

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, August 10, 2020 ~ 7:00 p.m.
Northfield High School, Media Center
Zoom Meeting Link:

<https://zoom.us/j/96663178991?pwd=Z0huSGxUQkJVUWNZMSs5aUhBSjlnUT09>

AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. Elementary Schools' Continuous Improvement Plan Presentation
 - B. Policy Committee Recommendations & Handbook Review
 - C. 2020-2021 Learning Models and Decision-Making Process
 - D. Financial Update
- VI. Consent Agenda
 - A. Approval of Minutes
 - B. Gift Agreements
 - C. Personnel Items
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Approval of Handbooks for 2020-2021 and Policies
 - 2. Resolution Relating to the Election of School Board Members and Calling the School Board Election
 - 3. Resolution for Adopting a Base Learning Model for the 2020-2021 School Year and Other COVID-19 Related Matters
- VIII. Items for Information
 - A. Filing for School Board
 - B. Construction Update
- IX. Future Meetings
 - A. Monday, August 24, 2020, 7:00 p.m., Regular Board Meeting
 - B. Monday, September 14, 2020, 7:00 p.m., Regular Board Meeting
- X. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, August 10, 2020 ~ 7:00 p.m.
Northfield High School Media Center
Zoom Live Webinar Link

<https://zoom.us/j/96663178991?pwd=Z0huSGxUQkJVUWNZMSs5aUhBSjlnUT09>

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, August 10, 2020, Regular School Board Meeting

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

Public comment for this school board meeting may be submitted by 5:00 p.m. on Monday, August 10, 2020 as follows:

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

- Each individual will identify themselves and the group they represent, if any.
- State your reason for addressing the Board.
- Your presentation is limited to one three-minute presentation.
- This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.

- IV. Announcements and Recognitions
- V. Items for Discussion and Reports

A. Elementary Schools' Continuous Improvement Plan Presentation

Elementary school principals Nancy Antoine, Sam Richardson, and Scott Sannes will present to the Board the continuous school improvement plan for Bridgewater Elementary, Greenvale Park Elementary, and Sibley Elementary Schools. The presentation will include a progress report on the goals set for the 2019-2020 school year as well as new goals set for the 2020-2021 school year.

B. Policy Committee Recommendations & Handbook Review

Dr. Hillmann will present the committee's recommendations on the Early Ventures, Kid Ventures, PLUS and Middle School Youth Center/BLAST Handbooks, as well as Policy 408. This will be an item for individual action at the next Board meeting.

C. 2020-2021 Learning Models and Decision-Making Process

Dr. Hillmann will update the Board on the learning models and the decision-making process for the 2020-2021 school year.

D. Financial Update

Dr. Hillmann will provide a financial update to the Board. During the update.

- VI. Consent Agenda

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

A. Minutes

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

B. Gift Agreements

- \$5,000.00 from Apple Autos Scholarship Fund of the Minneapolis Foundation for scholarships
- \$3,326.05 from Northfield Fine Arts Booster for NMS art sketchbooks

C. Personnel Items

a) Appointments

1. Kevin Gilbert, 1.0 FTE Custodian at the Middle School, beginning 8/10/2020; Step 3
2. Claudia Lange, Non Licensed Spanish Interpreter ESY, hours vary, with the District, beginning 3/5/2020-8/21/2020. Interpreter rate of pay
3. Bridgette Leigh, 1.0 FTE Early Childhood Special Education Teacher at Longfellow, beginning 8/20/2020; BA40, Step 3.
4. Lily Moravchik, Summer Aquatics Position with Community Services, beginning 6/30/2020-8/31/2020; Gen Rec-\$10.75/hr., Lifeguard-\$10.89/hr.
5. Andrew Richardson, 1.0 FTE Industrial Technology Teacher at the High School, beginning 8/25/2020; MA30, Step 13
6. Mark Snare, 1.0 FTE Custodian at Greenvale Park, beginning 8/13/2020; Step 3

b) Increase/Decrease/Change in Assignment

1. Stephanie Balma, School readiness Teacher at Longfellow, add Bridges to Kindergarten Teacher for 20 hours/week at Longfellow, effective 7/21/2020-8/15/2020; Yr. 3-\$27.11/hr.
2. Ashley Benhart, Teacher at Sibley, add Targeted Service Summer PLUS Substitute Teacher-Distance Learning, effective 7/7/2020-7/30/2020; Sub-\$27.11/hr.
3. Kristen Cade, Teacher at Bridgewater, add Bridges to Kindergarten Teacher for 20 hours/week at Bridgewater, effective 7/21/2020-8/15/2020; Yr. 25-\$28.82/hr.
4. Amy Dorey, Special Ed Teacher at Longfellow, add Special Ed Teacher ESY for up to 30 hours at Longfellow, effective 7/6/2020-7/30/2020.
5. John (Hal) Eckhart, Custodian at the High School, change to Custodian at the Northfield Community Education Center, effective 8/17/2020.
6. Stephanie Hagberg, Teacher at Greenvale Park, add Bridges to Kindergarten Teacher for 20 hours/week at Greenvale Park, effective 7/21/2020-8/15/2020; Yr. 10-\$28.22/hr.
7. Gretchen Heil, Teacher at Sibley, add Bridges to Kindergarten Teacher for 20 hours/week at Sibley, effective 7/21/2020-8/15/2020; Yr. 13-\$28.82/hr.
8. Tiffany Kortbein, Teacher at Greenvale Park, add Bridges to Kindergarten Teacher for 20 hours/week at Greenvale Park, effective 7/21/2020-8/15/2020; Yr. 5-\$27.73/hr.
9. Kathy Lansing, Early Childhood Screener, add Bridges to Kindergarten Teacher for 20 hours/week at Greenvale Park, effective 7/21/2020-8/15/2020; Yr. 4-\$27.73/hr.
10. Michelle Martinez, Targeted Services Club Leader, change to Targeted Services Summer PLUS Teacher Distance Learning, effective 7/29/2020-7/30/2020. Yr. 1-\$27.11/hr.
11. Pamela Moening, Occupational Therapist at Longfellow, add Occupational Therapist ESY for up to 35 hours at Longfellow, effective 7/6/2020-7/30/2020.
12. Daniel Peterson, Auditorium Tech with Community Services, change to 1.0 FTE Custodian at the Middle School, effective 8/17/2020; Step 1
13. Patricia Rogne, ECFE Educator with Community Services, add Bridges to Kindergarten Teacher for 20 hours/week at Sibley, effective 7/21/2020-8/15/2020; Yr. 11-\$28.22/hr.

c) Leave of Absence

1. Update: Kathleen Casson, Teacher at the High School, rescind Leave of absence for the first semester of 2020-2021 school year, effective 7/29/2020.
2. Erica Hubers, EA at Longfellow, Leave of Absence for the 2020-2021 School year, effective 7/29/2020.
3. Joan Lizoala, Cultural Liaison for the District, Medical Leave of Absence extended from 8/20/20-10/30/2020.
4. Sarah Woodcock, EarlyVentures Teacher at Longfellow, Family/Medical Leave of Absence effective 7/15/2020-8/7/2020.

d) Retirements/Resignations/Terminations

1. Theresa Brake, EA at Greenvale Park, Retirement effective 8/4/2020.
2. Robbin Hedberg, EA at the Middle School, resignation effective 8/3/2020.
3. Megan Kremin, ECSE Teacher at Longfellow, resignation effective 7/31/2020.
4. LaDonna Miller, EA at Greenvale Park, resignation effective 7/24/2020.
5. Carol Nick, EarlyVentures Teacher with Community Services, retirement effective 7/31/2020.

