057



WOLD ARCHITECTS AND ENGINEERS
 332 Main Street, Suite 900
 Saint Paul, MN 55102
 Telephone: 612.227.7773



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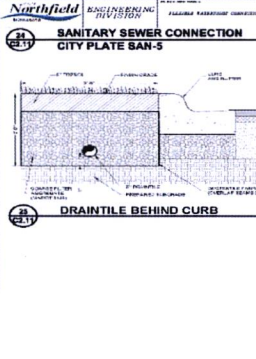
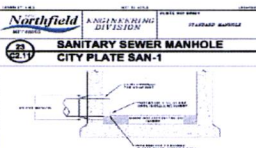
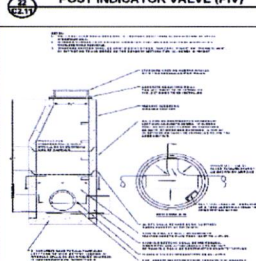
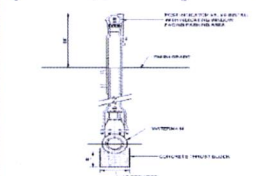
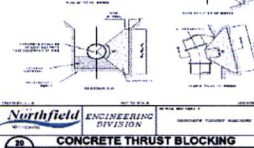
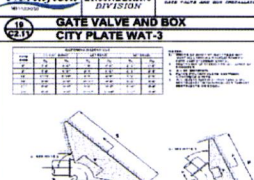
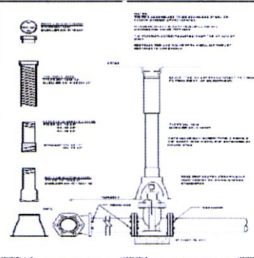
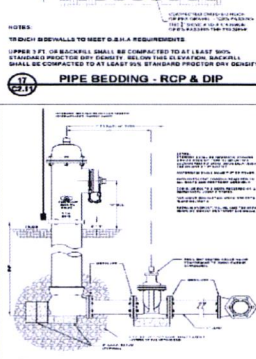
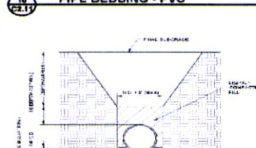
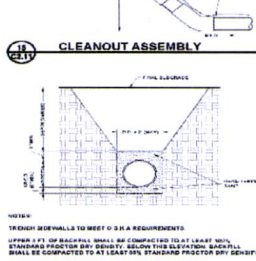
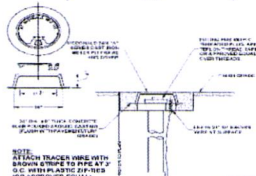
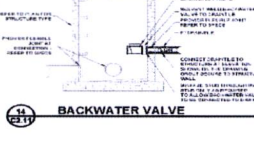
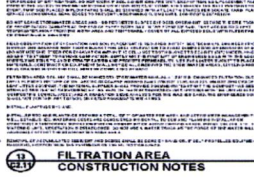
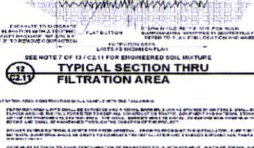
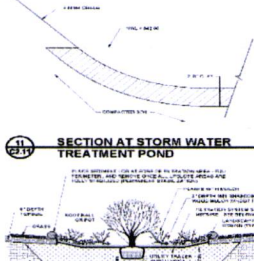
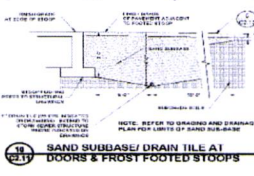
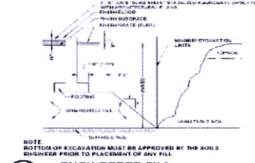
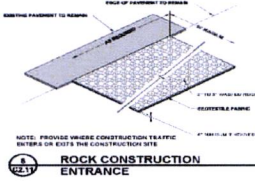
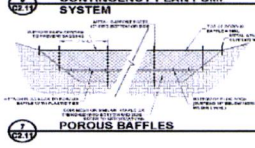
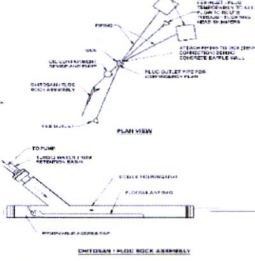
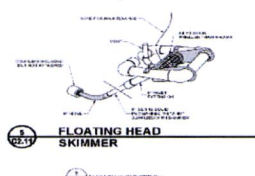
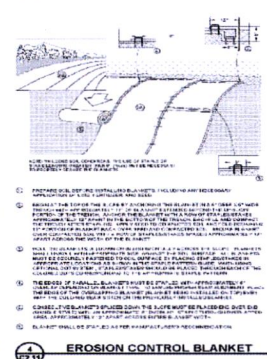
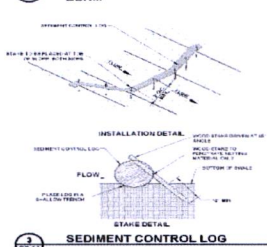
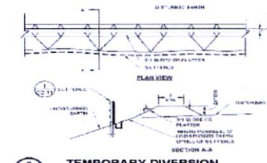
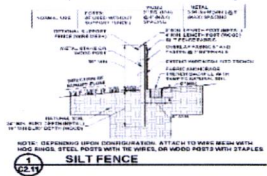
LAURA S. WOLD
 PROJECT MANAGER
 DATE: 05/20/2018
 DRAWN BY: DAN
 CHECKED BY: DAN

