

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, June 11, 2018 7:00 PM
Northfield High School, Media Center

AGENDA

I. Call to Order

II. Agenda Changes / Table File

III. Public Comment

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To ensure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.

IV. Announcements and Recognitions

V. Items for Discussion and Reports

- A. Buildings and Grounds: Summer Projects Update
- B. June 7th Work Session Follow-Up

VI. Consent Agenda

- A. Approval of Minutes
- B. Co-Curricular Overnight Trips for 2018-2019
- C. Personnel Items

VII. Superintendent's Report

- A. Items for Individual Action
 - 1. Revised Policy 515 Protection and Privacy of Pupil Records
 - 2. 2017-2018 Revised Budgets
 - 3. Proposed 2018-2019 Budget - All Funds
 - 4. FY 2018 Audit Engagement Letter
 - 5. Approval of Separation Agreement
 - 6. Resolution Establishing Dates for Filing Affidavits of Candidacy

VIII. Items for Information

IX. Future Meetings

- A. Monday, July 9, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, August 13, 2017, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, August 27, 2017, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

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

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To ensure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. Buildings and Grounds: Summer Projects Update

Jim Kulseth, Director of Buildings & Grounds, will update and review projects scheduled Summer 2018. Any relevant supporting materials will be included in the Table File.
 - B. June 7th Work Session Follow-Up

The Board met in a work session on June 7, 2018 to continue discussions regarding the Master Facilities Plan and the Facilities Action Team recommendations. Superintendent Hillmann and Chair Pritchard will review the work session and facilitate further discussion.
- VI. Consent Agenda
 - A. Minutes

The Board is asked to approve the Minutes of the May 29, 2018 Regular School Board meeting.
 - B. Co-Curricular Overnight Trips for 2018-2019

High School Principal Joel Leer has provided the enclosed list dated June 2018, of co-curricular overnight trips for the 2018-2019 school year. He is requesting School Board approval.
 - C. Personnel Items
 - a) Appointments
 - 1. Zane Anway, EL Educational Assistant and Supervisory for 7 hours/day at the Middle School, beginning 08/27/2018-06/07/2019; Gen Ed Step 3 (2018-19 TBD)

2. Sarah Bloom, 1.0 FTE Long Term Substitute Grade 6 Writing Teacher at the Middle School, beginning 08/27/2018-06/07/2019; MA, Step 7
3. Sean DuBe, 1.0 FTE English/Language Arts Teacher at the High School, beginning 08/27/2018; MA, Step 7
4. Christopher Fatze, 1.0 FTE Special Education DCD Teacher at the Middle School, beginning 08/27/2018; BA, Step 14
5. Greg Gianopoulos, General Education Structured Study Center EA for 7 hours/day at the High School, beginning 08/27/2018; Gen Ed Step 3 2018-19 TBD
6. Joseph Greenwood, 1.0 FTE Custodian at Greenvale Park and Sibley, beginning 06/18/2018; Step 3-\$17.07/hr.
7. Melissa Kaderlik, Special Ed EA-PCA for 6.75 hours/day at Sibley, beginning 08/27/2018; Spec Ed Step 1 2018-19 TBD
8. Jake Kromschroeder, 1.0 FTE Custodian at the High School, beginning 06/18/2018; Step 2-\$16.70/hr.
9. Alexa Ochocki, Targeted Services Summer BLAST Site Assistant for up to 5.5 hours/day at the Middle School, beginning 06/14/2018-07/26/2018; Step 1-\$12.56/hr.
10. Joel Olson, 1.0 FTE Student Activities Director at the High School, beginning 07/01/2018; \$101,810 (2018-19 + Step 4-\$5,950)
11. Stephen Sandberg, 1.0 FTE Special Education LD/EBD Teacher at the ALC, beginning 08/27/2018; MA, Step 15
12. Pilar Sullivan, 1.0 FTE Early Childhood Educational Assistant at Longfellow, beginning 08/20/2018; Gen Ed Step 3 2018-19 TBD
13. Regina Young, Head Girls Soccer Coach for 2.5 hours/day at the High School, beginning 08/13/2018-11/1/2018; Level B, Step 5
14. Nicolas Zabel, Event Worker with the District, beginning 06/01/2018-06/30/2018.
15. Summer Strength and Conditioning Coaches from June 18, 2018 through August 17, 2018:
 Laura Marks (DeGroot) –Hourly: \$30.00 per hour
 Cory Callahan – Hourly: \$30.00 per hour
 Larry Sanftner – Hourly: \$15.00

b) Increase/Decrease/Change in Assignment

1. Christine Clay, Site Assistant Substitute, change to Summer PLUS Teacher for up to 4.75 hours/day Mon.-Thurs. at Greenvale Park, effective 06/14/2018-08/02/2018; Yr. 1-\$27.11/hr.
2. Nancy Ivers, KidVentures Site Assistant Substitute, add KidVentures Site Assistant for up to 40 hours/wk at Sibley, effective 06/11/2018-08/24/2018; Step 1-\$12.56/hr.
3. Peggy Johnson, ECFE and HH EA for 35 hours/wk at the NCRC/LF, change to ECFE EA for 30 hours/wk at the NCRC, effective 08/20/2018.
4. Kristi Kortuem, Math Teacher at the High School, add Assistant Math Team Coach at the High School, effective 10/01/2018-3/20/2019; Level K, Step 1
5. Ellen Mucha, English Teacher at the High School, add Assistant Knowledge Bowl Advisor for 1 hour/day 3-4 times a week at the High School, effective 11/1/2018-4/20/2019; Level K, Step 1
6. Zack Rasmussen, KidVentures Student Site Assistant at Greenvale Park and Sibley, change to KidVentures Site Assistant at Sibley, effective 06/11/2018; \$12.56/hr.
7. Karl Viesselman, Interim Head Girls Track Coach at the High School, change to Head Girls Track Coach at the High School, effective 06/02/2018.

c) Retirements/Resignations/Terminations

1. Taylor Farm, Special Ed Teacher at Bridgewater, resignation effective 06/12/2018.
2. Caitlin Robertson, Summer PLUS Teacher, resignation effective 05/31/2018.

d) 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, 2018 through June 30, 2020.

1. Community Services Staff
2. Other Staff
3. Confidential

e) Correction: Advancement of Licensed Staff to Tenure Status for 2018-19

Pamela Moening was incorrectly placed as moving to second-year probationary status. Pamela Moening will be advanced to tenure status effective with the 2018-19 school year.

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

VII. Superintendent's Report

A. Items for Individual Action

1. Revised Policy 515 Protection and Privacy of Pupil Records.

At the May 29, 2018 School Board meeting Superintendent Hillmann proposed a revision to Policy 515 and the form associated with Policy 515. This recommendation incorporates the addition of district, school and department social media sites be included in "Directory Information" in the policy and in Appendix C of the policy.

Superintendent's Recommendation: Motion to approve the recommended change to Policy 515 Protection and Privacy of Pupil Records and Appendix C of Policy 515 as presented.

2. 2017-2018 Revised Budgets.

The individual budget revisions listed below were presented at the May 14, 2018 School Board meeting. A summary of revised revenues and revised expenditures amounts are listed below.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
Child Nutrition	\$ 2,229,400	\$ 2,179,858
Community Services	\$ 2,669,212	\$ 2,623,758

Superintendent's Recommendation: Motion to approve the revised 2017-2018 budgets as presented.

3. Proposed 2018-2019 Budget - All Funds.

In the packet is the annual proposed budget book for 2018-2019. The individual funds have been presented and reviewed in detail at School Board meetings over the past few months. A summary of revenue and expenditure amounts are listed below.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General (includes Capital & LTFM)	\$54,008,294	\$53,168,513
Child Nutrition	\$ 2,219,900	\$ 2,234,537
Community Services	\$ 2,765,253	\$ 2,822,986
Debt Service	\$ 5,749,314	\$ 5,734,694
Trust	\$ 71,730	\$ 76,030
Internal Service	\$ 7,558,599	\$ 7,115,731

Superintendent's Recommendation: Motion to approve the proposed 2018-2019 budgets as presented for all funds.

4. FY 2018 Audit Engagement Letter.

Director of Finance Val Mertesdorf recommends approval of the CliftonLarsonAllen, LLP Audit Engagement Letter for the audit of the 2017-2018 school year. The engagement letter establishes the parameters and fees associated with the annual audit required by statute.

Superintendent's Recommendation: Motion to accept the 2017-2018 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$23,700 plus expenses.

5. Approval of Separation Agreement.

Superintendent's Recommendation: Motion to approve the proposed separation agreement.

6. Resolution Establishing Dates for Filing Affidavits of Candidacy.

As the first step in the process leading to the School Board election to be held on Tuesday, November 6, 2018, the Board is requested to adopt the attached Resolution Establishing Dates for Filing Affidavits of Candidacy. Upon adoption of this Resolution the Notice of Filing Dates will be posted and advertised in the Northfield News, according to the deadlines indicated on the election calendar published by the Minnesota Secretary of State's Office. Affidavits of Candidacy for the three School Board vacancies may be filed at the District Office, 1400 Division Street South, beginning July 31, 2018 and ending August 14, 2018. An election will be held to fill three vacancies with four-year terms. The terms of Margaret Colangelo, Julie Pritchard, and Jeff Quinnell expire on December 31, 2018.

Superintendent's Recommendation: Motion to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy as Presented.

VIII. Items for Information

IX. Future Meetings

- A. Monday, July 9, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, August 13, 2017, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, August 27, 2017, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

May 29, 2018

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. Present: Colangelo, Iverson, Pritchard, Quinnell and Stratmoen. Goerwitz and Hardy arrived at 7:01p.m. and 7:03 p.m., respectively.

II. Agenda Changes / Table File

Table file was added and the reporting of Items for Discussion and Reports topics A and B were interchanged.

III. Public Comment

No public comment.

IV. Announcements and Recognitions

- Logan Ledman placed seventh in the nation in the annual Voice of Democracy program sponsored by the Veterans of Foreign Wars. Logan recited his speech "American History: Our Hope for the Future".
- The May/June recipient of the Making a Difference Award is Emmaus Church for their gracious support and investment in the Community Services Adult Basic Education program. Emmaus Church has provided space and storage for Adult Basic Education classes throughout this school year and will continue this again next year.

V. Items for Discussion and Reports

- A. Compañeros Teacher Presentation. Director of Teaching and Learning Mary Grace Hanson and teachers April Ostermann, Anna Rubin, and Danielle Amundson shared an update with the Board regarding the District's Compañeros program.
- B. Proposed 2018-2019 General Fund Budget. Val Mertesdorf, Director of Finance, presented the 2018-2019 proposed General Fund Budget. Included in the Board materials were the assumptions and parameters for revenues and expenditures used to develop the budget. The budget reflects revenues of \$54,008,294, expenditures of \$53,168,513, and a surplus of \$839,781.
- C. May 21st Work Session Follow-Up. The Board met in a work session on May 21, 2018 to review the Master Facilities Plan and the Facilities Action Team recommendations. Chair Pritchard reviewed items discussed at the work session, reaffirmed their commitment to the Master Facilities Plan, and acknowledged items which need to be addressed and require further discussion. The Board agreed to hold another work session on Thursday, June 7, 2018 at 5:00 PM in the Northfield High School Media Center. Superintendent Hillmann provided a timeline of election dates from the Minnesota School Boards Association. Dr. Hillmann reported the Board does have an opportunity to work with ThoughtExchange to provide information and feedback from the community, which may assist the Board in their decision-making regarding a bond referendum.

VI. Committee Reports

- A. ENACT. Goerwitz updated the Board on ENACT. Newly formed this year, ENACT combined the former District Curriculum and Staff Development Committee and the District Tech Steering Committee. This group meets 2-3 times each year and offers one-time grants to teachers to try out new ideas. This year ENCT

had a grant budget of \$18,000 and 13 grant requests. ENACT funded 11 requests, returned one, and one received the requested supplies from a different fund.