6. Daniel Peterson, Auditorium Tech with Community Services, resignation to accept a different position within the district, effective 7/30/2020.
 7. Michelle Sonnega, National Honor Society Advisor at the High School, resignation effective 7/31/2020.
 8. Kathleen Wilson, Teacher at the High School, resignation effective 7/31/2020.
- e) Administration is Recommending the Approval of the Following:
Administration submits the following employment contracts/agreements for approval. These contracts/ agreements cover the period of July 1, 2020 through June 30, 2022.
1. Office Employees
 2. Educational Assistants
- f) Contract for Translation Services
Administration submits an agreement between Northfield Public Schools and Mar Valdecantos for translation services effective July 1, 2020 through June 30, 2021 at a cost of \$11,040.00.

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

VII. Superintendent's Report

A. Items for Individual Action

1. Approval of Handbook for 2020-2021 and Policies. The Board is requested to approve the Policy Committee's recommendations for the 2020-2021 Hand In Hand Handbook and Policies 401, 402, and 407 as presented at the July 13, 2020 Board meeting.

Superintendent's Recommendation: Motion to approve the 2020-2021 Hand In Hand Handbook and Policies 401, 402, and 407 as presented.

2. Resolution Relating to the Election of School Board Members and Calling the School Board Election. The Board of Education is requested to adopt the attached resolution regarding the School Board election to be held on Tuesday, November 3, 2020. This resolution is the Board authorization necessary to formally establish this year's election process. The adoption of this resolution will meet the requirements necessary to comply with the election process. Ballots for School Board election will be included in the general election ballots prepared by the County Auditors. The official canvass of the election results will be scheduled as an agenda item for the Special Board Meeting on Friday, November 13, 2020.

Superintendent's Recommendation: Motion to approve the Resolution Relating to the Election of School Board Members and Calling the School Board Election.

3. Resolution for Adopting a Base Learning Model for the 2020-2021 School Year and Other COVID-19 Related Matters. The Board is requested to adopt this resolution, influenced by the advice of the Minnesota School Boards Association, to provide direction about the process for adopting a base learning model for the 2020-2021 school year on or around August 17, 2020. The resolution also includes directions for the process to change the learning model depending on public health conditions and guidance about managing the District during COVID-19.

Superintendent's Recommendation: Motion to approve the Resolution for Adopting a Base Learning Model for the 2020-2021 School Year and Other COVID-19 Related Matters.

VIII. Items for Information

- A. Filing for School Board is July 28-August 11, 2020 in the District Office. 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 11, 2020. Candidates should contact Anita Aase at #507.663.0629 to arrange an appointment to file. Candidates may also file electronically or mail their affidavit of candidacy, with the filing fee, to Northfield Public Schools District Office, % Anita Aase, 1400 Division Street SE, Northfield, MN 55057.

- B. Construction Update #30. Superintendent Hillmann will update the Board on the District's construction projects.

IX. Future Meetings

- A. Monday, August 24, 2020, 7:00 p.m., Regular Board Meeting
- B. Monday, September 14, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

Purpose

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

Due to the disruption in education caused by COVID-19, the School Improvement Plan for Northfield Public Schools has been modified to reflect the distance learning experience.

School Improvement Planning Team

2019-20 Distance Learning Data Review and Key Reflections

Distance Learning Metric	Key Reflections
Student Engagement	Engagement was more difficult for students of color. Data in the spring show 43% of students of color demonstrated limited or partial engagement compared with 16% of white students.
Students Assessed at Grade Level	Teacher assessment of grade level performance was done differently due to the distance learning experience. Teachers indicated that 43% of students of color were reading at grade level compared to 75% of white students. In math, teachers indicated that 49% of students of color were performing at grade level in math compared to 80% of white students.
Tools used for Distance Learning-See Saw, Schoology, Zoom	Parents indicated that the different online tools presented a management challenge along with internet connectivity. This information led to us planning technology training for parents to begin the 2020-21 school year.
Distance Learning Student Stories	Key Reflections
Collaborative Family Supports Tailored to Individual Needs	Special Education/Collaboration - Sibley Special Education/Community Partnerships - Bridgewater Student Support Team/Teacher/EL Outreach - Greenvale Park

2020-21 School Improvement Plan Goals, Strategies, and Evaluation

The following goals are written with the intent to measure progress quarterly during the 2020-21 school year. All goals are written to equitably serve every student.

People	
SMART Goal(s)	Quarterly Progress
Family Engagement Goal Elementary will provide positive contacts to students and their families. This year, 100% of students will receive two positive phone calls, emails, or notes from staff members prior to the end of the 4th quarter.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
Employee Engagement Goal Rounding conversations will be conducted with 100% of our licensed and non-licensed staff by the end of the 3rd quarter.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
Anti-Racism Goal A list of culturally appropriate resources will be provided to grade level teachers to use with students during Social Emotional Learning time to ensure every child feels represented. Staff and students will address 100% of racist behaviors/comments within one school day, and we will work together to stand up and support others.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Learner Outcomes	
SMART Goal(s)	Quarterly Progress
The students in Kindergarten-5th grade will demonstrate an increase in the percentage of students reading fluently based on DIBELS assessments by 5% from fall to spring.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
<u>Kindergarten Math</u> : For kindergarten, 90% of students will identify 30 random numbers between 1 and 100 correctly by the Spring of 2021. For grades 1-5, 85% of students will score 80% or above on Everyday Math 4 unit assessments.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
The elementary schools will increase the percentage of students moving from <i>at risk</i> in the fall to <i>not at risk</i> from fall 2020 to spring 2021 using the SAEBRS composite score.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Stewardship	
SMART Goal(s)	Quarterly Progress
We will manage resources in response to instructional models to remain within allocated building and staffing budgets.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Partnerships	
SMART Goal(s)	Quarterly Progress
We will partner with community organizations to ensure 100% of our students and families will have access to their schoolwork in a distance or hybrid learning model.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
This year, 100% of K-3 teachers will continue their involvement with the Move 5 initiative to increase student proficiency in reading.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Summary

Our staff, students and families have had to be extremely flexible during Distance Learning. The upcoming school year will present many unknowns for the learning model used at the elementary level. We are planning to improve our delivery of distance learning and enhance communication with families as we begin the school year. Supporting teachers in developing instructional strategies for students in-person, hybrid and distance learning will help all students learn successfully. No matter what learning modality is employed, equity will be a primary focus.

Elementary Schools

2020-21 School Improvement Plan Report
August 10, 2020

Northfield Elementary Schools



- The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

(Stock photo)

2019-20 SIP Goals Review

- The schools established goals in the areas of literacy, math and behavior for the 2019-2020 school year. A new goal, measuring parent satisfaction, was created.
- The historic closure of schools due to COVID-19 interfered with data collection that would allow us to evaluate progress towards school goals.



2019-20 Distance Learning Data Review and Key Reflections



- **Student Engagement:** Engagement was more difficult for students of color. Data in the spring show 43% of students of color demonstrated limited or partial engagement compared with 16% of white students.
- **Students Assessed at Grade Level:** Teacher assessment of grade level performance was done differently due to the distance learning experience. Teachers indicated that 43% of students of color were reading at grade level compared to 75% of white students. In math, teachers indicated that 49% of students of color were performing at grade level in math compared to 80% of white students.
- **Online Tools for Learning:** Parents indicated that the different online tools presented a management challenge along with internet connectivity. This information led to us planning technology training for parents to begin the 2020-21 school year.

2020-21 School Improvement Plan Goals

Literacy:

- The students in Kindergarten-5th grade will demonstrate an increase in the percentage of students reading fluently based on DIBELS assessments by 5% from fall to spring.