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	05/20/18
2	ISSUED FOR CONSTRUCTION	05/20/18
3	ISSUED FOR AS-BUILT	05/20/18

LANDSCAPE PLAN EAST

EXHIBIT H

Site Details (C2.11, C2.12, C2.13, C2.14)



NEW GREENVALE PARK ELEMENTARY SCHOOL
 500 Lincoln Parkway
 Northfield, MN 55057

INDEPENDENT SCHOOL DISTRICT #689
 1400 Duane Street South
 Northfield, MN 55057



WOLD ARCHITECTS AND ENGINEERS
 110 Northfield Avenue
 Northfield, MN 55057

ATA

Knutson Construction

DATE: 07/15/19

BY: [Signature]

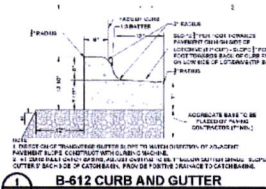
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ADDRESS: [Address]

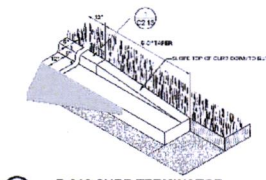
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SITE DETAILS

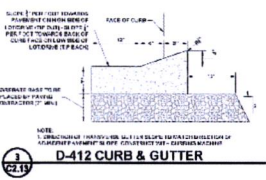
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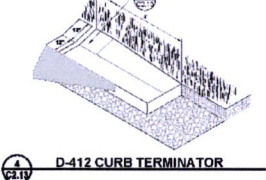
B-612 CURB AND GUTTER



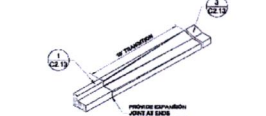
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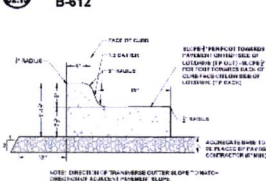
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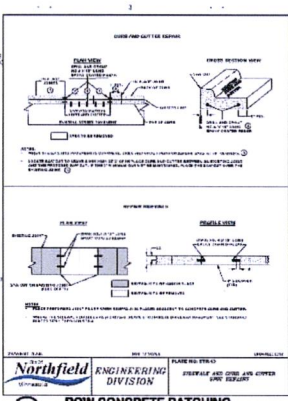
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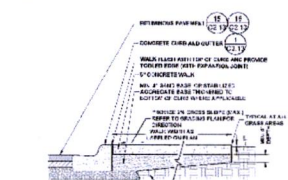
CURB TRANSITION D-412 TO B-612