- B. Schools for Equity in Education (SEE). Chair Pritchard and Superintendent Hillmann attended the SEE meeting on May 24, 2018. Chair Pritchard reported on the 2018 legislative session overview presented at this meeting by Tom Melcher, School Finance Director, and a representative for government relations from the Minnesota Department of Education.

VII. Consent Agenda

On a motion by Quinnell, seconded by Goerwitz, the Board approved the following Consent Agenda items:

- A. Minutes. Minutes of the May 14, 2018 Regular School Board meeting.
- B. Financial Report - April 2018. Bills totaling \$1,559,105.74, payroll checks totaling \$2,886,206.56, and the financial reports for April 2018.
- C. 2018 Driver Education Payroll. 2018 Driver Education pay rates.
- D. Northfield Swim Club Agreement. This Agreement is for the time period September 1, 2018 to August 31, 2019. Changes included: (1) Update to dates in the agreement, and (2) Update of hourly wage for custodial services outside the normal hours of building operation.
- E. Personnel Items
- a) Appointments
1. Zachary Eddy, Event Worker with the District, beginning 05/21/2018.
 2. Jessica Enge, 1.0 FTE Special Education DCD Teacher at Greenvale Park, beginning 08/27/2018; BA, Step 1
 3. **Leanne King, Special Ed EA-PCA for 6.75 hours/day at Sibley, beginning 08/27/2018; Spec Ed Step 1-2018-19
 4. Alison Kopseng, Targeted Services PLUS Teacher for up to 4.75 hours/day at Greenvale Park, beginning 6/18/2018-08/02/2018; Yr. 1-\$27.11/hr.
 5. Betsy Peterson, 1.0 FTE Grade 1 Teacher at Greenvale Park, beginning 08/27/2018; MA+60, Step 8
 6. *Oliver Reitan, .5 FTE Foreign Language German Teacher at the Middle School, beginning 08/27/2018-06/07/2019; BA, Step 2
 7. *John Ristow, 1.0 FTE Custodian at the High School, beginning 05/29/2018; Step 3-\$17.07/hr.
 8. *Olaf Sorenson, Summer Maintenance Workers for 8 hours/day with the District, beginning 5/21/2018-approximately 08/20/2018; \$10.00/hr.
 9. MaryKatherine Deschamp, Community Services Recreation Intern for up to 40 hours/wk with Community Services, beginning 05/23/2018-08/31/2018. \$13.08/hr.
 10. Lydia Gross, 1.0 FTE Early Childhood Special Education Teacher at Longfellow, beginning 08/27/2018. BA+30, Step 1 (Subject to obtaining licensure)
 11. Emma Johnson, Summer Recreation Position with Community Services, beginning 05/30/2018-08/31/2018; \$9.65/hr.
 12. Katherine Klein, Eagle Bluff Chaperone with Community Services, beginning 07/19/2018-07/25/2018. \$500 Stipend
 13. Sara Medin, Special Education EA-PCA for 7 hours/day at Sibley, beginning 08/27/2018. Special Ed Step 1-2018-19 TBD, General Ed Step-1 2018-19 TBD
 14. Rachel Rolling, 1.0 FTE Math Teacher at the ALC, beginning 08/27/2018; MA, Step 4
 15. Summer Recreation Position Stipend Rates #2661, Effective May 30, 2018 – August 31, 2018. Anders Johnson, Swim Aide \$9.65/hour, Class lead \$10.50/hour, Lifeguard \$10/hour

b) Increase/Decrease/Change in Assignment

1. Janet Amundson, Special Ed EA-PCA for 6.5 hours/day and Gen Ed for .50 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed for .50 hours/day at the Middle School, effective 08/27/2018.
2. Deb Budin, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 7 hours/day at the High School, effective 08/27/2018.
3. Katie Casson, .80 FTE German Language Teacher at the High School and .20 FTE German Language Teacher at the Middle School, change to 1.0 FTE German Language Teacher at the High School, effective 08/27/2018.
4. Matthew Crase, Special Ed EA-PCA for 6.5 hours/day and Gen Ed for .25 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed for .25 hours/day at the Middle School, effective 08/27/2018.
5. Becky Gainey, .50 FTE MTSS Coach and .50 FTE Reading Support at Sibley, change to 1.0 FTE MTSS Coach at Sibley, effective 08/27/2018.
6. Fran Garvey, General Ed EA (EL) for 6.5 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 08/27/2018.
7. Jackie Groth (Tuma) Special Ed EA-PCA for 6.5 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, effective 08/27/2018.
8. Mara Hessian, Special Ed EA-PCA for 6.5 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day at Bridgewater, effective 08/27/2018.
9. Adam Karsko, Custodian at Greenvale Park and Sibley, change to Night Lead Engineer with License at the High School, effective 05/28/2018.
10. Lisa Kruger Robb, .60 FTE EL Teacher at the High School, change to .80 FTE EL Teacher at the High School, effective 08/27/2018.
11. Heather Kuchinka, Word/Web Design Specialist, position is being eliminated, effective 07/01/2018.
12. Kathleen Malecha, Special Ed EA-PCA for 6.75 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 5 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, effective 08/27/2018.
13. Tresa Mazurek, Special Ed EA-PCA for 6 hours/day and Gen Ed for 1 hour/day at Greenvale Park, change to Special Ed EA-PCA for 6.75 hours/day at the Middle School, effective 08/27/2018.
14. Katie Remmey, Special Ed EA-PCA for 6.5 hours/day and Gen Ed for .25 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed for .25 hours/day at the Middle School, effective 08/27/2018.
15. Melissa Reuvers, Special Ed EA-PCA for 6.5 hours/day and Gen Ed Supervisory for .75 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed Supervisory for .75 hours/day at Bridgewater, effective 08/27/2018.
16. Pam Rivera, Special Ed EA-PCA for 6.5 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, effective 08/27/2018.
17. Mary Stanchina, Special Ed EA-PCA for 6.5 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 5.33 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, effective 08/27/2018.
18. Andrea Waldock, Special Ed EA-PCA for 6.5 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, effective 08/27/2018.
19. Michelle Warden, Special Ed EA-PCA for 3 hours/day and Gen Ed Supervisory for 4.17 hours/day at Bridgewater, change to Special Ed EA-PCA for 1.3 hours/day and Gen Ed Supervisory for 4.17 hours/day at Bridgewater, effective 08/27/2018.
20. Kathleen Beck, Spec Ed EA-PCA for 6.75 hours/day and Gen Ed Supervisory for .50 hours/day at Greenvale Park, change to Spec Ed EA-PCA for 6.75 hours/day at Sibley, effective 08/27/2018.
21. Robert Benson, Gen Ed EA for 4.25 hours/day at Sibley, add to Spec Ed EA-PCA Resource Room for 2 hours/day at Sibley, effective 08/27/2018-06/07/2019.

22. Teresa Morris, Gen Ed EA for 6.0 hours/day at Sibley, change to Spec Ed EA-PCA Resource Room for 4.75 hours/day at Sibley, effective 08/27/2018-06/07/2019.
 23. Caitlin Robertson, Teacher at Longfellow, add Summer PLUS Teacher for up to 4.75 hours/day Mon.-Thurs. at Greenvale Park, effective 06/14/2018-08/02/2018. Yr. 1-\$27.11/hr.
- c) Retirements/Resignations/Terminations
1. Charlie Alvarez, Summer PLUS Teacher, resignation effective 05/21/2018.
 2. Meckenzie Dahle, Educational Assistant at the Middle School, resignation effective 06/09/2018.
 3. Stephanie DeAdder, Administrative Assistant for Buildings and Grounds, resignation effective 06/02/2018.
 4. Ty Hudson, Special Ed EA at the Middle School, resignation effective 06/09/2018.
 5. Chelsea Mukina, Special Ed EA at the Middle School, resignation effective 06/09/2018. Zachary Eddy, Event Worker with the District, beginning 05/21/2018.
 6. Anna Edwards, Special Education EA at Sibley, resignation effective 06/09/2018.
 7. John Ristow, Custodian, unable to accept position, effective 05/29/2018.
- d) 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, 2018 through June 30, 2020.
1. Administration - Non-Union
 2. Child Nutrition
 3. Community Services Coordinators
 4. COTA/Speech Language
 5. District Interpreters
 6. Grounds/Maintenance/Electrical
 7. Head Custodians
 8. Building Nurses
 9. Office Employees
 10. Principals
 11. Technology
 12. St. Dominic Nurse

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

*** Subject to change upon Board approval of the employee agreement*

VIII. Superintendent's Report

A. Items for Individual Action

1. Family / Student / Co-Curricular / Student Citizenship Handbooks for 2018-2019.

On a motion by Hardy, seconded by Stratmoen, the Board approved the Elementary School Family Handbook, the Student Handbooks for the High School, Area Learning Center, Middle School, the Co-Curricular Activities Handbook, and the Student Citizenship Handbook for the 2018-2019 school year.

IX. Items for Information

A. First Reading: Policy 515 (Protection and Privacy of Pupil Records) Update

Superintendent Hillmann recommended a change to Policy 515 and the form associated with Policy 515. This recommendation incorporates the addition of district, school and department social media sites be included in "Directory Information" in the policy and in Appendix C of the policy.

B. July 2018 - June 2019 School Board Meeting Schedule

The School Board meeting dates for July 2018 - June 2019 were distributed.

C. Upcoming Dates

1. Area Learning Center Graduation: Friday, June 1, 7:00pm, High School Auditorium
2. High School Graduation: Sunday, June 3, 2:00pm, Memorial Field


X. Future Meetings

- A. Thursday, June 7, 2018, 5:00 PM, School Board Work Session, NHS Media Center
- B. Monday, June 11, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, July 9, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

XI. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 8:57 p.m.

Noel Stratmoen
School Board Clerk

MEMO TO: Dr. Matt Hillmann
FROM: Joel Leer 
DATE: June 2018
REGARDING: Tentative Overnight Trips Planned for 2018-19

I recommend for school board approval the overnight field trips listed below for the 2018-19 school year. Some dates are tentative and there is a possibility that there may be other trips planned at a later date. Any additional trips will be forwarded to the school board for approval.

AP CHEM/AP PHYSICS	-	May 16-18, 2019 to Chicago; one school day missed, May 17 th ; approximate cost is \$400.
BAND	-	March 21-26, 2019 to New York City, one school day missed; approximate cost is \$850.
DECA	-	October 28-29, 2018 to Minneapolis; one school day missed, October 29; approximate cost \$80.
DECA	-	March 3-5, 2019 to Minneapolis DECA state; two school days missed March 4 & 5; approximate cost is \$125.
SPANISH	-	June 2019 to Spain; no school days missed; approximate cost is \$4000.
BRITISH LITERATURE	-	March 23-30, 2019 to London & Paris, no school days missed; approximate cost is \$4000.

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Community Services Staff

Policy Extends from
July 1, 2018, through June 30, 2020

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 duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines.

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 will 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

Employees working 20 hours or more per week, with a duty year of 49 or more weeks, shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Good Friday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the Superintendent.

ARTICLE III LEAVES

Section 3.01 - Vacation

An employee who works a regular schedule of 20 or more hours per week, with a work year of at least 49 weeks, shall be eligible for vacation.

Vacations for employees working at least 20 hours or more per week, for at least 49 weeks per year, shall be as follows:

Year of Service in <u>District</u>	Number of Vacation <u>Days</u>
1 - 5	10
6-13	15
14+	20

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1st), however, vacation is considered earned on a monthly basis. Individuals hired after July 1st will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 49 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor.

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

Employees working fewer than 49 weeks per year shall not receive vacation.

Section 3.02 - Sick Leave

Employees working 20 hours or more per week shall receive sick leave at the rates listed below to a maximum accumulation of 190 days. Part-time employees will receive sick leave on a pro rata basis.

Employees working a duty year of less than 52 weeks	10 days/year
Employees working a duty year of 52 weeks or more	12 days/year

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. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay his/her fee. Charges for certification of absences greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

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 3.03 – Disaster Leave

The Employer will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

Disaster leave payments shall cease in any event after the fortieth (40th) duty day of absence.