Math:

- Kindergarten Math: For Kindergarten, 90% of students will identify 30 random numbers between 1 and 100 correctly by the Spring of 2021.
- For grades 1-5, 85% of students will score 80% or above on Everyday Math 4 unit assessments.

2020-21 School Improvement Plan Goals

Social and Emotional Learning:

- The elementary schools will increase the percentage of students moving from *at risk* in the fall to *not at risk* from fall 2020 to spring 2021 using the SAEBRS composite score.



2020-21 School Improvement Plan Goals

- **Family Engagement Goal**

- 100% of students will receive two positive phone calls, emails, or notes from staff members prior to the end of the 4th quarter.

- **Employee Engagement Goal**

- Rounding conversations will be conducted with 100% of our licensed and non-licensed staff by the end of the 3rd quarter.

- **Anti-Racism Goal**

- A list of culturally appropriate resources will be provided to grade level teachers to use with students during Social Emotional Learning time to ensure every child feels represented. Staff and students will address 100% of racist behaviors/comments within one school day, and we will work together to support and stand up for others.

2020-21 School Improvement Plan Goals

- **Stewardship**

- We will manage resources in response to instructional models to remain within allocated building and staffing budgets.

- **Partnerships**

- This year, 100% of K-3 teachers will continue their involvement with the Move 5 initiative to increase student proficiency in reading.
- We will partner with community organizations to ensure 100% of students and families have the learning resources needed to participate in school.

2020-21 Strategies and Assessments

Literacy

- Core Essentials Determined
- Instructional Model Adaptations
- Reading Corps Tutors for K-3
- Intervention Support

Math

- Core Essentials Determined
- Instructional Model Adaptations

Behavior

- Increased Emphasis on Community Building in the Return to School
- Second Step Curriculum Small Group SEL Intervention Groups with Behavior Coaches
- Partnership with Coaches, Behavior Team and Fernbrook Mental Health
- New Student Support Team Model

Parent Satisfaction

- Positive Postcards Sent
- Parent Survey Results

Questions and Discussion

EarlyVentures Learning Center



Handbook

Early Ventures Learning Center
201 Orchard St.
Northfield, MN 55057

507-645-1216 (Butterfly Room)
507-645-1215 (Firefly Room)
507-645-1248 (Ladybug Room)
507-645-1222 (Caterpillar and Bee Rooms)



COMMUNITY SERVICES DIVISION
Learning and Recreation For Life

Northfieldschools.org

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CHILD CARE PROGRAM PLAN

Philosophy

EarlyVentures Learning Center provides professional, quality care to meet each child's physical, emotional, social, and developmental needs during their time enrolled at our center. This is fostered by allowing the child space to grow, to be themselves, and to enjoy their time with other children and staff. EarlyVentures continuously strives to provide high quality care in a safe, nurturing environment.

Goals

EarlyVenture's goal is to provide a warm, loving, healthy, safe, and stimulating environment for children while under supervision of staff at all times. All aspects of a child's development are considered, including language, literacy, and communications; mathematics; social and emotional development; approaches to learning; the arts; social systems; physical and movement development; and scientific thinking.

We strive to keep parents actively involved in the care of their children while pursuing their own goals. We invite parents to review our program plans at any time and contribute their ideas to the EarlyVentures Site Leader or the Ventures Coordinator. Parents may review our program plan in the Parent Handbook, located online and on site at EarlyVentures. The program plan will be annually evaluated in writing by a staff person qualified as teacher status under DHS guidelines. Daily schedules and descriptions of developmentally appropriate activities can be found in each EarlyVentures classroom.

Enrollment Policy

EarlyVentures Learning Center is licensed to care for 88 children. The center is licensed for 14 infants and a combination of 74 toddler/preschoolers. Enrollment cannot exceed 28 toddlers or 60 preschoolers.

An infant is a child at least 6 weeks old but less than 16 months, a toddler is a child at least 16 months but less than 33 months, and a preschooler is a child who is at least 33 months old but has not yet attended the first day of kindergarten.

Days and Hours of Operation

EarlyVentures Learning Center operates 51 weeks per year, Monday through Friday. The center is open daily from 6:30 AM to 6:00 PM. EarlyVentures is CLOSED on the following days:

Labor Day	New Year's Day
Thanksgiving Day	Memorial Day
Friday after Thanksgiving	July 4 th
Christmas Eve	At least 2 days before the start of the summer session
Christmas Day	One week before the start of the fall session
New Year's Eve	

EarlyVentures Learning Center reserves the right to close on days preceding or following these holidays. Decisions regarding operation on release days will be made based upon a minimum child enrollment and school district policies.

Program Options

The childcare center is licensed by the Minnesota Department of Human Services to care for children ages 6 weeks to the first day of kindergarten. It is staffed by a combination of site leaders, teachers, assistant teachers, and aides to meet required staff/children ratios at all times. The center offers five separate classrooms to meet the diverse needs of EarlyVentures children.

INFANT: (Ages 6 weeks to 15 months) A loving atmosphere where intellectual and physical development are stimulated with music, literacy, language, muscle development, and exploration of the environment using age-appropriate equipment. A staff ratio of at least one adult to four children is maintained.

TODDLER: (Ages 16 months to 35 months) The curriculum is designed to cover areas of physical activities, language arts, creative thinking, socialization, communication, and self-sufficiency skills with emphasis on exploration and discovery. A staff ratio of at least one adult to seven children is maintained.

PRESCHOOL: (Ages 36 months until the first day of kindergarten) Opportunities are provided for large muscle activities, dramatic play, community exploration, and socialization as well as the above named activities. A staff ratio of at least one adult to ten children is maintained.

RATIOS

EarlyVentures follows the Department of Human Services Child Care Center Rule 3 guidelines for staff to student ratios.

Infants will never exceed a 1:4 ratio

Toddlers will never exceed a 1:7 ratio

Preschoolers will never exceed a 1:10 ratio

FINANCIAL POLICIES AND PROCEDURES

Fees

EarlyVentures is a non-profit program operating on revenue collected from tuition. This program is not funded from the ISD #659 general fund. Parents must contract with EarlyVentures Learning Center for services needed and follow a weekly or monthly payment schedule. We reserve the right to drop a child from the program when payment is delinquent. Families will also be responsible for any and all additional collection fees accumulated while recovering monies on delinquent accounts. The rates vary depending on age and schedule options.

Registration Fee

There is a non-refundable registration fee which must be submitted at the time of initial enrollment. The fees help defray the cost of processing enrollment forms and immunization records, and most importantly, they help with the center's supplies.

Payment

Payment of your childcare account must be made in full by the end of each month. EarlyVentures strongly encourages all families to consistently check their accounts online. Paper statements will only be mailed one time per year unless otherwise requested in writing to the Ventures main office. Co-payments for families on child care assistance are due bi-monthly on the 1st and 15th of each month. Parents on childcare assistance will be responsible for any and all costs not covered by county assistance.

ABSENCE

Please notify EarlyVentures if your child will be absent for any reason. Parents will be billed for all scheduled days. Please remember, if your child is at EarlyVentures, they will need to be well enough to participate in all activities, including outdoor play.

CHANGE OF SCHEDULES

A permanent change of schedule requires a one month written notice and a \$50 change of schedule fee will be charged to your account.

ARRIVAL & DEPARTURE

Parents must sign their child(ren) in each day upon arrival in order to transfer responsibility of care from the parent to authorized EarlyVentures staff. Once the child is signed in, parents may bring the child to the group, allowing for EarlyVentures staff to facilitate the parent's departure.

Upon departure, parents must sign the child(ren) out and let the EarlyVentures staff know that he or she is leaving. Once the child is signed out, he or she is no longer the responsibility of EarlyVentures staff. All children must be picked up by 6:00 p.m.