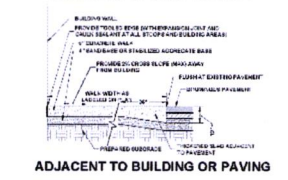
B-618 CURB AND GUTTER



ROW CONCRETE PATCHING CITY PLATE STR-13



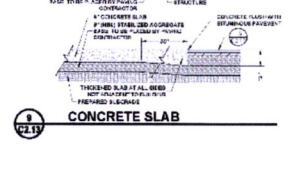
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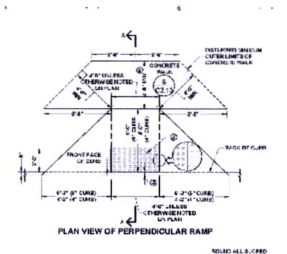
ADJACENT TO BUILDING OR PAVING



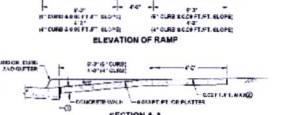
CONCRETE SIDEWALK



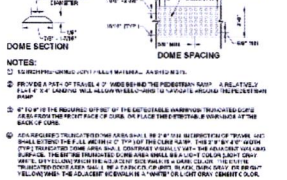
CONCRETE SLAB



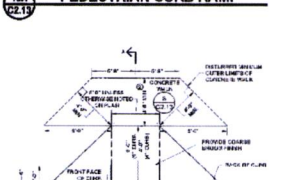
PLAN VIEW OF PERPENDICULAR RAMP



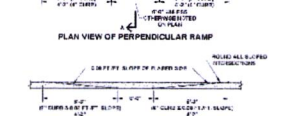
ELEVATION OF RAMP



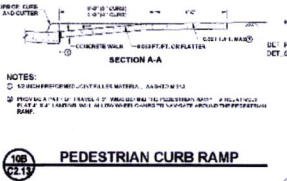
SECTION A-A



PLAN VIEW OF PERPENDICULAR RAMP



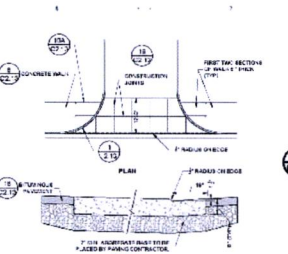
ELEVATION OF RAMP



SECTION A-A



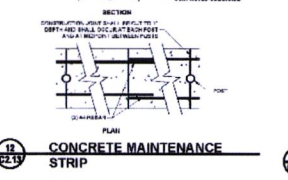
PEDESTRIAN CURB RAMP



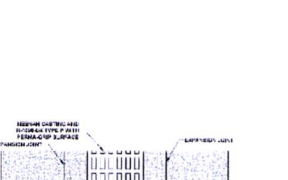
CONCRETE ENTRANCE SLAB



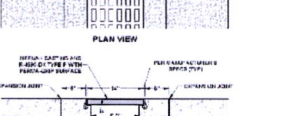
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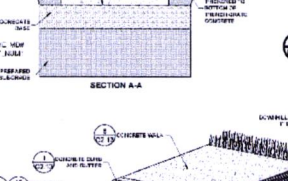
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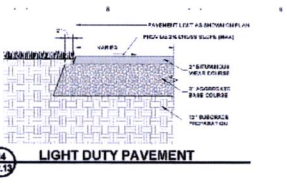
PLAN VIEW



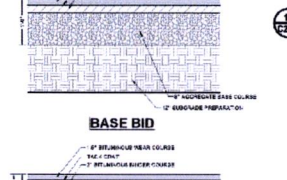
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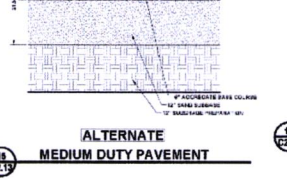
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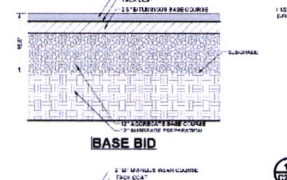
LIGHT DUTY PAVEMENT



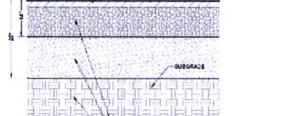
BASE BID



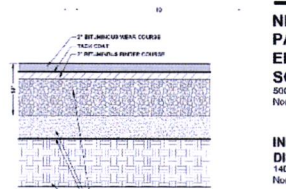
ALTERNATE MEDIUM DUTY PAVEMENT



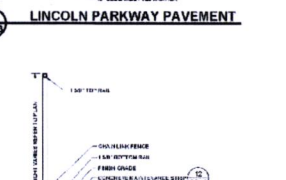
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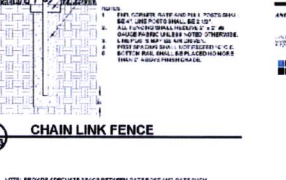
ALTERNATE HEAVY DUTY PAVEMENT