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.

Time off for bereavement shall be deducted from unused sick days.

Section 3.05 - Personal Business

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 their immediate supervisor. A deduction of these days will be made from sick leave. There shall be no paid personal business days for those employees who do not qualify for sick leave.

Section 3.06 - Leave of Absence Without Pay

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance

policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave, subject to the requirements of applicable law.

Section 3.07 - Child Care Leave and Adoption Leave

A. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.

B. An employee making application for unpaid child care leave shall inform the superintendent in writing of his/her intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances. The superintendent and the employee will attempt to work out a satisfactory plan for the leave.

C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 3.02 is available for any period of disability associated with the pregnancy prior to the commencement of the child care leave.

D. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care leave or the duration of such leave.

E. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:

- (1) grant any leave more than six (6) months in length or at the beginning of the school year following such six (6) month period.
- (2) permit the employee to return to his or her employment prior to the date designated in the request for child care leave.

F. An employee returning from child care leave shall have a right to return to his or her original position as specified in the employee's child care leave plan if the employee's leave is commenced and concluded within the same fiscal year. If the employee's child care leave plan does not call for his or her return within the fiscal year it is commenced, the employee shall have the right to be returned to an equivalent contractual position, unless such employee has been previously terminated pursuant to the provision of M.S. 122A.40 or such employee has been placed on unrequested leave pursuant to the provisions of M.S. 122A.40.

G. Failure of the employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension in the leave.

H. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this document at the commencement of the leave. The employee shall accrue additional experience credit or leave time during the period of absence for child care leave-only if the leave commences and ends within the same fiscal year.

Section 3.08 – 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 3.09 – 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 immediate supervisor is required to permit the scheduling of a substitute. An employee is also required to notify the immediate supervisor immediately upon being excused from judicial duty.

Section 3.10 – 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 3.11. – 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 for at least the number of student contact days in the board approved school calendar 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 amounts listed below reflect a proration for employees who work less than full-time. The effective date for employer contributions shall be January 1 each year.

District Health Insurance Contributions

	<u>30 -40 hrs/wk</u> <u>.75 to 1.0 Factor</u>	<u>20 < 30 hrs/wk</u> <u>.50 to .60 Factor</u>
<u>SINGLE</u>	Same as teachers agreement	.6 × teachers agreement
<u>FAMILY</u>	Same as teachers agreement	.6 × teachers agreement

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 amounts listed below reflect a proration for those employees who work less than full-time. The effective date for employer contributions shall be January 1 each year.

District Dental Insurance Contributions

	<u>30 -40 hrs/wk</u> <u>.75 to 1.0 Factor</u>	<u>20 < 30 hrs/wk</u> <u>.50 to .60 Factor</u>
<u>SINGLE</u>	Same as teachers agreement	.6 × teachers agreement
<u>FAMILY</u>	Same as teachers agreement	.6 × teachers agreement

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 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 - Vandalism Reimbursement

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing his or her required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

ARTICLE VI RETIREMENT

Section 6.01 – 403(b) Matching Plan

Each year by October 1, eligible employees working 20 hours or more per week 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 \$375 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.

APPENDIX A
SALARIES AND DUTY YEAR
2018-19

Position	Duty Year	Hourly Rate
Auditorium Technician	4.0 Hrs/Day up to 728 Annual Hours	\$22.17
Site Leader – Step 1	260 days*	\$15.90
Site Leader – Step 2	260 days*	\$16.22
Site Leader – Step 3	260 days*	\$16.56
Site Leader – Step 4	260 days*	\$17.48
Site Assistant – Step 1 (All Programs)	260 days*	\$12.88
Site Assistant – Step 2 (All Programs)	260 days*	\$13.22
Site Assistant – Step 3 (All Programs)	260 days*	\$13.56
Site Assistant – Step 4 (All Programs)	260 days*	\$14.13
Temporary Site Assistant	Less than 60 days*	\$12.88
Student Site Assistant – school year	190 days*	\$9.65
Temporary Student Site Assistant	Less than 60 days*	\$9.65
Targeted Services Enrichment Coordinator/Club Leader	8 Hrs/Wk	\$21.01
Mentoring Specialist	3 Hrs/Day – 36 Weeks*	\$18.77
Early Childhood Outreach Specialist	206 days*	\$18.77
Building Supervisor	Up to 10 hours/week	\$15.90
Venture Site Leader – Step 1	260 days*	\$18.83
Venture Site Leader – Step 2	260 days*	\$19.35
Venture Site Leader – Step 3	260 days*	\$19.88
Venture Site Leader – Step 4	260 days*	\$20.40
Venture Site Leader – Step 5	260 days*	\$20.92
Venture Site Leader – Step 6	260 days*	\$21.45
Early Venture Teacher – Step 1	260 days*	\$15.69
Early Venture Teacher – Step 2	260 days*	\$16.21
Early Venture Teacher – Step 3	260 days*	\$16.74
Early Venture Teacher – Step 4	260 days*	\$17.26
Early Venture Teacher – Step 5	260 days*	\$17.78
Early Venture Teacher – Step 6	260 days*	\$18.31
Early Venture Assistant Teacher – Step 1	260 days*	\$14.65
Early Venture Assistant Teacher – Step 2	260 days*	\$15.17
Early Venture Assistant Teacher – Step 3	260 days*	\$15.69
Early Venture Assistant Teacher – Step 4	260 days*	\$16.21
Early Venture Assistant Teacher – Step 5	260 days*	\$16.74
Early Venture Assistant Teacher – Step 6	260 days*	\$17.26

* The Community Services programs are market-driven. The duty year reflected is an estimate only.

APPENDIX B
SALARIES AND DUTY YEAR
2019-20

Position	Duty Year	Hourly Rate
Auditorium Technician	4.0 Hrs/Day up to 728 Annual Hours	\$22.74
Site Leader – Step 1	260 days*	\$16.30
Site Leader – Step 2	260 days*	\$16.64
Site Leader – Step 3	260 days*	\$16.99
Site Leader – Step 4	260 days*	\$17.92
Site Assistant – Step 1 (All Programs)	260 days*	\$13.21
Site Assistant – Step 2 (All Programs)	260 days*	\$13.56
Site Assistant – Step 3 (All Programs)	260 days*	\$13.91
Site Assistant – Step 4 (All Programs)	260 days*	\$14.49
Temporary Site Assistant	Less than 60 days*	\$13.21
Student Site Assistant – school year	190 days*	\$9.65
Temporary Student Site Assistant	Less than 60 days*	\$9.65
Targeted Services Enrichment Coordinator/Club Leader	8 Hrs/Wk	\$21.55
Mentoring Specialist	3 Hrs/Day – 36 Weeks*	\$19.25
Early Childhood Outreach Specialist	206 days*	\$19.25
Building Supervisor	Up to 10 hours/week	\$16.30
Venture Site Leader – Step 1	260 days*	\$19.31
Venture Site Leader – Step 2	260 days*	\$19.85
Venture Site Leader – Step 3	260 days*	\$20.38
Venture Site Leader – Step 4	260 days*	\$20.92
Venture Site Leader – Step 5	260 days*	\$21.46
Venture Site Leader – Step 6	260 days*	\$21.99
Early Venture Teacher – Step 1	260 days*	\$16.09
Early Venture Teacher – Step 2	260 days*	\$16.63
Early Venture Teacher – Step 3	260 days*	\$17.17
Early Venture Teacher – Step 4	260 days*	\$17.70
Early Venture Teacher – Step 5	260 days*	\$18.24
Early Venture Teacher – Step 6	260 days*	\$18.78
Early Venture Assistant Teacher – Step 1	260 days*	\$15.02
Early Venture Assistant Teacher – Step 2	260 days*	\$15.56
Early Venture Assistant Teacher – Step 3	260 days*	\$16.09
Early Venture Assistant Teacher – Step 4	260 days*	\$16.63
Early Venture Assistant Teacher – Step 5	260 days*	\$17.17
Early Venture Assistant Teacher – Step 6	260 days*	\$17.70

* The Community Services programs are market-driven. The duty year reflected is an estimate only.

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Other Staff

Policy Extends from
July 1, 2018, through June 30, 2020

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 duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines.

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 will 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

Employees working 20 hours or more per week, with a duty year of 49 or more weeks, shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Good Friday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the Superintendent.

ARTICLE III LEAVES

Section 3.01 – Vacation

An employee who works a regular schedule of 20 or more hours per week, with a work year of at least 49 weeks, shall be eligible for vacation.

Vacations for employees working at least 20 hours or more per week, for at least 49 weeks per year, shall be as follows:

<u>Year of Service in District</u>	<u>Number of Vacation Days</u>
1 - 5	10
6-13	15
14+	20

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1st), however, vacation is considered earned on a monthly basis. Individuals hired after July 1st will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 49 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor.

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

Employees working fewer than 49 weeks per year shall not receive vacation.

Section 3.02 - 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 sick leave at the rates listed below to a maximum accumulation of 228 days:

Employees working a duty year of less than 50 weeks	10 days/year
Employees working a duty year of 50 weeks or more	12 days/year

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, 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. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay his/her fee. Charges for certification of absences greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

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 3.03 – Disaster Leave

The Employer will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

Disaster leave payments shall cease in any event after the fortieth (40th) duty day of absence.

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 members or friends. Time off for bereavement shall be deducted from unused sick days.

Section 3.05 – 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 their immediate supervisor. A deduction of these days will be made from sick leave. Request for leave under this Section must be made through the District's substitute/leave system at least three (3) days in advance, except for emergencies.

There shall be no paid personal business days for those employees who do not qualify for sick leave.

Section 3.06 - Leave of Absence Without Pay

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave, subject to the requirements of applicable law.

Section 3.07 - Child Care Leave and Adoption Leave

A. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.

B. An employee making application for unpaid child care leave shall inform the superintendent in writing of his/her intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances. The superintendent and the employee will attempt to work out a satisfactory plan for the leave.

C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 3.02 is available for any period of disability associated with the pregnancy prior to the commencement of the child care leave.

D. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care leave or the duration of such leave.

E. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:

- (1) grant any leave more than six (6) months in length or at the beginning of the school year following such six (6) month period.
- (2) permit the employee to return to his or her employment prior to the date designated in the request for child care leave.

F. An employee returning from child care leave shall have a right to return to his or her original position as specified in the employee's child care leave plan if the employee's leave is commenced and concluded within the same fiscal year. If the employee's child care leave plan does not call for his or her return within the fiscal year it is commenced, the employee shall have the right to be returned to an equivalent contractual position, unless such employee has been previously terminated pursuant to the provision of M.S. 122A.40 or such employee has been placed on unrequested leave pursuant to the provisions of M.S. 122A.40.

G. Failure of the employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension in the leave.

H. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this document at the commencement of the leave. The employee shall accrue additional experience credit or leave time during the period of absence for child care leave-only if the leave commences and ends within the same fiscal year.

Section 3.08 – 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 3.09 – 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 3.10 – 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 3.11 – 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. 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 for at least the number of student contact days in the board approved school calendar 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 amounts listed below reflect a proration for employees who work less than full-time. The effective date for employer contributions shall be January 1 each year.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

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 amounts listed below reflect a proration for those employees who work less than full-time. The effective date for employer contributions shall be January 1 each year.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

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 - Vandalism Reimbursement

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing his or her required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

Section 5.04– 403(b) District 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 \$250 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.