If you will be late, you MUST notify EarlyVentures. Parents will be charged \$1 for every minute late according to the classroom's clock. Multiple late pick-ups can result in termination of care.

All parents and legal guardians are allowed access to their child any time while in the care of EV.

Late Pick-Up

EarlyVentures closes promptly at 6:00 p.m. as staff's day end at this time as well. All children MUST be picked up by 6:00 p.m. If you will be late, you MUST notify EarlyVentures. Parents will be charged

\$1 for every minute late according to the classroom's clock. (If you receive childcare assistance, you will be personally responsible for this charge.) Every attempt will be made to contact parents and authorized persons. 911 will be notified at 6:30 p.m. if a child remains at the center. Multiple late pick-ups can result in termination of care.

EMERGENCY CLOSING PROCEDURES

Emergency Closing or Early School Dismissal

- If school is closed for the day because of severe weather, EarlyVentures will be closed that day.
- If school has a delayed starting time, EarlyVentures will have a two-hour late start time of 8:30 a.m.
- If school is dismissed early, EarlyVentures will close at 2:30 p.m.

Notification

- Kare TV (Channel 11)
- KMSP TV (Channel 9)
- KSTP TV (Channel 5)
- WCCO TV (Channel 4)
- WCCO Radio (830 AM)

Online Alerts

- Kare 11 School Alert- On this site, you can sign up for email alerts indicating when your district is closed.
- KMSP (Fox 9 News)- School Closings
- KSTP 5- School Alerts

- Credit is not given towards Ventures programs for days or time missed due to emergency closings.

WITHDRAWAL FROM PROGRAM

Once registration forms are received, EarlyVentures requires a one month notice for all withdrawals as your spot has been secured and staff have been put into place. This one month notice must be written and signed by a parent/guardian. If there is no notification, a one month change will automatically be assessed. These costs will appear on the final bill.

PARENT INFORMATION

Important parent communication will be sent via email, Seesaw, or as a hard copy that can be found in your child's cubby. There may also occasionally be signs or posters advertising upcoming early childhood or family events. Please make sure to check cubbies daily.

RELEASE OF CHILDREN

Children will be released only to their parent/guardian or to the authorized pick-up indicated on your emergency card or registration form. Staff will ask for picture I.D. from persons not familiar to them.

If anyone other than the authorized persons will be picking up your child, you must turn in a signed and dated note to staff PRIOR to the scheduled pick-up time.

ENROLLMENT FORMS

EarlyVentures must have the following forms on file for each child:

1. EarlyVentures Contract for Services
2. Emergency Card
3. Immunization Record
4. Health Care Summary (completed by your child's doctor)
5. Infant Dietary Instructions (if applicable)
6. Health Updates

*Children may not attend EarlyVentures until all forms are completed and up-to-date.

It is the family's responsibility to keep us informed of changes in your child's file. (i.e. changes in employment, phone number, address, authorized contacts, etc.) Please submit these changes in writing.

CONFERENCES AND TOURS

Parents may request a conference or tour with either the Ventures coordinator or the site leader before their child is enrolled in the center. The conference will help familiarize families with the program, EarlyVentures policies and procedures, and the center's space, including their child's classroom. Staff will also ensure that the family's paperwork is complete and up-to-date as well as answer any questions.

Conferences on a child's progress in the program will be offered to the parent twice per school year. A written assessment will be provided that will report on a child's academic, physical, social, and emotional development. These conferences may be done via phone if it is more convenient for the family.

OUTSIDE CHILD CARE SERVICES

While EarlyVentures cannot prohibit employees from providing child care services outside our typical program and hours, it is strongly discouraged. EarlyVentures will not be responsible for any acts or omissions of an EarlyVentures employee should they provide families with outside services.

BIRTHDAYS

Due to district policy, we are not able to celebrate birthdays with a sweet treat (cookies, cupcakes, donuts, etc.) Families are more than welcome to provide a treat that is not food related (stickers, pencils, etc.), but it is certainly not necessary.

Children will be recognized and celebrated in their classroom when it is their birthday through items and rituals that do not involve food.

In order to be fair to all children, we request parents handle party invitations outside of the program. It is NOT EarlyVenture's staff responsibility to hand out invitations.

INSURANCE

EarlyVentures Learning Center is insured through the ISD #659 insurance carrier. The center does not operate any vehicles for the transportation of children. Staff are not authorized to transport children in their personal vehicles under any circumstances.

CHILDREN'S ATTIRE

Children should be adequately dressed for indoor and outdoor activities EVERY day. Winter outdoor play will require jacket, snow pants, boots, hat, and mittens or gloves. All belongings should be labeled with the child's name. A lost and found is available within the childcare center for parents to check periodically. EarlyVentures Learning Center will not be responsible for lost or missing items.

An extra set of clothing should be sent with children or left at the center. All items children bring should be clearly labeled with the child's name and left in the child's cubby. Dirty clothes will be sent home each day. When extra clothes or winter outdoor clothes are needed and are not available, parents will be notified and required to bring them.

All children in diapers will be checked each hour and changed as needed. Parents are required to provide diapers and wipes for their child. Parents will be billed \$1.00 per diaper change when diapers have not been provided from home.

Please have shoes for your child at the center each day. No boots, stocking feet, slippers, flip-flops, or bare feet in the classrooms.

HEALTH AND IMMUNIZATION

A medical record will be maintained for each enrolled child. A current health care summary, including any known allergies or health concerns, and an immunization record must be on file for each child. These forms must be completed and turned in to EarlyVentures BEFORE the child can attend. The center will provide all necessary forms that must be signed by a physician. Children moving up to the next classroom must have immunization records updated by their physician. Children under 24 months must have yearly exams.

ALLERGY PREVENTION AND RESPONSE

Before a child can attend EarlyVentures, parents must provide documentation of any known allergy. EarlyVentures will maintain current information about the allergy in the child's file and an ICCPP (individualized child care program plan) will be developed. The ICCPP will include a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. EarlyVentures staff will review ICCPPs at least annually or following any changes made

to allergy-related information in a child's file or on their ICCPP. Documentation of staff review will be kept on site at EarlyVentures.

Children's allergy information will be readily available at all times including when on site and when on field trips. Allergy information will also be readily available to all EarlyVentures staff in areas where food is served.

EarlyVentures staff will contact a child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. EarlyVentures will call emergency medical services when epinephrine is administered to a child during care.

MEDICATION POLICY

Whenever a child requires oral or surface medication, including over the counter medications, parents must fill out a written authorization form. A separate form is needed for each medication. The form includes: child's name, name of drug, quantity to be dispensed, time to be dispensed, doctor's authorization, and any special handling needed. Medication must be in the original container with legible information. Any container that does not meet these requirements will be returned to the parents. The staff member who administers the medication will indicate the date and time a medication was given, print their name, and sign the form. These records will be kept in the child's file. Written authorization is required by parents for the administration of syrup of ipecac.

CHILD CARE CENTER HEALTH POLICY

Diapering Procedures: Each child must have their own supply of diapers. The center has extras only for emergencies. The following is the diapering procedure that we follow:

- Put clean paper on the changing table.
- Wet 3 or 4 paper towels, if the parent has not supplied the child with diaper wipes.
- Wash the child's bottom, apply diaper product (if applicable), and apply a fresh diaper.
- Dispose of the diaper and paper in the diaper pail.
- Take the child to the sink and wash their hands and face with warm running water and soap.
- Dry the child.
- Staff must wash and dry their own hands after each child with warm running water and soap.
- Note on the chart: child's name, time of day, wet, dry or BM.