LINCOLN PARKWAY PAVEMENT



CHAIN LINK FENCE



DOUBLE SWING GATE LATCH

NEW GREENVALE PARK ELEMENTARY SCHOOL
500 Lincoln Parkway
Northfield, MN 55057

INDEPENDENT SCHOOL DISTRICT #68
1400 DuSable Street South
Northfield, MN 55057



WOLD ARCHITECTS AND ENGINEERS
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Northfield, MN 55057
Phone: (612) 277-7777

ANDERSON CONSTRUCTION SERVICES, INC.
112 Minnesota Street, Suite 30200
Northfield, MN 55057
Phone: (612) 277-7777

Knutson Construction

DUSTY
DUSTY & KEY
PROFESSIONAL ENGINEER
112 Minnesota Street, Suite 30200
Northfield, MN 55057
Phone: (612) 277-7777

Project No.	
Sheet No.	
Date	
Drawn	MLB
Checked	DMR
Scale	AS SHOWN

SITE DETAILS

DATE: NOT TO SCALE

EXHIBIT I

Stormwater Maintenance Plan

Operations & Maintenance Plan

Northfield Public Schools
Greenvale Park Elementary School

Prepared by:



Anderson-Johnson Associates, Inc.
7575 Golden Valley Road – Suite 200
Minneapolis, MN 55427

October 4, 2019

Operations and Maintenance Plan for Greenvale Park Elementary School Stormwater Treatment Facilities

Address: 500 Lincoln Parkway
Northfield, Minnesota 55057

Contact: Jim Kulseth, Director of Buildings & Grounds
Northfield Public Schools
1400 Division Street South
Northfield, MN 55057
Phone: 507-663-0610
Email: jkulseth@northfieldschools.org

Purpose: The stormwater management feature identified in this plan serves to treat the stormwater runoff for the Greenvale Park Elementary School site.

Maintenance is necessary to the functionality and long-term success of the stormwater management feature at this site. The stormwater management features identified in this plan include:

1. Proposed Filtration Area
2. Proposed Stormwater Management Pond
3. Proposed Underground Stormwater Storage System

This plan also includes maintenance instructions for slope stabilization, plantings, and sod.

FILTRATION AREA

The following guidelines shall be used to maintain the Filtration Area post construction.

Spring Maintenance — Prior to Vegetation Growth

- Remove trash, litter, and other debris.
- Remove silt or other soil deposits from the bottom of the Filtration Area.

Early Summer Maintenance — Early to Mid June

- Remove trash, litter, and other debris.
- Remove weeds. Weed removal is critical before weeds go to seed. Weeds should be removed by hand to physically remove and discard the plant and root materials.
- Repair erosion or rivulets occurring on side slopes to the area.
- Remove vegetation and debris from the trench drain.

End of Season Maintenance

- Remove trash, litter and other debris.
- Blow leaves from the Filtration Area. Leaf removal should be done during dry periods to effectively remove leaves.
- Remove accumulated sediment from drainfile system if necessary.

FILTRATION AREA MAINTENANCE INSPECTION CHECKLIST

Inspector: _____

Date: _____

Time: _____

Weather: _____ Rainfall over previous 2 – 3 days? Y / N

Reading from closest NOAA reporting station: _____

Components:

Items Inspected	Checked		Maintenance Needed		Inspection Frequency
	Y	N	Y	N	
Vegetation surrounding filtration area					M
Plantings in filtration area					A
Evidence of erosion					M / AMS
Evidence of any blockage at trench drain					M / AMS
Is there standing water 48 hours after a 1" or greater storm event?					AMS
Other: _____					

Inspection Frequency Key A = Annual M = Monthly AMS = After Major Storm

Comments:

UNDERGROUND STORMWATER STORAGE SYSTEM

The following guidelines shall be used to maintain the underground stormwater storage systems post construction.

Regular Maintenance

- Remove trash, litter and other debris within the areas draining to the underground storage systems.