APPENDIX A
SALARIES AND DUTY YEAR
2018-19

Position	Duty Year	Hourly Rate
Parking Lot & Bldg Security Monitor	178 days	\$21.97
Volunteer Coordinator Step 1	3.5 hours/school week/building	\$16.44
Volunteer Coordinator Step 2		\$16.98
Volunteer Coordinator Step 3		\$17.54
Volunteer Coordinator Step 4		\$18.10
Full-time Substitutes	Student Contact Days	\$25.91

APPENDIX B
SALARIES AND DUTY YEAR
2019-20

Position	Duty Year	Hourly Rate
Parking Lot & Bldg Security Monitor	178 days	\$21.97
Volunteer Coordinator Step 1	3.5 hours/school week/building*	\$17.03
Volunteer Coordinator Step 2		\$17.60
Volunteer Coordinator Step 3		\$18.18
Volunteer Coordinator Step 4		\$18.76
Full-time Substitutes	Student Contact Days	\$26.85

* Volunteer Coordinator position for Accelerate Northfield is allowed an average of 18 hours/week with a maximum of 738 hours/year.

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Confidential Employees

JULY 1, 2018 THROUGH JUNE 30, 2020

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/Work Day

The duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines. The work day shall be 8 hours/day.

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, B and C.

While the District reserves the right to set salaries, it will 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

Employees who work 20 hours or more per week, with a duty year of 50 or more weeks, shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Good Friday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the immediate supervisor.

ARTICLE III VACATION/LEAVES

Section 3.01 - Vacation

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

Vacations for employees working 50 or more weeks per year shall be as follows:

Year of Service Completed in <u>District</u>	Number of Vacation <u>Days</u>
1 - 5	15
6 +	20

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1st), however, vacation is considered earned on a monthly basis. Individuals hired after July 1st will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 50 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor.

Payment for unused, earned vacation balances as limited by the previous paragraph will be made by the School District upon termination or separation of employment.

Employees working fewer than 50 weeks per year shall not receive vacation.

Section 3.02 - 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 sick leave at the rates listed below to a maximum accumulation of 228 days:

Employees working a duty year of less than 50 weeks	10 days/year
Employees working a duty year of 50 weeks or more	12 days/year

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, 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. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay his/her fee. Charges for certification of absences greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

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 3.03 – Disaster Leave

The Employer will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

Disaster leave payments shall cease in any event after the fortieth (40th) duty day of absence.

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 members or friends.

Time off for critical illness/bereavement shall be deducted from unused sick days.

Section 3.05 - 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 via the District substitute/leave reporting system. A deduction of these days will be made from sick leave.

Section 3.06 - Leave of Absence Without Pay

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave, subject to the requirements of applicable law.

Section 3.07 - Child Care Leave and Adoption Leave

A. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.

B. An employee making application for unpaid child care leave shall inform the superintendent in writing of his/her intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances. The superintendent and the employee will attempt to work out a satisfactory plan for the leave.

C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 3.02 is available for any period of disability associated with the pregnancy prior to the commencement of the child care leave.

D. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care leave or the duration of such leave.

E. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:

- (1) grant any leave more than six (6) months in length or at the beginning of the school year following such six (6) month period.
- (2) permit the employee to return to his or her employment prior to the date designated in the request for child care leave.

F. An employee returning from child care leave shall have a right to return to his or her original position as specified in the employee's child care leave plan if the employee's leave is commenced and concluded within the same fiscal year. If the employee's child care leave plan does not call for his or her return within the fiscal year it is commenced, the employee shall have the right to be returned to an equivalent contractual position, unless such employee has been previously terminated pursuant to the provision of M.S. 122A.40 or such employee has been placed on unrequested leave pursuant to the provisions of M.S. 122A.40.

G. Failure of the employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension in the leave.

H. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this document at the commencement of the leave. The employee shall accrue additional experience credit or leave time during the period of absence for child care leave only if the leave commences and ends within the same fiscal year.

Section 3.08 – 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 3.09 – Judicial Duty

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

Section 3.10 – 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 3.11 – 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.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

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 January 1.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.05- Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$50,000 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 - Vandalism Reimbursement

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing his or her required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

ARTICLE VI RETIREMENT

Section 6.01 – Retirement Insurance

If the employee retires upon attaining age fifty-five (55) or thereafter and has at least ten (10) years experience in the School District, they may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The employee may continue participation in the District's group term life insurance plan according to provisions of Section 4.05 at the employee's own expense until the employee is eligible for Medicare.

The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for six (6) years from the date of retirement.

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.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

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

APPENDIX A

**SALARIES AND DUTY YEAR
2018-19**

Position	Duty Year	Annual Salary
Executive Assistant to Superintendent & School Board	52 weeks	\$67,765

APPENDIX B

**SALARIES AND DUTY YEAR
2019-20**

Position	Duty Year	Annual Salary
Executive Assistant to Superintendent & School Board	52 weeks	\$70,483

APPENDIX C
STEPS FOR SERVICE

Step 1	\$0
Step 2	\$1,000
Step 3	\$2,000
Step 4	\$3,000

I. PURPOSE

The purpose of this policy is to provide guidance for the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in state and federal law.

II. DEFINITIONS

- A. "Authorized Representative" means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.
- B. "Biometric Record," as referred to in "Personally Identifiable," means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).
- C. "Dates of attendance" as referred to in "Directory Information" means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. It does not include specific daily records of a student's attendance at a school or schools in the school district.
- D. "Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It is limited to: the student's name, address, telephone listing, photograph, date of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, Middle and High School Student Athletic Physical Examination Expiration Date, degrees, honors and awards received, the most recent educational agency or institution attended, photographs, videotapes and other visual representations for school-approved publications, yearbooks, newspapers, public presentations, and web pages, including district, school and department social media sites. It also includes the name, address and telephone number of the student's parent(s).

Directory information does not include:

1. a student's social security number
2. a student's identification number ("ID"), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or

- possessed only by the authorized user;
 - 3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
 - 4. personally identifiable data which references religion, race, color, social position or nationality, or
 - 5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.
- E. "Military information" means name, address and home phone number for all students in grades 11 and 12.
- F. "Education records" means those records which are directly related to a student and are maintained by the school district.
- 1. The term "Education Records" does not include:
 - a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which:
 - 1. Are in the sole possession of the maker of the records;
 - 2. Are destroyed at the end of the school year, and
 - 3. Are not accessible or revealed to any other individual except a temporary substitute.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are: (1) maintained separately from education records; (2) maintained solely for law enforcement purposes; (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, employed by the district which are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee and are not available for use for any other purpose.
 - d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity; created, maintained or used only in connection with the provision of treatment to the student, and not disclosed to anyone other than individuals providing the treatment, provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. (For the purpose of this definition, "treatment" does not include remedial educational activities or activities which are part of the program of instruction within the school district.)
 - e. Records which contain only information about an individual after he/she is no longer a student in the school district and that are not directly related to the individual's attendance as a student. .

- G. "Eligible student" means a student in the district who is 18 years of age or is attending an institution of post-secondary education.
- H. "Juvenile Justice System" including criminal justice agencies and the judiciary when involved in juvenile justice activities.
- I. "Legitimate educational interest" includes interests directly related to classroom instruction, teaching, student achievement and progress, student discipline, and student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to: (1) Perform an administrative task required in the school or employee's contract or position description approved by the school board; (2) Perform a supervisory or instructional task directly related to the student's education, or; (3) Perform a service of benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid. (4) Perform a task directly related to responding to a request for data.
- J. "Parent" means a parent or a guardian or an individual acting as a parent of a student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights inherent in the applicable law and set out in this policy unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or custody, or a legally binding instrument which provides to the contrary.
- K. "Personally identifiable" means the data or information includes: (a) the name of a student, the student's parents or other family members, (b) the address of the student or student's family, (c) a personal identifier, such as the student's social security number or student number or biometric record, (d) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identify of the student to whom the education record relates.
- L. "Record" means any information or data recorded in any medium, including, but not limited to handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.
- M. "Responsible authority" means the superintendent of schools or designee.
- N. "Student" includes any individual on whom the school district maintains educational records.
- O. "School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the

school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

- P. "Summary data" means statistical records and reports derived from data on individuals, but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.
- Q. All other terms and phrases shall be defined in accordance with applicable law or ordinary custom and usage.

III. GENERAL CLASSIFICATION

State law provides that all data collected, created, received or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

IV. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are

entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§300.610-300.617 with regard to the confidentiality of information related to students with disability.

V. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is

- authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section IV. of this policy.

B. Prior Consent for Disclosure Not Required – The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein and if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
- c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section Annual Notification of Rights), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd.

7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section Request to Amend Records; Procedures to Challenge Data of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;
6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal

identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be or destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant

- risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
 13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
 14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
 15. To the parent of a student who is not an eligible student or to the student himself or herself;
 16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
 17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
 18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student’s education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student’s parent or guardian by certified mail of the request to disclose information. If the student’s parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student’s file;
 19. To the principal where the student attends and to any counselor directly

supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county

attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1996 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VI. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting

the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent’s or eligible student’s prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student’s name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student’s social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student’s records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent’s or eligible student’s written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;

3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

1. In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all. Pursuant to Minnesota law, child welfare reports pertaining to abused and battered children shall be accessible to appropriate welfare and law enforcement agencies and the subject individual alone. The district shall not make such reports available to the parent.
2. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341 to 144.347, in which case the data may be

released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

VIII. DISCLOSURE OF CONFIDENTIAL RECORDS

Confidential records are those records (and data within those records) which are made not public by state or federal law and which are inaccessible to the student and his or her parent or to an eligible student.

A. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, 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 occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

B. Investigative Data

1. Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.
2. The school district may make any data classified as protected non-public or confidential data pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
3. A complainant has access to a statement he or she provided to the school district.
4. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. 13.393.
5. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

- a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
6. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

C. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

IX. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, et seq.

X. DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military; and
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority in writing each year. (See Appendices C and D.)
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11

and 12 without prior consent.

- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XI. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section Disclosure of Education Records of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section Disclosure of Education Records of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section Disclosure of Private Records of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section Release of Directory Information of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to

court orders or lawfully issued subpoenas, disclosure of directory information under Release of Directory Information of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XII. RESPONSIBLE AUTHORITY, RECORD SECURITY; AND RECORD KEEPING

- A. The responsible authority shall be responsible for the maintenance and security of student records and shall be the superintendent of schools or his or her designee.
- B. Record Security – The principal of each school and the Director of Student Services, subject to the supervision and control of the superintendent, shall be the records manager of his or her school or program and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records. The Office of the Superintendent shall be the records manager for student records maintained in the district storage.
- C. Record-keeping – The school district shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record kept with the education records of the student which indicates:
 - 1. The parties who have requested or obtained personally identifiable information from the education records of the student;
 - 2. The legitimate interests these parties had in requesting or obtaining the information;
 - 3. The date of the request, and
 - 4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.
- D. Section C above does not apply to disclosures to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student when the consent is specific with respect to the party or parties to whom the disclosure is to be made, disclosures to school officials under Disclosure of Education Records or disclosures of directory information under Release of Directory Information.
- E. The record of disclosures may be inspected by the parent of the student or the eligible student, and by the authority responsible for the custody of the records.

XIII. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

- A. The district shall permit the parents of a student or an eligible student who is or has been in attendance in the district to inspect and review all education records of the student (except those records which are made confidential by state or federal law). A written request must be submitted in accordance with district procedure. All education records includes education records kept by teachers, counselors and other school staff members, and education records kept in school offices and district-level records

storage. The district shall comply with a request immediately, if possible, or within 10 working days of the date of that request.

- B. The right to inspect and review education records under Section XII. A. (Right to Inspect and Review Education Records) includes:
 - 1. The right to a response from the district to reasonable requests for explanations and interpretations of the records, and
 - 2. The right to obtain copies of the records from the district where failure of the district to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the education records.
- C. The district may presume that either parent of the student has authority to inspect and review the education records of the student unless the district has been provided with evidence that there is a legally binding instrument, or a state law or court order governing such matters as divorce, separation or custody, which provides to the contrary.
- D. The school district shall charge a reasonable fee for providing copies of records. The cost of providing copies shall be borne by the parent or eligible student, except when to do so would impair the ability of the parent or the eligible student to exercise their right to inspect and review those records. Copying costs shall be waived for families eligible for free or reduced school lunch. Parents or eligible students shall request a fee waiver in writing.