Toileting: Children must be fully potty trained and able to use a typical toilet independently by the time they reach four years of age. Should a child that is four years or older have a poop accident, parents will be called and asked to pick up their child. Should a child that is four years or older have a pee accident, they will be asked to change in to their spare set of clothes. Soiled clothes will be put in a plastic bag for parents to take home. Should children that are four years or older have more than one accident in a day, parents will be called and asked to pick up their child. If a child continues to have frequent accidents on a daily basis, EarlyVentures may terminate care until the child is completely potty trained. Written warning will be given to parents before this action takes place. Children may not move up to the Butterfly Room unless they are fully potty trained.

Handling and Disposal of Bodily Fluids: Surfaces that come in contact with potential bodily fluids, including blood and vomit, must be cleaned and disinfected according to MN Rules, part 9503.0005, subpart 11. Per guidelines, EarlyVentures will have disposable gloves, disposable bags, and eye protection on site. Blood contaminated material must be disposed of in a plastic bag with a secure tie and sharp items used for a child with special care needs must be disposed of in a “sharps container.” The sharps container will be stored in the Longfellow nurse’s office, out of reach of children.

Medical Conditions: Lesions, open wounds, potentially infectious sores, or skin conditions that may discharge on a child’s body will need to remain covered while children attend EarlyVentures. This policy is strongly enforced to protect others from the potential of exposure to bodily fluids. EarlyVentures will change bandages or re-apply them as necessary. Parents may be required to supply bandages or dressings that are needed.

Naps and Rest: A crib will be provided for all infants in which the center is licensed to provide care. All cribs will conform to federal crib standards and EV staff will follow DHS regulations in adhering to crib safety standards, including routine crib inspection requirements. All EarlyVentures staff will also receive annual training in the reduction of risk of sudden unexpected infant death.

All cribs will have a firm mattress with a fitted sheet that is appropriate to the mattress size that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling the corner of the sheet with reasonable effort. Infants may only be placed in a crib with a pacifier (optional) and inside a sleep sack (optional). Infants may only be swaddled in a sleep sack if written consent from a parent has been received and the infant has not yet begun to roll over on its own.

All infants will be placed on their backs for all naps. Parents that do not wish to have their child placed on his or her back will need a signed physician approval form before EarlyVentures will accommodate the request. EarlyVentures will also require parents to sign a waiver stating that ISD #659 and its employees cannot be held liable. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or EV has a signed statement from the parent indicating that the infant regularly rolls over at home.

Should an infant fall asleep before being placed in a crib, EV will move the infant to a crib as soon as is practicable. The infant will always be in sight of EV staff until being placed in a crib. Should an infant fall asleep while being held, EV staff will consider the supervision needs of the other children in the classroom when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant will never be in a position where the airway may be blocked or with anything covering the infant’s face.

Prior to toddler and preschool naptimes, each child will use the toilet or be diapered and hands will be washed before going to the nap area. Small blankets and pillows may be brought from home and laundered weekly or when soiled; no sleeping bags or bed pillows please. Adults will rock toddlers and comfort other children (rubbing heads, backs, etc.) as needed. All cribs and cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. After 30 minutes, all children that have rested quietly and

are awake may go into another area for quiet play. As children awake, they will join the others in the play area.

Food storage: Milk and formula will be kept refrigerated at all times. As with other food, milk or formula not consumed by the child during normal feeding times will be disposed of. At the next feeding, fresh milk or formula will be offered. When parents bring bottles, they will be placed in the refrigerator until feeding time. A separate bottle is required for each feeding time. All bottles and infant food items must be labeled with the child's name. Food supplements and medications will be given to children only with a signed statement from the parent and the physician. Whenever a child requires oral or surface medication, parents must fill out a written authorization form. Parents shall provide the center with the child's diet plan, as recommended by their physician, and the eating habits of their child.

MEALS AND SNACKS

The center will provide morning and afternoon snacks. Hot lunch is available when school is in session and billed at the elementary school rate. Free and reduced lunches are available during the school year for those who qualify. Free/reduced lunches are not available during the summer session. A menu is available at the beginning of each month. These lunches are payable in advance and are billed separately from tuition. Children that prefer cold lunches should bring a bag lunch clearly labeled with their name. Pop and juice boxes will not be allowed in cold lunches as milk is required. Milk will be available and will be billed separately. Foods that need to be microwaved will not be allowed except in the infant room. Cold lunches must meet USDA requirements. Supplements will be provided if necessary at a cost to the parent of \$0.75 per item.

Northfield Public Schools Department of Nutrition Services is responsible for providing hot lunches as EarlyVentures does not prepare food on site. Nutrition Services follows all procedures and practices that are in compliance with the requirements for food and beverage establishments in chapter 4626, which include: hand washing; maintaining hot and cold food temperatures at safe levels; washing of food, utensils and equipment; and serving of food.

SICK CHILD/ABSENCE

Please notify EarlyVentures if your child is ill or will be absent. Parents will be billed for all scheduled days. Please remember, if your child is at EarlyVentures, they will need to be well enough to participate in all activities including outdoor play.

If children receive over the counter medication before they arrive at EarlyVentures, parents must inform EarlyVentures staff. If a child becomes ill while at the center, staff will make arrangements with the parent for pick-up of the child. Sick children will be isolated, but supervision will be maintained at all times. A parent is required to inform the center within 24 hours if their child contracts a contagious disease. EarlyVentures will post the information the same day that any contagious disease is reported. The health department will be notified of any reportable disease or illness.

A child with any of the following conditions or behaviors is considered a sick child and must be isolated from other children at the center. The family will be called immediately and the sick child will be isolated on their cot/crib until the parent can pick them up.

Conditions: A contagious illness or condition as specified in Minnesota Statute rule 3 part 4605,7040, or:

1. A child with chicken pox, until the lesions are crusted over.
2. A child who has had 3 loose stools since admission that day.
3. A child who has vomited since admission that day.
4. Any bacterial infection that has not completed 24 hours of antimicrobial therapy.
5. A child who has ringworm or scabies that is not treated.
6. A child who has lice that has not been treated or any nits remaining in the hair.
7. A child who has a 100 degree temperature or higher.
8. A child who has an undiagnosed rash or sore, discharging ears or eyes, or discharging lesions on their body.

Children must be fever, diarrhea, and vomit-free for 24 hours before they can return to EarlyVentures. Sick children will be supervised at all times.

EMERGENCY AND ACCIDENT PROCEDURE POLICY

1. Administering First Aid: All staff members will be trained in Red Cross First Aid and infant and child CPR. In the event of an accident, a staff member will evaluate the accident and decide on the appropriate course of action. Minor accidents such as scraped knees, etc. will be washed with warm water and soap. A bandage will be applied. Parents will be informed of any such incidents upon pick-up. Accident reports will be filed any time it is necessary to call parents or if the incident requires treatment by a physician. A report must be filed with the Commissioner within 24 hours of any injury requiring medical care.

2. Accident Prevention Procedures:

A. Injury: Equipment will be kept in good repair. All sharp items such as scissors and knives will be kept out of the reach of children. Blunt end scissors will be used by children.

B. Burns and Electrical Shock: All outlets not in use will be covered. Cords that are being used will be placed in outlets out of the reach of children. Use of electrical equipment in the children's play area will be kept to a minimum. Items that produce heat will not be allowed in the children's play areas. Water at the faucets will not be more than 120 degrees to prevent scalding. Flammable items such as gas or lighter fluid will not be stored at the center. Storage areas will be kept free of combustible material and trash. Furnishings will not be highly flammable.

C. Poisoning: All medication and toxic substances, such as household cleaners will be placed in/on shelves out of reach of children. All staff will be instructed on items that are toxic and on the proper storage of such items. Staff will know procedures for accessing the poison control center.