Early Summer Maintenance — Early to Mid June

- Remove deposited sediment and vegetation from flared end sections and riprap at discharge location.

Yearly Maintenance Inspection

- Remove accumulated debris and sediment from the underground systems.
- Remove accumulated debris and sediment from the outlet control structures.
- Remove accumulated sediment from the drain tile system if necessary.

UNDERGROUND STORMWATER STORAGE SYSTEM MAINTENANCE INSPECTION CHECKLIST

Inspector: _____
 Date: _____
 Time: _____
 Weather: _____ Rainfall over previous 2 - 3 days? Y / N
 Reading from closest NOAA reporting station: _____
 Location: _____

Mark Items in the table below using the following key:

- X Needs Immediate Attention
- Not Applicable
- ✓ OK
- ⊕ Clarification Required

Components:

Items Inspected	Checked		Maintenance Needed		Inspection Frequency
	Y	N	Y	N	
underground storage system					
evidence of accumulated sediment					
Is there standing water 48 hours after a 1" or greater storm event?					
outlets					
evidence of damage to structure					
evidence of accumulated sediment					
evidence of any blockages					

Inspection Frequency Key A = Annual M = Monthly AMS = After Major Storm

Comments:

STORMWATER POND

The following guidelines shall be used to maintain the Stormwater Treatment Pond post construction.

Spring Maintenance — Prior to Vegetation Growth

- Remove trash, litter and other debris.
- Remove floating debris.
- Remove deposited sediment from all storm sewer piping and flared end sections, including riprap.

Early Summer Maintenance — Early to Mid June

- Repair erosion or rivets occurring on side slopes to the basin.
- Remove vegetation from flared end sections and riprap.

End of Season Maintenance

- Remove trash, litter and other debris.

Bottom of Pond Maintenance

- Establish a benchmark pond depth. Using a canoe or similar device, check the pond depth 4-5 times in the middle of the pond. Mark the depth on a pole or rod and put the rod in a safe place for future (4-5 years) use. Record the pond depth in case the rod is misplaced.
- Every 5-10 years, and depending on observations, check the depth of the pond with the rod or pole. When the depth is reduced by 1/3 (or the pond is at 2/3 the original depth), plan to dredge the bottom of the pond to restore the original design depth.
- Pond restoration is subject to MPCA approval for contaminants that are likely captured in the sediment. Contract a qualified Contractor to dredge the pond who will comply with all MPCA or local requirements.

POND MAINTENANCE INSPECTION CHECKLIST

Inspector: _____
 Date: _____
 Time: _____
 Weather: _____ Rainfall over previous 2 - 3 days? Y / N
 Reading from closest NOAA reporting station: _____
 Location: _____

Mark items in the table below using the following key:

- X Needs Immediate Attention
- Not Applicable
- ✓ OK
- ⊗ Clarification Required

Components:

Items Inspected	Checked		Maintenance Needed		Inspection Frequency
	Y	N	Y	N	
vegetation surrounding pond					
evidence of erosion					
outlets / overflow spillway					
evidence of damage to structure					
evidence of erosion					
evidence of any blockages					

Inspection Frequency Key A = Annual M = Monthly AMS = After Major Storm

Comments:

ADDITIONAL MAINTENANCE ITEMS

The following guidelines shall be used to maintain the steep slopes, sodded areas, and plantings post construction.

Slope Stabilization

- Repair erosion occurring on side slopes.
- Provide additional erosion control measures as needed.
- Re-seed or re-sod eroded areas as needed.

Sodded Areas Maintenance

- Repair erosion or rivets occurring on side slopes to the area.
- Remove debris from the area.

Plantings Maintenance — Deciduous / Coniferous Trees

Year 2

- Inspect tree for disease or insect problems. Inspect evergreens for winter injury.
- Remove tree wraps in spring.
- Remove stakes after one year.
- Refresh and extend mulch as needed.
- Begin pruning trees to train them into a correct/desired form. Remove no more than ¼ of the foliage in one season. Retain lower branches on trees to help increase trunk taper more quickly.
- Continue deep watering as needed, until ground freezes.
- Wrap trees as needed for winter protection.