XIV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

- A. Request to Amend Education Records – The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy of the student may request in writing that the district amend the records.
 - 1. The superintendent or designee shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request.
 - 2. If the superintendent or designee decides to refuse to amend the education records of the student in accordance with the request, he or she shall so inform the parent of the student or the eligible student of the refusal and advise the parent or the eligible student of the right to a hearing under Section B below.
- B. Request for Hearing – The district shall, on request, provide an opportunity for a hearing in order to challenge the content of a student's education records to insure that information in the education records of the student is not inaccurate, misleading, incomplete or otherwise in violation of the privacy or other rights of students. The hearing shall be conducted in accordance with Section C below.
 - 1. If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
 - 2. If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, it shall inform the parent or eligible student of the right to place in the

education records of the student a statement commenting upon the information in the education records and/or setting forth any reason for disagreeing with the decision of the agency or institution.

3. Any statement placed in the education records of the student based on the results of a hearing to amend that student's records shall:
 - a. Be maintained by the district as part of the education records of the student as long as the record or contested portion thereof is maintained by the district, and
 - b. If the education records of the student or the contested portion thereof is disclosed by the district to any party, the statement shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.
2. The hearing may be conducted by the superintendent or other designated representative of the school board who has no direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the district's position and to advise the superintendent or designated representative on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity at the hearing to present evidence relevant to the issues raised under sections A. and B. above and may be assisted by individuals of his or her choice at his or her own expense, including an attorney.
4. The decision shall be made in writing in a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.
5. The decision of the superintendent or designated representative shall be the final decision of the district.

D. Appeal

The decision of the superintendent (responsible authority) or designated representative may be appealed in accordance with the applicable provisions of the State Administrative Procedures Act, Minnesota Statute, Chapter 14, relating to contested cases.

XV. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW., Washington, D.C. 20202. A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVI. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or

eligible student. The school district may not require such a waiver.

XVII. ANNUAL NOTIFICATION OF RIGHTS

The district shall give parents of students in attendance or eligible students in attendance annual notice by such means as are reasonably likely to inform them of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XVIII. DESTRUCTION AND RETENTION OF RECORDS

The destruction and retention of records by the district shall be controlled by state and federal law.

Policy 515 - Protection and Privacy of Pupil Records

Adopted: 8/25/08 (updated 4/2011) (updated 5.14.12) (updated 5.14.13) (updated 12/2013)

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Appendices: Appendix A – Statement of Rights

Appendix B – Notice of Designation of Directory Information
 Appendix C – Denial of Release of Directory Information
 Appendix D – Notice to Parents/Guardians and Students Regarding the Release of Information to Military Recruiters
 Appendix E – Authorization for Release of School Records
 Appendix F – Consent for the Release of Confidential Information Regarding Alcohol & Drug Abuse Student Records
 Appendix G – Request for Access to Records
 Appendix H – Request for Correction to be Made in the Education Record
 Appendix I – Retention of Test Protocols
 Appendix J – Photograph and Student Work Consent Form
 Appendix K – Juvenile Justice System Request for Information

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. Ch. 14 (Administrative Procedures Act)
 Minn. Stat. § 120A.22 (Compulsory Instruction)
 Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
 Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
 Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
 Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
 Minn. Stat. § 363A.42 (Public Records; Accessibility)
 Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
 Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
 18 U.S.C. § 2331 (Definitions)
 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References:

Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 Policy 417 (Chemical Use and Abuse)
 Policy 506 (Student Discipline)
 Policy 515.2 (Access to Students and Student Records by Custodial and Non-Custodial Parents)
 Policy 519 (Interviews of Students by Outside Agencies)
 Policy 520 (Student Surveys)
 Policy 906 (Community Notification of Predatory Offenders)

MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)

APPENDIX C
DENIAL OF RELEASE OF DIRECTORY INFORMATION

Parents/Guardians: Your child's photo will not be in the yearbook or in class pictures if you sign this document.

I understand that by signing this Denial of Release of Directory Information, the affected student's name will not appear on some lists such as honor rolls. Further, I understand that I am denying release of all the directory information listed below.

Pursuant the Notice of Designation of Directory Information, directory information **MAY NOT** be released without my expressed written consent:

Directory Information:

- Student's name
- Student's address
- Student's telephone listing
- Student's photograph
- Student's date of birth
- Student's major field of study
- Student's dates of school attendance
- Student's grade level completed (i.e., first grade, tenth grade, etc.)
- Student's enrollment status (full-time or part-time)
- Student's participation in officially recognized activities/sports
- Student's height and weight, if a member of an athletic team
- Middle and High School Student Athletic Physical Examination Expiration Date
- Student's degrees, honors and awards received
- Student's most recent educational agency or institution attended
- ~~Student's photographs, videotapes and other visual representations for school approved publications, yearbooks, newspapers, public presentations and web pages.~~
- Student's photographs, videotapes and other visual presentations for school-approved publications, electronic newsletters, yearbooks, newspapers, public presentations and web pages, including district, school and department social media sites.
- Student's parent(s) name, address and telephone number

Submitting this Denial of Release of Directory Information does not affect the release of directory information to Military Recruiters. In order to make all directory information about a student private to the public in general, including military recruiting officers, the parent/guardian or eligible student must complete the form below and also complete and submit a Denial of Release of Information to Military Recruiters (Appendix D).

The designation of directory information about a student as private will remain in effect for the current school year only. Return completed and signed copy to the Building Principal or the Superintendent of Schools by _____.

Signed _____
(Parent/Guardian/Eligible Student)

Address _____

Date _____

Student Affected _____

Address _____

School Currently Attending: _____

~~5/12~~

07/2018



PROPOSED 2018-19 BUDGET BOOK



"Delivering educational excellence that empowers all learners to engage in our dynamic world."

NORTHFIELD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT 659
BOARD OF EDUCATION

Julie Pritchard, Chair
Ellen Iverson, Vice Chair
Rob Hardy, Treasurer
Noel Stratmoen, Clerk
Margaret Colangelo
Amy Goerwitz
Jeff Quinnell

SUPERINTENDENT OF SCHOOLS

Dr. Matt Hillmann, Ed.D.

This document was prepared by the Finance Department of the Northfield Public Schools

www.northfieldschools.org

OUR VISION

We will prepare *every* student for lifelong success within a world-class learning environment with a commitment to community partnerships and sustainability.

OUR MISSION

The mission of Northfield Public Schools is to deliver educational excellence that empowers all learners to engage in our dynamic world.

OUR BELIEFS

- **Public Education**

We believe that public education is the foundation of our democratic republic.

- **Learning**

We believe that everyone can learn and has unique gifts and talents that must be nurtured and valued. We believe that learning is a lifelong, multi-faceted process that involves more than academics.

- **Learning Environment**

We believe that everyone in our schools has the right to a positive learning environment that provides physical, emotional and intellectual safety, and nurtures mutual respect, responsibility and rigor.

- **Shared Responsibility**

We believe that education is the collective responsibility of our students, families, schools and communities.

- **Decision-Making**

We believe decisions must be based on the district's mission and beliefs and relevant sources of information. We believe in an open decision-making process that invites honest dialogue.

- **Diversity**

We believe that all learners have a right to equitable access to educational opportunities.

OUR STRATEGIES

- **Quality Education**

We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.

- **Stewardship**

We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.

- **Climate**

We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.

- **Communications/Partnerships**

We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.

- **Curricular Outcomes**

We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.

- **Diversity**

We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.

<u>Ongoing Priorities</u>	<u>Near-Term Priorities</u>
<ul style="list-style-type: none">• Prioritize recruiting and retaining diverse staff.• Robust core subject instruction.	<ul style="list-style-type: none">• Building and fostering relationships – commitment to social/emotional health for all.• Develop a long-term solution that allows for reasonable class sizes while maintaining financial stability.• Spaces that are modern, innovative, creative and flexible.• Equitable opportunities and support for all career and college paths.

June 11, 2018

Board of Education
Independent School District 659
Northfield, MN

It is my great pleasure to submit and recommend the proposed budget for the 2018-19 school year. This budget report is one of our primary tools to present summarized financial information to the Board, our employees and the community. This report includes our Operating, Proprietary and Fiduciary Funds with a special emphasis on the General Fund. Over the past two months the details of these proposed budgets have been presented to the Board. This document provides a cohesive report for all of the budgets presented.

The purpose of a budget is to quantify the strategic plan and programming choices we have made as a District. It is a guide for the Board of Education to authorize the Administration to fulfill the vision and mission of the District each day. In January 2018, the Board received a five-year financial forecast. That forecast included assumptions and parameters used to set the framework for the 2018-19 budget planning process. In December, a revised budget that includes more accurate enrollment data, finalized employment contracts and a complete analysis of the 2018 legislative session will be presented.

Seventy percent of the district's total funding comes from the State of Minnesota and it is essential that we recognize and understand the inadequate funding strategies the legislature employs. The Northfield community has been a tireless supporter of our schools. The community showcased this support in November when they approved a renewal and increase of our operating referendum. Their unwavering support and commitment to our students is deeply appreciated. Many districts in the state make budget reductions year after year. With the support of our voters, we are very proud to be a district that has built our fund balance for multiple years to help weather the chronic underfunding from the State of Minnesota.

We strive daily to implement the District's strategic plan, mission and values to operate efficiently and effectively while continuing to provide a world-class learning environment. We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support Northfield Public Schools.

Sincerely,



Val Mertesdorf
Director of Finance

BUDGET DEVELOPMENT CALENDAR

November 27	Auditors presented results of 2016-17 financial audit.
December 11	School Board reviewed and approved 2017-18 revised General Fund budget as well as certified the 2017 Payable 2018 Tax Levy.
January 29	School Board presented with five year financial forecast and 2018-19 proposed budget calendar.
February 12	School Board adopted resolution requiring the administration to make recommendations for additions and reductions in programs and adding or discontinuing positions.
February 26	School Board presented with proposed Operating Capital and Long Term Facilities Maintenance budget.
March 12	School Board adopted the proposed Capital and Long Term Facilities Maintenance budget.
April 23	School Board adopted the necessary resolutions relating to General Fund program and staffing changes for 2018-19.
April 23	School Board presented with proposed budgets for Non-Operating Funds and Internal Service Fund.
May 14	School Board presented with proposed budgets for Child Nutrition department and Community Services department.
May 29	School Board presented with proposed General Fund budget.
June 11	School Board adopts the 2018-19 Proposed Budgets for all funds.

STUDENT ENROLLMENT

Minnesota funds the majority of its K-12 programs through a complex formula applied to the number of students attending each school. For most funding programs, the pupil count, known as adjusted pupil units (APU) is used to determine school revenue amounts.

DETERMINING PUPIL UNITS

There are three steps involved in calculating the APUs that are used in most of the K-12 funding formulas.

1. Average Daily Membership (ADM): Students are counted in average daily membership. Average daily membership is the count of resident students membership days divided by instructional days. Excused absences from school (for things such as illness, etc.) do not reduce a school district's ADM.
2. Adjusted Average Daily Membership (AADM): The ADM student count is adjusted to reflect only the students actually served by the district. Each district's pupil count is reduced by the number of students leaving the district to attend a charter school or through open enrollment and increased by the number of students entering the district from another district.
3. Adjusted Pupil Units (APU): Each student is weighted by grade level according to the weights listed in the table below. The different weights are intended to reflect differing educational costs across the grade levels. The K-12 funding formulas are multiplied by the AADM to calculate the District's revenue.

	Pre-KG	KG Disabled	KG	1-3	4-6	7-12
2018-19	1.0	1.0	1.0	1.0	1.0	1.2

ENROLLMENT PROJECTIONS

Over the past five years, the District's enrollment has increased. The District anticipates that the total number of students will continue to increase slightly over the next couple of years.

The October 1, 2017 enrollment numbers were included with historical data to calculate the current enrollment forecast which was prepared using the traditional cohort survival technique and weighting these results to favor more recent years. The following table represents the 2018-19 student enrollment projection. The bottom table includes historical enrollment counts and the longer range forecast for additional context.