D. Aspiration or Choking: Food items will be chosen carefully and foods difficult for children to chew or eat will not be served. Toys will also be chosen for the appropriate age

levels. Small and easily broken toys, balloons, and toys with loose parts will not be allowed. All staff will be trained in CPR.

E. Suffocation: Plastic bags and other materials that could cause suffocation will be kept out of the reach of children. The area will be checked regularly for items that may cause suffocation and these items will be immediately removed.

F. Traffic and Pedestrian Accidents: Corridors will be kept clear for easy exits and traffic patterns. Floors will be safely carpeted or tiled and the center will have adequate lighting.

EarlyVentures staff will conduct a daily inspection of potential hazards in the center and on the outdoor activity area.

3. Fire Prevention and Procedure:

A. Fire Evacuation Plan: The fire evacuation routes are posted in each room. They are located next to the doors and show the closest outside exit as well as secondary exits. The center will conduct routine fire drills to be prepared for any fire that could occur.

B. Fire Drills: All staff and children will participate in routine fire drills. The fire evacuation routes will be discussed and a record kept of all drills, indicating the date and time drills were practiced. A procedure to account for all children will be part of each drill. Staff will be trained to know who is responsible for which areas and the phone number of the local fire department.

C. Procedure in the Event of a Fire: Staff will know the location and proper use of a fire extinguisher and how to close off the fire area. All staff will participate in fire drills to provide proper training in how to carry out fire procedures.

4. Natural Disasters:

A. Tornadoes: In the event of a tornado, staff will gather all children together and go to the designated tornado safety area. All children will be instructed to remain seated until danger has passed. The center will maintain a log of the dates and times of monthly tornado drills from April to September.

B. Blizzard: In the event that parents are delayed in picking up their children, the center will remain open to care for the children until the parents arrive. EarlyVentures will follow ISD #659 school closing policies.

C. Other Natural Disaster: In the event that there is a natural disaster, EarlyVentures will follow ISD #659 policies and procedures.

5. Missing Child: When staff are unable to locate a child, all children will be asked to sit in one room. A check by all available staff will be made of the center and surrounding area. If the child is not located, the person in charge will notify the Northfield Police Department and the child's parents.

6. Release of Children: Children will be released only to their parents or persons authorized on the emergency card. No one other than the authorized person will be allowed to pick up children from

the center. If an unauthorized person attempts to pick up a child, parents will be notified, and if necessary, 911 will be called.

7. Incapacitation or Suspected Abuse: In the event a person who is incapacitated or suspected of abuse attempts to pick up a child, the caregiver is directed to release the child only to those persons who are authorized. If the caregiver suspects an authorized person of being incapacitated or a suspected abuser, the child must still be released. The caregiver is then mandated to report the suspected neglect or abuse to the Northfield Police Department and/or the Rice County Human Services Department.

8. Abandoned Child: If a child is still at the center after the regular closing time, the staff person will contact the parents. If the parents cannot be reached, the staff will contact all other people listed on the child's emergency card to pick up the child. The center will remain open until the child is picked up. If a child remains at the center at 6:30 p.m., 911 will be notified.

9. Source of Emergency Medical Care: Northfield Hospital

10. Accident Reports: A log will be kept of all accidents that occur at the center. The written record must contain the name and age of the person involved; date and place of the accident; injury or incident; type of injury; action taken by staff; and to whom the accident, injury or incident was reported. This log will be reviewed at least semi-annually and steps will be taken to prevent accidents from re-occurring.

Should a serious injury or death occur while a child is in EV's care, EV staff are required to report the incident within 24 hours of being notified of the incident. The report will be submitted electronically to DHS on the Child Care Center Serious Injury and Death Reporting Form.

EMERGENCY PREPAREDNESS

EarlyVentures has a written emergency preparedness plan using the Child Care Emergency Plan form developed by the commissioner. This plan includes: procedures for an evacuation, relocation, shelter-in-place, and lockdown; a designated relocation site and evacuation route; procedures for notifying a child's parent or legal guardian of the evacuation, relocation, shelter-in-place, and lockdown, including procedures for reunification with families; accommodations for a child with a disability or a chronic medical condition; procedures for storing a child's medical necessary medicine that facilitates easy removal during an evacuation or relocation; procedures for continuing operations in the period during and after a crisis; and procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities.

PERMISSION SLIPS

Field trips will be announced in advance and parents will be asked to sign permission slips for any trip taken by the center that would require transportation. Parents will be asked to sign a blanket permission slip for trips that are within walking distance from the center, i.e. parks, library or local businesses. Students training in the fields of childcare and education occasionally visit EarlyVentures for observation, practicum, or student teaching. Parents will be asked to sign permission forms

before their child participates in any formal observation. Parents will also be asked to sign a form before their child's picture is used for publicity.

SECONDARY PARKS

Our secondary parks are Odd Fellows Park, Way Park, and Cherry Park. Parks are within walking distance of Longfellow school.

PROGRAM QUALIFICATIONS

- Children that are four years old and older are expected to be toilet trained and to be able to use a typical toilet independently.
- Children must be able to independently participate in developmentally appropriate group settings with similar age peers.
- Children must be able to independently follow simple directions appropriate to the child's age.
- Children must have the ability to play and work cooperatively with similar age peers without adult facilitation.
- Appropriate to the child's age, children must be able to safely and successfully transition from one activity to another.
- Children must be able to be successful in a group setting that is consistent with the Department of Human Services staff to student ratios for child care.
- Appropriate to the child's age, children must be able to independently participate in the general education curriculum.

SERVICES TO CHILDREN WITH SPECIAL NEEDS

EarlyVentures is not designed to provide long-term 1:1 assistance for children. If a child receives 1:1 student support in the classroom, or has a behavior plan developed, EarlyVentures must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed to help the child be successful. Information regarding a student's needs will not be used to prohibit a child's enrollment in EarlyVentures, unless it is determined they will need significant assistance beyond our program's capabilities.

Rationale: As a public institution, Northfield Public School's Community Services Division strives to provide equal access and opportunity for all people. However, since programs offered through Community Services are fee based, our program is equally obligated to provide affordable services for the broadest possible spectrum of the population. Unlimited access for children with special needs would significantly increase costs and could result in the complete elimination of multiple programs. Limiting access to only those children who can be included with no additional support, though, is clearly not in keeping with our mission as a public agency. Accordingly, this policy has been developed after reviewing case law regarding program access of a community service for disabled individuals under the rehabilitation act. The purpose of the policy is to provide maximum access for

children with special needs while preserving the affordable nature of the program for the public at large.

Pre-enrollment Conference and Release of Information: Parents of a child with special needs who wish to enroll the child in EarlyVentures are asked to contact the Ventures Coordinator. A pre-enrollment conference will be held to discuss the nature of the special need and the extent of support services which are needed. At this conference, parents will be informed of the Community Services policy of consulting with school staff and examining student files if the child is enrolled in the Northfield Public Schools. If the child is not enrolled in programs provided by the Northfield School District, parents will be asked to sign a release of information for other agencies/schools that are currently providing services for the child. These releases are not mandatory in order for services to be provided, but will result in a more complete individual service plan.

Provision of Additional Financial Resources: If it is determined that additional financial resources are necessary in order to make the program accessible and beneficial, the following procedures will be used.

1. Modifications which are necessary to make facilities accessible will be undertaken by the school district if they are economically feasible. These may include but are not limited to bathroom grab bars, wrist operated sinks, etc. If these modifications are not feasible, providing accessibility through use of mobility aides, etc. will be pursued. In these cases, the provisions included in Item 2 will apply.
2. Items which are considered personal support services are the responsibility of the specific program in which that particular child is involved, provided that they do not increase the cost of the service by more than 5%. If the cost does exceed 5%, additional costs will be the responsibility of the parent. Examples of personal support services may include, but are not limited to, transportation, mobility aides, behavior management aides, and/or nursing services for children that are medically fragile or have multiple handicaps.
3. Should it be necessary for parents to seek financial assistance to cover increased costs, EarlyVentures staff will be available to assist them in locating possible sources of help through community agencies and organizations.