Year 3

- Inspect tree for disease or insect problems. Inspect evergreens for winter injury.
- Remove tree wraps in spring.
- Refresh and extend mulch as needed.
- Begin pruning trees to train them into a correct/desired form. Remove no more than ¼ of the foliage in one season. Remove lower branches on trees once they begin to interfere with foot traffic or maintenance equipment.
- Continue watering as needed, until ground freezes. Do not over – water the tree.
- If necessary, a fertilizing schedule may begin during third or fourth year.
- Protect trees from mechanical, herbicide, and salt damage
- Wrap trees as needed for winter protection.

Established Trees

- Keep the top 8-12 inches of soil moist around trees during periods of drought. Without proper rainfall, established trees may need to be watered as often as every 10-14 days. The amount of water required varies with local site conditions.
- Do not saturate the trunk when watering.
- Remove extreme ice and snow buildup of from evergreen trees. Gently tap the branches to remove ice and eliminate the possibility of breakage.

Plantings Maintenance — Shrubs / Perennials / Grasses

- Establish a light fertilization program. Spread fertilizer around each plant in March. Repeat twice at 6 week intervals. Apply another treatment of fertilizer to late-blooming plants in late summer.
- Water the bed and plants after applying fertilizer.
- Perennials should be mulched during the winter months to protect them from the heaving that results from repeated freezing and thawing of the soil.
- Be careful not to pile mulch heavily over the crowns, as this would encourage rotting.
- Apply mulch around the plants only after several killing frosts.
- Remove winter mulch in the spring when soil temperatures have warmed and active growth on the plants is noticeable.
- After perennials have bloomed, spent flowers should be removed. Pruning depends on the type of plant and its growth cycle.
- Landscape grasses should be cut back to the ground each spring.
- Branches should be cut back to within ¼ inch of a larger branch or bud. Be sure to not leave a stub longer than ¼ inch.
- Pruning shrubs may be needed to: remove dead, dying or diseased branches, to improve or maintain the desired form, to remove crossing or wayward branches, or to increase flower and fruit production.
- When shearing a hedge, leave 1" of the previous growth
- Disinfect pruning tools between shrubs to reduce the spread of disease.

Policy 414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minnesota Statutes requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

III. ~~PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE~~ DEFINITIONS

~~Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.~~

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minn. Stat. § 260C.007, Subd.6, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or

subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- L. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care

responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to,

tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.

- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. Staff will receive notification of this policy annually.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Adopted: 2/28/05; Updated: 2011, 05/2013; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125.A0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4 6, clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd. 6 (Definitions–Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions–Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions–Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et. seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References:

MSBA/MASA Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults

Policy 419 TOBACCO-FREE ENVIRONMENT: POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]

I. Prohibition PURPOSE

The use of tobacco, tobacco-related devices such as cigarette papers and pipes, or electronic cigarettes, is prohibited for all persons within all school buildings, school vehicles or school contracted vehicles, or on school grounds during all hours of every calendar day. The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. NOTIFICATION GENERAL STATEMENT OF POLICY

- A. This prohibition will apply to all students and adults. Regular notice of this policy shall be provided in employee handbooks, during new employee orientation, and other appropriate locations. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic cigarette delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic cigarette delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and or are identified with tobacco products, tobacco-related devices or electronic cigarettes delivery devices. The school district will not

promote or allow the promotion of tobacco products or ~~e-cigarettes~~ electronic delivery devices on school property or at school-sponsored events.

III. ~~IMPLEMENTATION~~ **TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. ~~All individuals on school premises share in the responsibility of enforcement. Violation of Policy 419 – Tobacco-Free Environment by employees will be referred to the appropriate supervisor for progressive discipline.~~ “Electronic cigarette delivery device” means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- D. **“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.**

IV. **EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural

ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

IV. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

~~Regular n~~Notice of this policy shall be ~~provided in employee handbooks,~~ reviewed during new employee orientation, published in the Student Citizenship Handbook, and available at other appropriate locations.