2018-19 Projected Adjusted Pupil Units					
Pre-KG	KG (incl. HK)	1-3	4-6	7-12 (incl. ALC)	Total
39.4	257.1	817.1	921.8	2,054.0	4,089.4

Enrollment History and Projection							
Year	Pre-K	KG	1-3	4-6	7-12	Total	APU
2007-08	29.6	250.5	819.2	831.6	1,947.1	3,877.9	4,525.6
2008-09	29.8	234.9	820.3	845.8	1,921.2	3,851.9	4,495.0
2009-10	41.3	260.7	807.1	821.8	1,880.5	3,811.3	4,431.3
2010-11	37.5	239.7	795.0	843.0	1,865.8	3,781.0	4,405.2
2011-12	40.2	256.0	810.1	840.8	1,851.6	3,798.6	4,416.1
2012-13	40.1	267.6	796.2	875.1	1,838.5	3,817.5	4,424.9
2013-14	30.1	223.6	826.9	853.1	1,885.2	3,818.9	4,459.1
2014-15*	24.5	266.4	816.0	862.9	1,899.5	3,869.3	4,249.2
2015-16	32.3	250.2	841.7	865.5	1,932.6	3,922.3	4,308.9
2016-17	40.6	246.9	825.6	906.7	1,976.6	3,996.4	4,391.7
2017-18#	41.1	267.9	810.7	918.4	1,997.1	4,035.2	4,434.6
2018-19#	39.4	257.1	817.1	921.8	2,054.0	4,089.4	4,500.2
2019-20#	39.6	257.8	819.2	903.6	2,074.9	4,095.1	4,510.1
2020-21#	39.7	258.6	838.2	897.1	2,104.9	4,138.5	4,559.5

Estimated Enrollment

* Change in pupil unit weights

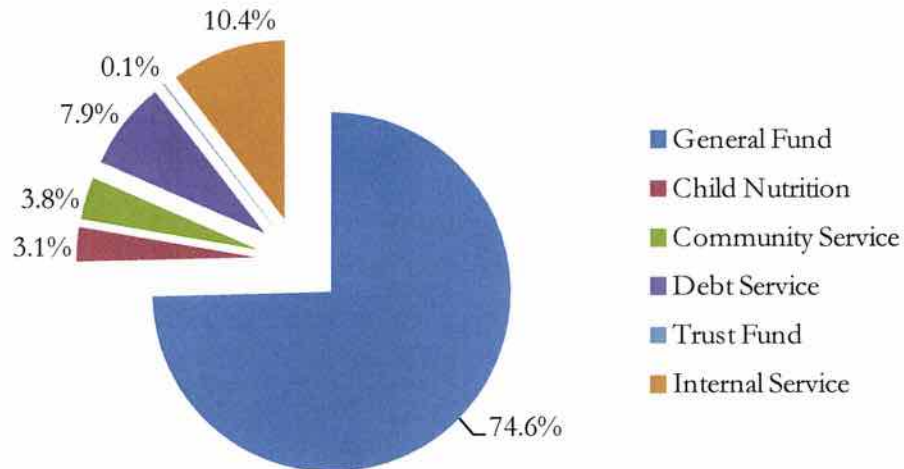
PROPOSED 2018-19 BUDGET SUMMARY OF ALL FUNDS

	July 1, 2018 Projected <u>Fund Balance*</u>	FY 2019 <u>Revenues</u>	FY 2019 <u>Expenditures</u>	June 30, 2019 Projected <u>Fund Balance*</u>
General Fund**	\$ 17,029,266	\$ 54,008,294	\$ 53,168,513	\$ 17,869,047
Child Nutrition	\$ 815,957	\$ 2,219,900	\$ 2,234,537	\$ 801,320
Community Service	\$ 677,685	\$ 2,765,253	\$ 2,822,986	\$ 619,952
Debt Service	\$ 1,213,470	\$ 5,749,314	\$ 5,734,694	\$ 1,228,090
Trust Fund	\$ 125,338	\$ 71,730	\$ 76,030	\$ 121,038
Internal Service	\$ 6,852,772	\$ 7,558,599	\$ 7,115,731	\$ 7,295,640

* Beginning and ending fund balance includes restricted funds

**General Fund includes Capital and Long Term Facility Maintenance funds.

2018-19 Budget Resources All Funds



GENERAL FUND

The General Fund accounts for the primary operations of the District, including educational and instructional support services to students from Kindergarten through twelfth grade, pupil transportation and capital outlay.

Preliminary budget assumptions include an increase in revenue of approximately 7.2%. The District receives 70% of its revenue from the State of Minnesota. We know the District will be receiving a 2% increase in our basic per pupil formula revenue. The voters also approved an increase of our operating referendum in November to \$1,967.32 per pupil. We are projecting a slight decline in federal funding due to the uncertainty at the federal level.

Projected expenditures are represented with an aggregate increase of 3.4%. This includes a projected increase of 2.3% in salaries, 2.7% in benefits and a 2.5% decrease in non-salary and other operating expenditures.

GENERAL FUND | FINANCIAL SUMMARY

	2015-16 Audit Results	2016-17 Audit Results*	2017-18 Revised Budget	2018-19 Proposed Budget
REVENUE	\$ 48,133,894	\$ 49,579,188	\$ 50,388,093	\$ 54,008,294
EXPENDITURES	46,433,449	49,089,574	51,418,052	53,168,513
DIFFERENCE	1,700,445	489,614	(1,029,959)	839,781
BEGINNING FUND BALANCE	15,869,166	17,569,611	18,059,225	17,029,266
ENDING FUND BALANCE	\$ 17,569,611	\$ 18,059,225	\$ 17,029,266	\$ 17,869,047
RESTRICTED FUND BALANCE	\$ 5,622,620	\$ 5,362,540	\$ 5,430,261	\$ 5,713,818
UNRESTRICTED FUND BALANCE	\$ 11,946,991	\$ 12,696,685	\$ 11,599,005	\$ 12,155,229
PERCENTAGE OF EXPENDITURES	25.7%	25.9%	22.6%	22.9%

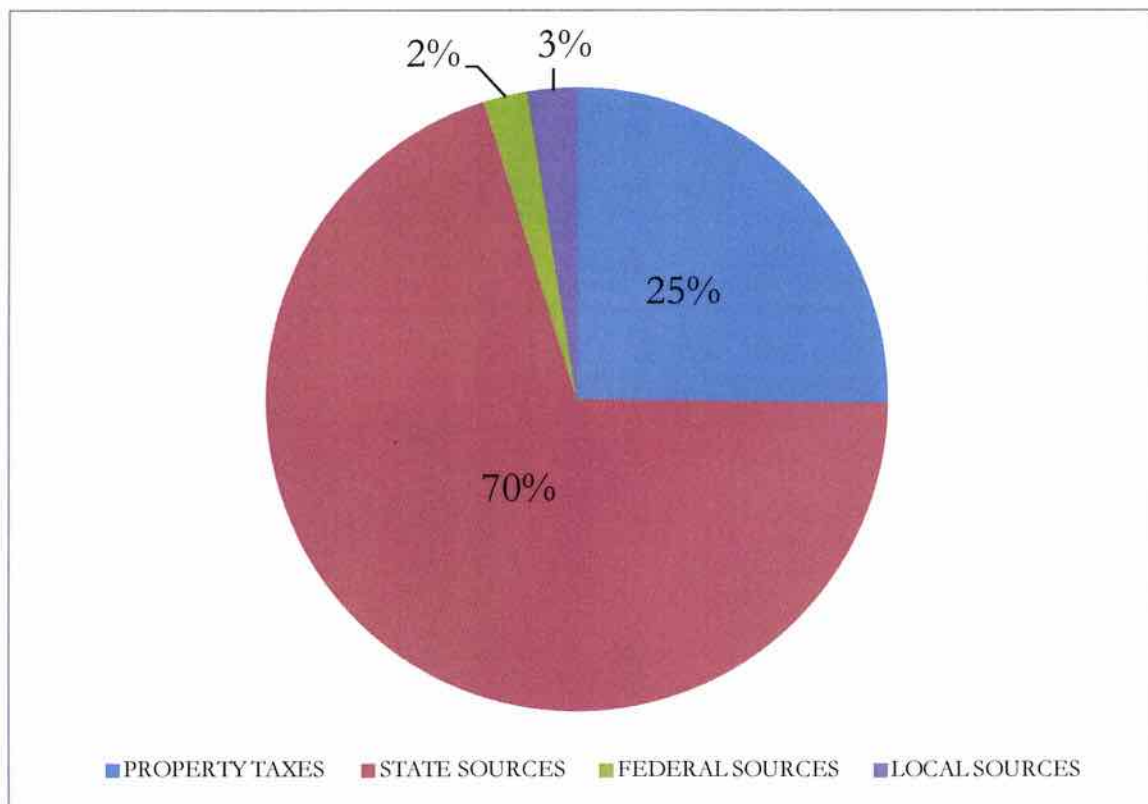
*Excludes \$4,769,213 of CVSEC flow-through

GENERAL FUND | REVENUE

	2015-16 Audit Results	2016-17 Audit Results*	2017-18 Revised Budget	2018-19 Proposed Budget
PROPERTY TAXES	\$ 9,743,437	\$ 10,445,511	\$ 10,314,685	\$ 13,611,213
STATE SOURCES	35,469,498	36,052,015	37,143,015	37,784,088
FEDERAL SOURCES	1,290,511	1,338,398	1,310,200	1,209,715
LOCAL SOURCES	1,630,448	1,743,264	1,620,193	1,403,278
TOTAL	\$ 48,133,894	\$ 49,579,188	\$ 50,388,093	\$ 54,008,294

*Excludes \$4,769,213 of CVSEC flow-through

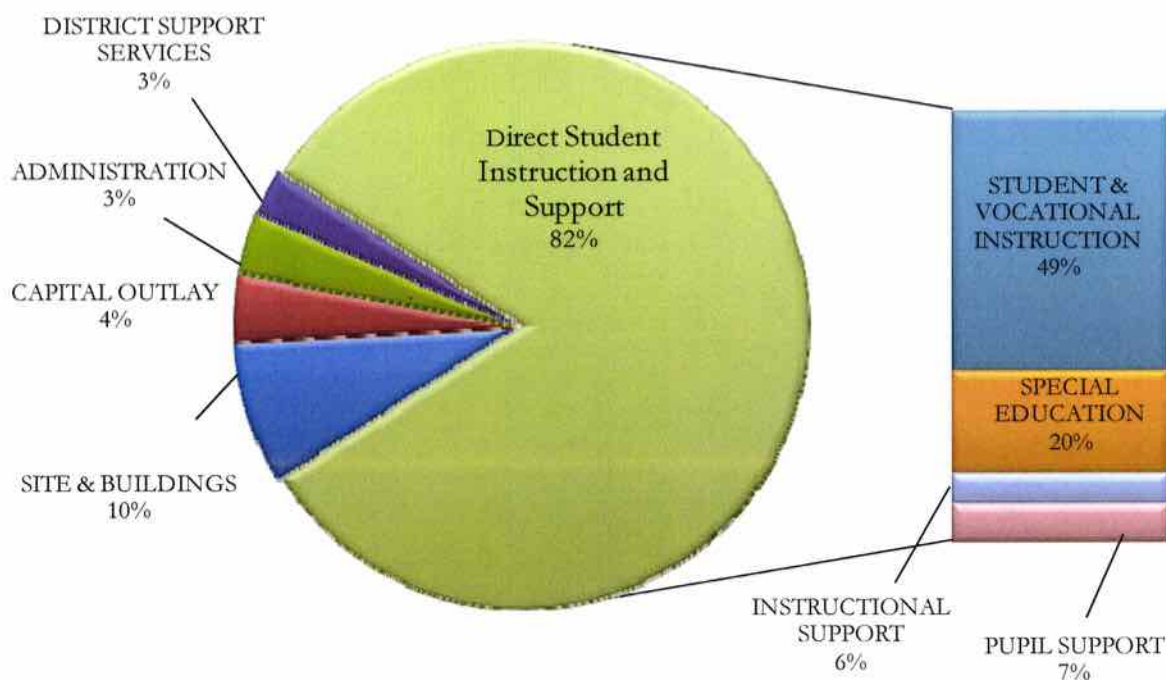
REVENUE BY SOURCE



GENERAL FUND | EXPENDITURES BY PROGRAM

- **Student Instruction: \$36,353,549 (68.4%)**
Includes costs associated with teaching students as well as co-curricular and extra-curricular activities from kindergarten through twelfth grade. It also includes specialty programming such as special education, alternative education, English learner and compensatory programs.
- **Student Support Services: \$7,571,676 (14.2%)**
Includes costs associated with supporting students including transportation, media centers, guidance/counseling services, nursing services as well as the teaching and learning department.
- **Site and Buildings: \$6,016,317 (11.3%)**
Includes costs associated with operations, maintenance, repairs and remodeling of all facilities and grounds of the school district. This program category also includes the majority of our capital outlay expenditures.
- **District Support Services: \$1,384,985 (2.6%)**
Includes costs associated with services provided by the District Office such as human resources, finance, communications and other centralized office functions.
- **Administration: \$1,841,986 (3.5%)**
Includes costs associated with the district administration including the School Board, Superintendent and Principals.