Implementing and Monitoring the Individual Service Plan: The coordinator of a particular program in which the child is enrolled will be responsible for developing a service plan. This plan must be in place within 1 week of the date on which the child began using the service, and a summary of the plan will be reviewed with the parent and placed in the child's file. Site visits from special education staff or staff of other agencies that provide service to the child will be arranged to obtain input and suggestions. Consultation with classroom teachers will also be scheduled as appropriate. The Ventures Coordinator is responsible for obtaining this information, including it in the child's plan, and making sure that any staff members who work with the child are familiar with the contents of the plan. All individual service plans must be reviewed and approved in writing by the Ventures Coordinator and the parent of the child. Modifications in the service plan will be made as necessary with joint approval of parents and staff. Any changes in the plan will be documented in writing and placed in the child's file. Any information concerning the child that is written in the staff log will be shared with the parents in a timely manner.

Policy on Behavior Management: Children who have been specified as special education students or students whose behavior cannot be managed through the application of existing behavior guidance policies that are in place for the various programs, will be considered special needs children for the purpose of this policy. This definition will be applied whether behavior problems result from temporary individual stresses, mental impairment, as a result of neglect or abuse, or as a result of long term emotional and behavioral disorders. In cases when these behaviors are documented prior to the enrollment of the child, the procedures used will be the same as those described previously for serving children with special needs. If the problem surfaces after the child is enrolled, a conference will be scheduled in accordance with existing behavior management policies. The purpose of the conference will be the same as that of the pre-enrollment conference already described. Timelines for the development and implementation of an individual service plan will also be the same as those previously mentioned.

Termination of Services: If the staff determines that an individual behavior guidance plan is not effective and no other options are available, it is possible that service will no longer be provided for that child. Termination of services will be considered if the child constitutes a danger to other participants, him/herself, if behavior is so disruptive that it prevents the accomplishment of overall program goals, if the child cannot participate in a group setting with similar age peers, or if the child consistently requires more staff attention than is allotted in licensing ratios. The decision to terminate services will be the responsibility of the Ventures Coordinator.

BEHAVIOR GUIDANCE POLICIES

The center's daily scheduling, curriculum plans, classroom arrangement, and staffing pattern are designed to promote positive and enjoyable learning experiences, including respectful and trusting relationships between adults and children. To provide for the safety of all children, as well as the individual development of each child's self-help and self-control skills, staff maintain daily routines and provide appropriate limits for each group. These routines and limits are frequently discussed and defined with the children. Consistency and knowing what to expect throughout the day helps children develop a sense of trust and understanding of their environment and encourages self-control. The goals of child guidance are to help children develop safe and appropriate ways of interacting with others and with the environment and to develop internal self-control. Young children learn by experimenting, testing limits, and experiencing logical consequences of their behavior.

EarlyVentures operates on the premise that young children are never "bad." Many discipline problems arise from too much excitement or over stimulation, rather than direct disobedience. Continual positive reinforcement will be used to encourage acceptable behavior. Staff work towards changing behaviors using positive techniques. These techniques include, but are not limited to the following:

1. Working with the children to develop rules that are stated at the children's developmental level.
2. Clarifying the consequences of not following rules before an incident occurs.
3. Having age-appropriate expectations for children.

4. Allowing children time to practice following new rules and acceptable alternatives to problem behavior in order to reduce conflict.
5. Reinforce desirable behavior by praising or rewarding the child. When the child realizes that attention comes from appropriate behavior, that behavior is more likely to continue.
6. Provide immediate and directly related consequences for a child's unacceptable behavior.
7. Ensure that each child is provided with a positive model of acceptable behavior.
8. Redirect children away from the problem toward a constructive activity in order to reduce conflict.
9. Teaching children how to use acceptable alternatives to problem behavior in order to reduce conflict.
10. Short breaks, which are noted and logged.
11. Protect the safety of children and staff persons.

Biting: Unfortunately, biting is a natural development stage that many children go through and it is one of the most common and difficult behaviors in a child care setting. Biting can occur without warning and it provokes a strong emotional response from all involved parties. Biting typically tends to be a temporary stage, most common in children ages 13-24 months. Toddlers may bite for a number of reasons as they are in the process of learning socially acceptable responses to their environment and given situations. Toddlers often bite as a result of teething, frustration, over-stimulation, impulsiveness, excitement, lack of self-control, attempting to get attention, lack of verbal skills, or even hunger.

EarlyVentures staff work with all children to promote socially acceptable responses and behaviors. Biting is addressed in all classrooms, but a consistent curriculum is used more specifically in the toddler room. The curriculum includes a variety of age-appropriate books about biting and an assortment of games that help children learn what teeth are used for and when teeth should not be used. Group time often includes questions such as, "What do we put in our mouth?", "What are our teeth for?", and "What can we eat?" as well as having children practice "using their words." "No Biting" pictures are also posted in the room.

EarlyVentures staff also complete an annual training called "When Biting Happens" to review helpful tips on biting prevention as well as circumstances or situations that often provoke biting.

Should a biting incident occur at EarlyVentures, staff address the biter in a firm, matter-of-fact voice (not angry or yelling) saying, "No biting. Biting Hurts! Teeth are for eating food." Staff comment on how the other child is feeling. "Look, _____ is crying. S/He is crying because you bit him/her. Biting hurts." Staff may also have the biter comfort the other child by bringing them an ice pack. The biter is redirected to another activity or separated from the group and placed on a break. The child that has been bitten is comforted and the bitten area is washed with warm water and soap. An ice pack is applied. The biter sees the sympathy and comfort towards the bitten child. An incident report

is filled out by staff and logged in the incident binder. Families of both the biter and the bitten are notified.

Should a child bite repetitively, staff will meet with the biter's parents to create a biting plan of action. Every biting occurrence, including attempted bites, will be charted and location, time, participants, behaviors, staff present, and circumstances will be indicated. Staff and parents will look for any patterns in the biting and both will consistently encourage the use of words to express feelings and emotions. Biting plans will be tailored to the individual child and appropriate steps will be implemented.

BEHAVIOR POLICIES

If staff's attempts at discipline do not work and a child continues to exhibit persistent unacceptable behavior, the following will occur in the EarlyVentures preschool classrooms:

1. Parents will be notified, informing them of the reason for referral, previous action by staff, and the actions taken by the disciplinary personnel. Staff will continue to observe the child's unacceptable behavior and record incidents and staff responses.
2. When a child's behavior is continually upsetting or dangerous to others or the staff, a conference will be called with the parents. A behavior plan will be developed. The plan will include specific details working towards eliminating the behavior problems. Suggestions may include, but are not limited to, environmental changes, incentive programs, more direct services and/or professional services, and referrals for behavior assessments.
3. If the problem is still not resolved, the following actions will occur:

Behavior Incident Reports: A Behavior Incident Report is completed when a serious disciplinary action occurs. Behavior such as violent outbursts, willfully hurting other children, throwing objects, inappropriate language, leaving the room/building/group, verbal or physical abuse of the staff, not listening to staff or following directions, creating an unsafe environment, or the inability to adjust to the program guidelines will be considered serious disciplinary concerns. Charges will be assessed for behavior leaves resulting in 1, 3, and 5 days off. Should a child receive a sixth Behavior Incident Report, charges will end with the last date of service, and alternate care must be found immediately as the child will not be allowed to return to the program.