Adopted: 2/28/05; Revised: 10/8/12; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

~~Notification Statement~~

Policy 421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature. The superintendent has discretion to determine what value is “insignificant.”
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITION

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.
- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

C. “Financial interest” means an ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Policy 421 Gifts to Employees

Adopted: 2/28/05; Updated: 12/2014; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Policy 209 (Code of Ethics)
MSBA/MASA Policy 210 (Conflict of Interest - School Board Members)
MSBA/MASA Policy 306 (administrator Code of Ethics)

							2019-2020						
School and	September	September	September	September	October	November	December	January	February	March	April	May	End of Year
Grade Level	3rd	6th	13th	20th	1st	1st	2nd	6th	3rd	2nd	1st	1st	6/7/20
Longfellow													
Early Childhood	95	98	100	102	99	117	113	128	136	131	135	134	
Total	95	98	100	102	99	117	113	128	136	131	135	134	0
Greenvale Park													
Grade K-2032	75	73	73	74	74	73	72	73	75	75	76	76	
Grade 1-2031	67	68	68	68	67	67	69	67	67	67	66	66	
Grade 2-2030	79	79	79	79	78	79	79	79	78	79	79	79	
Grade 3-2029	60	61	61	61	61	61	63	63	61	64	64	64	
Grade 4-2028	79	79	79	79	79	81	81	81	82	81	80	81	
Grade 5-2027	76	75	75	75	75	75	75	77	75	76	77	77	
Total	436	435	435	436	434	436	439	440	438	442	442	443	0
Sibley													
Grade K-2032	91	91	91	91	91	91	91	91	90	90	90	90	
Grade 1-2031	94	93	93	92	92	92	93	90	90	91	92	92	
Grade 2-2030	86	86	86	86	86	85	85	85	83	84	84	84	
Grade 3-2029	87	86	86	86	86	89	90	90	89	88	90	88	
Grade 4-2028	99	97	97	97	97	97	98	99	100	101	102	102	
Grade 5-2027	95	94	94	94	94	95	95	95	95	95	95	95	
Total	552	547	547	546	546	549	552	550	547	549	553	551	0
Bridgewater													
Grade K-2032	83	84	84	83	82	82	82	81	81	82	82	82	
Grade 1-2031	96	95	95	95	95	94	94	95	96	95	96	96	
Grade 2-2030	96	95	95	95	95	95	95	95	95	96	96	96	
Grade 3-2029	100	100	100	100	100	99	99	97	97	96	96	96	
Grade 4-2028	104	104	104	104	104	104	104	104	105	105	105	105	
Grade 5-2027	118	118	118	118	118	118	119	121	122	123	123	123	
Total	597	596	596	595	594	592	593	593	596	597	598	598	0
Middle School													
Grade 6-2026	330	307	308	308	308	308	309	313	312	312	311	312	
Grade 7-2025	345	341	342	342	341	340	340	339	341	341	342	342	
Grade 8-2024	337	335	335	335	333	335	334	334	338	339	343	344	
Total	1012.0	983.0	985.0	985.0	982.0	983.0	983.0	986	991	992	996.0	998.0	0.0
High School													
Grade 9-2023	324	321	319	320	320	319	321	321	316	318	315	314	
Grade 10-2022	359	358	358	358	358	361	362	362	361	360	356	353	
Grade 11-2021	356	353	353	355	354	354	353	353	353	351	350	345	
Grade 12-2020	301	304	303	303	303	304	302	301	295	293	295	292	
Total	1340	1336	1333	1336	1335	1338	1338	1337	1325	1322	1316	1304	0
ALC													
Grade 9-2023		1	1	2	1	1	1	1	2	3	3	3	
Grade 10-2022	3	5	5	5	14	15	15	18	18	24	26	26	
Grade 11-2021	8	15	18	15	30	33	33	33	33	53	57	61	
Grade 12-2020	21	51	59	60	88	87	85	83	79	86	86	74	
Total	32	72	83	82	133	136	134	135	132	166	172	164	0
Grand Total	4064.0	4067.0	4079.0	4082.0	4123.0	4151.0	4152	4169	4165	4199.0	4212.0	4192.0	0.0
Full Time only (excluding EC and Part- time/Independent Study ALC)	3958.0	3960.0	3960.0	3962.0	3953.0	3966	3974	3977	3972	3979.0	3984.0	3963.0	

Longfellow

Early Childhood

Dorey	14
Gross	10
Kremin	12
Kruse	3
Matthews	12
O'Connor	9
Roth	11
Schnorr	12
Sorenson	16
Waters	18
Webster	3
Winter	14
** TOTAL	134