2018-19 EXPENDITURES BY PROGRAM



GENERAL FUND | EXPENDITURES BY PROGRAM (cont)

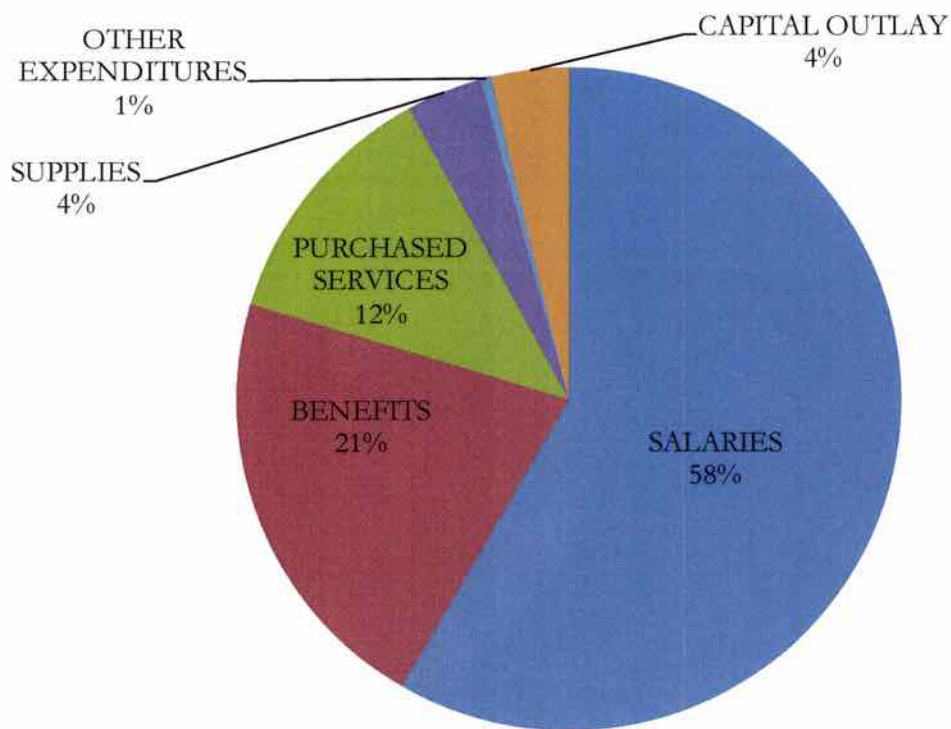
Student Instruction \$36,353,549 68.4%	Elementary Instruction	\$ 10,108,893
	Middle and High School Instruction	\$ 11,595,139
	Special Education	\$ 10,499,483
	Co-curricular and Extra-curricular Activities	\$ 1,734,947
	English Language Learners	\$ 1,008,082
	Title/Compensatory Programs	\$ 984,291
	Career and Technical Programs	\$ 422,714
Student Support Services \$7,571,676 14.2%	Instructional Support	\$ 594,496
	Curriculum and Development	\$ 212,073
	Educational Media	\$ 647,929
	Instructional Technology	\$ 1,616,820
	Guidance/Counseling	\$ 807,487
	Health Services	\$ 461,264
	Student Transportation	\$ 2,519,368
	Staff Development	\$ 629,644
	Other Student Support	\$ 82,595
Sites and Buildings \$6,016,317 11.3%	Operations and Maintenance	\$ 3,790,700
	Facilities	\$ 753,146
	Long Term Facilities Maintenance	\$ 1,327,471
	Property or Other Insurance	\$ 145,000
District Support Services \$1,384,985 2.6%	Finance Department	\$ 445,299
	Human Resources	\$ 358,114
	Administrative Technology	\$ 195,030
	General Administrative Support	\$ 120,136
	Communications and Assessment	\$ 242,696
	Elections	\$ 23,710
Administration \$1,841,986 3.5%	Office of Superintendent	\$ 363,112
	School Administration	\$ 1,427,648
	School Board	\$ 51,226
Total General Fund		\$ 53,168,513

GENERAL FUND | EXPENDITURES BY OBJECT

	2015-16 Audit Results	2016-17 Audit Results*	2017-18 Revised Budget	2018-19 Proposed Budget
SALARIES	\$ 26,888,715	\$ 28,767,300	\$ 30,358,161	\$ 31,055,714
BENEFITS	10,312,866	10,726,214	10,993,583	11,291,070
PURCHASED SERVICES	6,761,629	6,108,468	6,559,627	6,560,630
SUPPLIES	1,581,596	1,696,360	2,202,212	1,978,937
OTHER EXPENDITURES	169,042	249,851	268,892	262,569
CAPITAL OUTLAY	719,591	1,541,381	1,035,577	2,019,593
TOTAL	\$ 46,433,439	\$ 49,089,574	\$ 51,418,052	\$ 53,168,513

*Excludes \$4,769,213 of CVSEC flow-through

2018-19 EXPENDITURES BY OBJECT



GENERAL FUND

OPERATING CAPITAL and LONG TERM FACILITIES MAINTENANCE

The primary source of revenue comes from local property taxes which includes the voter approved operating capital levy of \$750,000. The capital levy was renewed for another 10 years upon its expiration during the 2013-14 school year. Long Term Facilities Maintenance revenue will replace the Deferred Maintenance and Health and Safety revenue formulas moving forward.

	2015-16	2016-17	2017-18	2018-19
	Audit	Audit	Revised	Proposed
Revenue Summary	Results	Results	Budget	Budget
Operating Capital	\$ 955,874	\$ 1,006,578	\$ 957,224	\$ 1,016,132
Capital Facility Bond	(423,210)	(182,372)	(179,754)	(185,483)
Capital Projects Levy	750,000	750,000	750,000	750,000
Lease Levy	336,620	329,515	333,351	377,805
Long Term Facility Maintenance	-	797,885	1,294,869	1,510,622
Health & Safety	285,526	-	-	-
Deferred Maintenance	258,401	-	-	-
Total Revenues	\$ 2,163,211	\$ 2,701,606	\$ 3,155,690	\$ 3,469,076
Expenditure Summary				
Leased Facility Space/ Assessments	\$ 418,568	\$ 386,479	\$ 339,840	\$ 415,586
Lease Purchase Agreement	142,760	142,760	142,758	142,758
Building/Program Allocation	247,617	304,105	326,266	129,178
Textbooks/Digital Curriculum	149,744	88,799	150,000	150,000
Other Leases	543,366	377,655	519,145	519,145
Capital Committee Recommendations	177,490	705,935	499,540	546,650
Health & Safety	195,475	-	-	-
Deferred Maintenance	146,492	-	-	-
Long Term Facility Maintenance	-	701,752	872,269	1,037,796
Total Expenditures	\$ 2,021,512	\$ 2,707,485	\$ 2,849,818	\$ 2,941,113
Fund Summary				
Beginning Balance	\$ 663,972	\$ 805,671	\$ 799,792	\$ 1,105,664
Revenue	2,163,211	2,701,606	3,155,690	3,469,076
Expenditures	2,021,512	2,707,485	2,849,818	2,941,113
Ending Balance	805,671	799,792	1,105,664	1,633,627
Operating Capital	\$ 569,700	\$ 467,688	\$ 350,960	\$ 406,097
Long Term Facility Maintenance	-	442,931	865,531	1,338,357
Health & Safety	(110,827)	(110,827)	(110,827)	(110,827)
Deferred Maintenance	346,798	-	-	-
Ending Fund Balance	\$ 805,671	\$ 799,792	\$ 1,105,664	\$ 1,633,627

CHILD NUTRITION FUND

The Child Nutrition Fund is a self-sustaining fund whose mission is to provide quality nutritious meals that support the growth and development of our students to fuel their learning. Revenue come from a variety of sources including state and federal funding, student and adult purchases, federal commodities, and grant dollars.

The majority of the budget is accounted for in labor and food costs. The budget does not include an increase to meal prices. We will be switching prime vendors for 2018-19 and expect a 3-4% increase in food costs.

The proposed budget shows a slight spend down of the fund balance. This was intentional due to a federal fund balance maximum that we are currently exceeding and working to strategically utilize. Continuous evaluation of food costs and direct labor hours per meal served will be the primary focus to ensure budget targets are met. We also anticipate potential increased expenditures in 2018-19 due to a schedule change at the high school.

	2015-16 Audit Results	2016-17 Audit Results	2017-18 Revised Budget	2018-19 Proposed Budget
Revenue Summary				
Local property Taxes	-	-	-	-
Tuition, fees and other	1,206,185	1,232,565	1,247,400	1,248,400
State Aids	109,618	113,835	119,000	113,000
Federal Aids	846,446	865,516	863,000	858,500
Total Revenues	\$ 2,162,249	\$ 2,211,916	\$ 2,229,400	\$ 2,219,900

Expenditure Summary				
Salaries and Wages	\$ 614,839	\$ 654,368	\$ 685,100	\$ 712,504
Benefits	268,028	312,272	327,858	331,883
Purchased Services	81,968	91,636	84,200	89,200
Food and Supplies	994,264	1,029,539	1,030,200	1,070,450
Equipment	1,507	10,467	52,500	30,500
Total Expenditures	\$ 1,960,606	\$ 2,098,282	\$ 2,179,858	\$ 2,234,537

Fund Summary				
Beginning Fund Balance	\$ 451,138	\$ 652,781	\$ 766,415	\$ 815,957
Revenue	2,162,249	2,211,916	2,229,400	2,219,900
Total Sources	2,613,387	2,864,697	2,995,815	3,035,857
Expenditures	1,960,606	2,098,282	2,179,858	2,234,537
Ending Fund Balance	\$ 652,781	\$ 766,415	\$ 815,957	\$ 801,320

Fund Balance Max \$ 653,535 \$ 699,427 \$ 726,619 \$ 744,846

Per the MDE, the Child Nutrition Department fund balance should not exceed 3 months average operating expenditures assuming a 9month operating year.

COMMUNITY SERVICE FUND

Northfield Public Schools Community Services focuses on lifelong learning, recreation and community involvement. We provide numerous opportunities and classes for all ages to develop skills, stay healthy and inspire creativity.

Our Early Childhood Family Education (ECFE) programs support parents in their role as their child's first and foremost teacher. Among our other Early Childhood Programs, Hand in Hand Preschool and Ventures childcare work together to prepare and support students in year-long learning. The budget for 2018-19 was developed with the goal of maintaining the necessary revenue generation and expenditure reductions in order to provide financial stability and good stewardship of resources.