Greenvale Park

K	Flicek	19	
K	Hagberg	19	
K	Kortbein	19	
K	Ziemann	19	
1	Landry	22	C
1	Nivala	23	
1	Zach	21	
2	Amundson	23	C
2	Bulfer	19	
2	Johnson	18	
2	Larson	19	
3	Alvarez, C	23	C
3	Timerson	20	
3	Youngblut	21	
4	Clarey	18	
4	Dimick	19	
4	Garcia	25	C
4	Hetzel	19	
5	Harding	18	
5	Russell	21	C
5	Sickler	19	
5	Spitzack	19	
	TOTAL	443	

Middle School

Grade 6-2026	312
Grade 7-2025	342
Grade 8 2024	344
TOTAL	998

High School

Grade 9-2023	314
Grade 10-2022	353
Grade 11-2021	345
Grade 12-2020	292
TOTAL	1304

Sibley

Grade	Teacher		
K	Bom	23	
K	Heil	22	
K	Matson	23	
K	Otte	22	
1	Craft	21	
1	Downs	21	
1	Sasse	27	C
1	Swenson	23	
2	Benhart	22	C
2	Seeberg	20	
2	Soderlund	21	
2	Spitzack	21	
3	Guggisberg	21	
3	Jandro	20	
3	Johnson	22	C
3	Sweeney	25	
4	Fox	25	
4	Haar	24	
4	McManus	28	C
4	Rud	25	
5	Baragary	25	
5	Malecha	25	
5	Ostermann	21	C
5	Stulken	24	
	TOTAL	551	

Bridgewater

K	Allison	19	
K	Cade	21	
K	Danielson	21	
K	Tran	21	
1	Charlton	24	
1	Hall	26	
1	Hoff	22	
1	Lanza	24	C
2	Ellerbusch	24	
2	Lofquist	23	
2	Rubin	25	C
2	Schwaab	24	
3	Larson	23	C
3	Sickler	25	
3	Temple	24	
3	Truman	24	
4	Haley	26	
4	Ryan	27	
4	Schuster	27	
4	Swenson	25	C
5	DeVries	23	C
5	Duchene	25	
5	Holden	25	
5	Kohl	25	
5	Polzin	25	
	TOTAL	598	

Early Childhood**	134
Kindergarten-2032	248
Grade 1-2031	254
Grade 2-2020	259
Grade 3-2029	248
Grade 4-2028	288
Grade 5-2027	295
Total K-5	1726

Total Middle School	998
Total High School	1304
GRAND TOTAL	4028
ALC 9-12	164
GRAND TOTAL with ALC	4192

Full Time only (excluding EC and Part-time/Independent Study ALC)	3963
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ALC	F/T	**P/T	**I/S	TOTAL
Grade 9-2023	2	0	1	3
Grade 10-2022	10	0	16	26
Grade 11-2021	25	0	36	61
Grade 12-2020	32	0	42	74
TOTAL	69	0	95	164



Purpose: The purpose of the construction update summary at each Board meeting is to provide information regarding the five construction projects authorized by the public in November 2018. You can view a full history of the construction updates at www.northfieldschools.org/construction.

Project	Expected Project Cost	Expected Start Date	Expected Completion Date
Bridgewater Elementary	\$2.13 million	June 2019	✓
Greenvale Park (new)	\$27.62 million	August 2019	August 2020
Sibley Elementary	\$7.38 million	November 2019	August 2020
GVP Early Childhood Center (remodeling)	\$859,000	June 2020	August 2020
Longfellow School (remodeling)	\$837,000	September 2020	December 2020

There is new drone footage available:

- Greenvale Park (April 2020)
https://drive.google.com/open?id=16fxQLQLpVm384_nsRXwtII4JZBbacYm1
- Greenvale Park (compilation of three drone flights)
<https://drive.google.com/file/d/1X9iSjLfOb6x1E0vt-efKLdE2pKWPiZRq/view?usp=sharing>
- Sibley (April 2020)
<https://drive.google.com/open?id=1UXEW5adlZBKLRM3L1MhJogflcUAubJYO>

April 2020

- The district wide AV bid opening occurred on April 28. Bids came in approximately \$90,000 under budget. The District is currently validating the low bidder's ability to meet all the requirements of the specification to perform the scope of work.