	2015-16	2016-17	2017-18	2018-19
	Audit	Audit	Revised	Proposed
Revenue Summary	Results	Results	Budget	Budget
Local property Taxes	\$ 407,006	\$ 402,003	\$ 405,309	\$ 414,908
Tuition, fees and other	1,876,284	2,035,570	1,971,191	2,059,974
State Aids	275,007	323,738	292,712	290,371
Federal Aids	-	-	-	-
Total Revenues	\$2,558,297	\$ 2,761,311	\$ 2,669,212	\$ 2,765,253
Expenditure Summary				
Salaries and Wages	\$ 1,562,094	\$ 1,715,469	\$ 1,662,608	\$ 1,812,482
Benefits	438,713	474,672	500,632	561,570
Purchased Services	338,827	363,145	350,158	343,494
Supplies	98,454	97,306	96,635	90,770
Equipment	21,995	6,929	10,850	11,850
Other Expenditures	2,408	2,483	2,875	2,820
Total Expenditures	\$2,462,491	\$ 2,660,004	\$ 2,623,758	\$ 2,822,986
Fund Summary				
Beginning Fund Balance	\$ 435,118	\$ 530,924	\$ 632,231	\$ 677,685
Revenues	2,558,297	2,761,311	2,669,212	2,765,253
Total Sources	2,993,415	3,292,235	3,301,443	3,442,938
Expenditures	2,462,491	2,660,004	2,623,758	2,822,986
Ending Fund Balance	\$ 530,924	\$ 632,231	\$ 677,685	\$ 619,952

DEBT SERVICE FUND

This fund is used to account for the accumulation of resources used for payment of general long-term obligation bond principal, interest, and related costs.

	2015-16	2016-17	2017-18	2018-19
	Audit	Audit	Revised	Proposed
	Results	Results	Budget	Budget
Revenue Summary				
Local property Taxes	\$ 5,357,436	\$ 4,705,003	\$ 4,962,475	\$ 5,337,839
Interest on Investments	16,027	23,921	18,000	24,000
State of MN	73,649	318,562	521,707	387,475
Total Revenues	\$ 5,447,112	\$ 5,047,486	\$ 5,502,182	\$ 5,749,314
Expenditure Summary				
Bond Principal	\$ 4,415,000	\$ 4,265,000	\$ 4,750,000	\$ 4,915,000
Bond Interest	1,109,094	1,003,819	932,854	813,694
Other Debt Service Fees	6,295	5,525	6,000	6,000
Total Expenditures	\$ 5,530,389	\$ 5,274,344	\$ 5,688,854	\$ 5,734,694
Fund Summary				
Beginning Fund Balance	\$ 1,710,277	\$ 1,627,000	\$ 1,400,142	\$ 1,213,470
Revenue	5,447,112	5,047,486	5,502,182	5,749,314
Total Sources	7,157,389	6,674,486	6,902,324	6,962,784
Expenditures	5,530,389	5,274,344	5,688,854	5,734,694
Ending Fund Balance	\$ 1,627,000	\$ 1,400,142	\$ 1,213,470	\$ 1,228,090

Current Outstanding Debt
2018-19 Principal and Interest Payments

Issue Date	Net Interest Rate	Original Issue	Purpose	Final Maturity	FY 2017-18 Payments		
					Principal	Interest	Total
2/16/2010	2.0 - 4.0%	22,615,000	Refund '01 MS/HS/MF	2/1/2022	3,265,000	437,400	3,702,400
12/7/2011	2.0 - 2.375%	9,750,000	Refund '03A MS/HS/MF	2/1/2024	560,000	176,594	736,594
12/19/2012	1.5 - 2.0%	9,825,000	Refund '04/'05 Indoor Air	2/1/2025	820,000	136,900	956,900
5/13/2014	2.0-3.0%	1,525,000	GVP/HS Roofs	2/1/2025	150,000	26,650	176,650
3/23/2017	1.93%	1,325,000	BW Roof	2/1/2027	120,000	36,150	156,150
					\$ 4,915,000	\$ 813,694	\$ 5,728,694

General Obligation Debt
Annual Maturity Schedule

Fiscal Year	Principal	Interest	Total
2019	4,915,000	813,694	5,728,694
2020	5,105,000	652,994	5,757,994
2021	5,320,000	481,294	5,801,294
2022	3,405,000	302,144	3,707,144
2023	3,755,000	217,425	3,972,425
2024	3,890,000	133,363	4,023,363
2025	1,570,000	43,300	1,613,300
2026	145,000	8,850	153,850
2027	150,000	4,500	154,500
	\$ 28,255,000	\$ 2,657,564	\$ 30,912,564

TRUST FUND

The District is the trustee, or *fiduciary*, for assets that belong to others, such as the scholarship funds. Individual accounts are set up for each trust, scholarship, or memorial that is donated to the District. Northfield High School Guidance Office manages the process of awarding the scholarships. All non-scholarship accounts are monitored to ensure expenditures are appropriate in accordance with donor's intent.

	2015-16	2016-17	2017-18	2018-19
	Actual	Actual	Budget	Proposed
Beginning Balance	\$ 138,363	\$ 133,938	\$ 129,638	\$ 125,338
Gifts and Donations	63,300	67,300	72,300	71,530
Earnings on Investments	75	200	200	200
Total Sources	201,738	201,438	202,138	197,068
Expenditures	67,800	71,800	76,800	76,030
Ending Fund Balance	\$ 133,938	\$ 129,638	\$ 125,338	\$ 121,038

SCHOLARSHIP LIST

AAUW Scholarship	\$ 500	NFLD Alumni Scholarship	\$ 500
Al Berkvam Memorial Scholarship	\$ 500	Northfield Prairie Partners Scholarship	\$ 100
Apple Autos	\$ 5,000	Northfield Union of Youth (The Key)	\$ 18,000
Booster Club	\$ 1,000	PEO Recognition Scholarship	\$ 1,800
Cannon Valley Lions Club Scholarship	\$ 1,500	Rotary Scholarship	\$ 3,000
Cannon River Sportsmen Club	\$ 1,500	Schiek Orthodontics "Triple A"	
Cardinal CG Scholarship	\$ 500	Excellence Scholarship	\$ 500
Cinco de Mayo Scholarship	\$ 1,500	Skip Boyum Scholarship	\$ 750
Dakota Electric Fund	\$ 3,000	Steele-Waseca Electric	\$ 500
Darrin Erickson Memorial Scholarship	\$ 430	Step Up Scholarship	\$ 1,200
David Rodgers Memorial Scholarship	\$ 3,000	Stratmoen Family Scholarship	\$ 750
Kluver/Monsanto Scholarship	\$ 500	Tom Blaisdell Memorial	\$ 2,000
Lucille Duesterhoeft Memorial	\$ 11,000	TORCH Scholarship	\$ 7,500
Myrtle Houston Trust	\$ 4,000	VFW	\$ 1,500
		W Stickley Memorial	\$ 4,000
		Total	\$ 76,030

INTERNAL SERVICE FUND SELF-INSURANCE PLAN

The District established this fund in 2005-06 to account for the financial activity of the self-insurance plan for the dental benefits provided to employees. In May 2011 the District elected to become self-insured for medical benefits as well. The revenue in this fund represents premiums paid for dental and medical coverage by the District and our active and retired employees. Expenditures represent actual claims and administrative fees paid for dental and medical services received by our current or retired employees covered by the plan.

	DENTAL FUND			
	2015-16	2016-17	2017-18	2018-19
	Audit	Audit	Revised	Proposed
	Results	Results	Budget	Budget
Beginning Balance	\$242,152	\$225,234	\$279,428	\$301,865
Charges for Services	474,805	591,107	543,587	570,138
Interest Earnings	1,076	1,886	1,800	2,000
Total Sources	718,033	818,227	824,815	874,003
Insurance Claims	456,279	502,065	483,019	527,498
Administrative Fees	36,520	36,734	39,931	43,608
Total Expenditures	492,799	538,799	522,950	571,106
Ending Fund Balance	\$225,234	\$279,428	\$301,865	\$302,897

	MEDICAL FUND			
	2015-16	2016-17	2017-18	2018-19
	Audit	Audit	Revised	Proposed
	Results	Results	Budget	Budget
Beginning Balance	\$3,424,537	\$4,246,259	\$5,637,018	\$6,550,907
Charges for Services	6,241,210	6,969,825	6,633,720	6,941,460
Interest Earnings	18,797	38,597	40,000	45,000
Total Sources	9,684,544	11,254,681	12,310,738	13,537,367
Insurance Claims	4,524,875	4,725,278	4,792,414	5,445,395
Administrative Fees	913,410	892,385	967,417	1,099,230
Total Expenditures	5,438,285	5,617,663	5,759,831	6,544,625
Ending Fund Balance	\$4,246,259	\$5,637,018	\$6,550,907	\$6,992,742

	FUND SUMMARY			
	2015-16	2016-17	2017-18	2018-19
	Audit	Audit	Revised	Proposed
	Results	Results	Budget	Budget
Beginning Balance	\$3,666,689	\$4,471,493	\$5,916,446	\$6,852,772
Total Revenue	6,735,888	7,601,415	7,219,107	7,558,599
Total Sources	10,402,577	12,072,908	13,135,553	14,411,371
Total Expenditures	5,931,084	6,156,462	6,282,781	7,115,731
Ending Fund Balance	\$4,471,493	\$5,916,446	\$6,852,772	\$7,295,640

June 6, 2018

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

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Independent School District No. 659 ("you," "your," or "the District") for the year ended June 30, 2018.

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

Audit Services

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Independent School District No. 659, as of and for the year ended June 30, 2018, and the related notes to the financial statements.

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

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

In addition, we will also audit the statement of cash receipts and disbursements of the student activity accounts, which is prepared on the regulatory basis of accounting prescribed or permitted by the Minnesota Department of Education, of the District for the year ended June 30, 2018.

Nonaudit Services

We will also provide the following nonaudit services:

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

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

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

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

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

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

Auditor responsibilities, procedures, and limitations

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

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

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

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

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control.

However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

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

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

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

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

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

Management Responsibilities

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

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

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

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

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

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on September 4, 2018.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. You acknowledge that the District's internal auditors providing direct assistance to us will be allowed to follow our instructions and that you will not intervene in the work the internal auditor performs for us. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

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

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

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

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations.

Management is also responsible for identifying and providing copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter.

This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and Limitations Related to Nonaudit Services

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

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

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

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

Use of Financial Statements

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

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents.

Such disclosure should read as follows:

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

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

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

Engagement Administration and Other Matters

We expect to begin final fieldwork on approximately September 4, 2018.

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

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

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

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter. The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information.

However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely matter to the Minnesota Department of Education, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request.

If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

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

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

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

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

Mediation

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

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

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

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

Time Limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties.

The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our fees for the financial statement audit services will be \$23,700, plus expenses. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher.

If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Other Fees

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

Finance Charges and Collection Expenses

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

Consent

Consent to Use Financial Information

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

Subcontractors

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

Agreement

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

Sincerely,

CliftonLarsonAllen LLP



Craig Popenhagen, CPA

Principal

507-280-2327

craig.popenhagen@CLAconnect.com

094-050517

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

Authorized governance signature: _____

Title: School Board

Date: _____

Authorized management signature: _____

Title: Management

Date: _____

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY**

BE IT RESOLVED by the School Board of Independent School District 659, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 659 shall begin on Tuesday, July 31, 2018 and shall close on Tuesday, August 14, 2018. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 14, 2018.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the Northfield News, the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 659
NORTHFIELD PUBLIC SCHOOLS
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 659 shall begin on Tuesday, July 31, 2018, and shall close at 5:00 o'clock p.m. on Tuesday, August 14, 2018.

The general election shall be held on Tuesday, November 6, 2018. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, Independent School District 659, 1400 Division Street South, Northfield, MN, 55057. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 14, 2018.

Dated: June 11, 2018

BY ORDER OF THE SCHOOL BOARD

Noel Stratmoen, School District Clerk

Valori Mertesdorf, Deputy Clerk