1st Behavior Incident Report: Parents/guardians, site staff, and child will discuss the behavior to resolve the situation. Parents/guardians will be informed that "should a second Behavior Incident Report occur, a meeting will be scheduled to include the parent/guardian, child, site staff, and Site Leader."

2nd Behavior Incident Report: Parents/guardians will be contacted for a meeting to include the parent/guardian, child, site staff, and Site Leader. The process continues should a parent/guardian refuse to attend a meeting. Parents/guardians will receive a written warning that "should a third Behavior Incident Report occur, the child will need to take a one day leave of absence from the program."

3rd Behavior Incident Report: Parents/guardians will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.)

Parents/guardians will receive a written warning that "should a fourth Behavior Incident Report occur, the child will need to take a three-day leave of absence from the program."

4th Behavior Incident Report: Parents/guardians will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.)

Parents/guardians will receive a written warning that "should a fifth Behavior Incident Report occur, the child will need to take a five-day leave of absence from the program."

5th Behavior Incident Report: Parents/guardians will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.)

Parents/guardians will receive a written warning that "should a sixth Behavior Incident Report occur, the parent/guardian will be required to find alternate child care immediately. The child will not be able to return to the program. Charges will end with the date of the sixth Behavior Incident Report."

6th Behavior Incident Report: Parents/guardians will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be able to return to the program. Charges will end with the date of the sixth Behavior Incident Report.

EarlyVentures Prohibits the Subjection of a Child to Corporal Punishment: This includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.

EarlyVentures Prohibits the Subjection of a Child to Emotional Stress: This includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.

EarlyVentures also prohibits:

1. Punishment for lapses in toileting
2. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
3. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm
4. The use of mechanical restraints, such as tying
5. No child may be separated from the group unless the following has occurred:
 - A. Less intrusive methods of guiding the child's behavior have been tried and were ineffective
 - B. The child's behavior threatens the well-being of the child or other children in the program

A child who requires separation from the group must:

- A. Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person
- B. The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation.
- C. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops

Children between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

All separations from the group must be noted on a daily log that must include: the child's name, the staff person's name, time, date, information indicating that less intrusive methods were used to guide the child's behavior, and how the child's behavior continued to threaten the well-being of the child or other children in care.

If a child is separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log. If a child is separated five or more times in one week, eight times or more in two weeks, the procedures for Persistent Unacceptable Behavior must be followed.

A copy of the center's behavior guidance policy as defined by the State of Minnesota - Department of Human Service, Division of Licensing, is on display at the center. A copy is also available from the program coordinator at any time. The policy defines the general requirements of behavior guidance, procedures for persistent unacceptable behavior and actions that are prohibited by either staff or children.

PETS

EarlyVentures will inform parents and obtain signed permission before any pets are housed at the center or any pets visit the center.

PARENT VISITS

Parents are welcome to visit the center at any time during the normal hours of operation. We encourage family volunteers in our classrooms. Please speak with the site leader for further information.

TELEPHONE NUMBER FOR DIVISION OF LICENSING

If you have questions, concerns, or complaints about your child's care, the telephone number of the Department of Human Services - Division of Licensing is 651-431-2000.

TOYS

EarlyVentures asks that all children leave their toys at home. Small, soft toys such as stuffed animals are allowed during rest time for children in the toddler and preschool rooms or infants that are over a year and sleeping on a cot. Musical or noise-making toys will not be allowed as they may disturb others that are napping. Children may also bring a toy from home when there is a scheduled "show and share" day. All other toys should be left at home or will be placed in the child's cubby to be taken home at the end of the day. Toy weapons or toys that contain any weapons are not welcome at any time. Our center is fully equipped with an adequate supply of age-appropriate toys for the children and toys brought from home often create problems. EarlyVentures cannot be held responsible for lost, broken, or missing items.

MANDATED REPORTING/MALTREATMENT OF MINORS (SEE ATTACHED DHS DOCUMENTS)

Children need a safe, nurturing environment that allows them to grow, learn, and feel loved by their caretakers. In order to grow and learn, children's minimum needs for good nutrition, shelter, medical care, bathing, clean clothes, intellectual stimulation, appropriate discipline, love, a feeling of importance, and a safe, non-violent home setting must be met. When these needs are not met, a child cannot grow and learn as easily. If you are temporarily or permanently unable or unwilling to meet your child's minimal needs as just described, EarlyVentures staff is mandated by Minnesota State Law to file a report with a county child protection agency. It then becomes the role of Child Protection to work with your family to ensure that your child's needs are being met. Should you have difficulty in providing for your child's emotional or physical needs, or safety, you are encouraged to ask for help. Our staff will help you find a community resource that can offer assistance. Some 24-hour community resources which can help you when you find that you are experiencing more stress than you can handle, include:

Parents Anonymous 1-800-225-4073
Rice County Crisis Hotline 1-800-607-2330
Rice County Child Protection 1-507-332-6214
Rice County Crisis Nursery 1-507-332-6255
Department of Human Services, Division of Licensing Maltreatment Intake Line 651-431-6600
Department of Human Services, Division of Licensing 651-431-6500

EarlyVentures expresses a commitment to provide an environment that encourages every child's safe growth and learning. If you feel that our staff is not meeting your child's needs, we encourage you to talk with the site leader. Should you feel your child's needs are consistently not being met, our staff will work with you to identify your child's needs and assist you in meeting them. As mandated reporters, EarlyVentures staff are required to make a report if there is reason to believe that a child is currently being neglected, abused, subjected to witnessing domestic abuse, or has been within the past three years.

INTERNAL REVIEW

When an internal or external report of alleged or suspected maltreatment has been made, EarlyVentures will complete an internal review within 30 calendar days and will take corrective

action, if necessary, to protect the health and safety of children in care. The internal review will include an evaluation of whether:

1. Related policies and procedures were followed;
2. The policies and procedures were adequate;
3. There is a need for additional staff training;
4. The reported event is similar to past events with the children or the services involved; and
5. There is a need for corrective action by the license holder to protect the health and safety of the children in care.

The internal review will be conducted by the Ventures Coordinator. If the Ventures Coordinator is involved in the alleged or suspected maltreatment, the Director of Community Services will be responsible for completing the internal review.

Based on the results of the internal review, EarlyVentures will develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or EarlyVentures, if any.

NORTHFIELD SCHOOL BOARD POLICY REGARDING HARASSMENT AND VIOLENCE

Please see Northfield Public School's district [Policy 413 Harassment & Violence](#), the [procedures](#), and the [reporting form](#): <https://northfieldschools.org/about/school-board/policies/>

STAFF POLICIES

1. Children are to be supervised at all time. Children are not to be left in a room or on the playground alone, even for a few minutes. All ratios will always be met.
2. Staff members are to engage and interact with children, not isolate themselves or converse at length with other staff members.
3. Discipline is to be dealt with in a positive manner. Talk to the child without raising your tone of voice. Try to determine the child's reason for the misbehavior. Consult the center's discipline policy for further details and follow accordingly. If separation from the group is necessary, a written report must be filed.
4. Children are expected to treat others with respect. They learn by example and their role model is you.
5. The staff is expected to sit with the children during snack and meal times.
6. All employees will be hired for a six month probation period. Employees will be evaluated following Northfield Public School's evaluation process.
7. EarlyVentures childcare center does not discriminate in its hiring practices. E.O.E.

8. Teachers and Assistant Teachers are required to have standard first aid and CPR training within 90 days of the start of work.
9. In-service training equal to 2% of the total hours worked is required by the State of Minnesota in order for a staff member to remain working.
10. ISD #659 is a smoke free district. Smoking is not allowed in any district building or on its grounds.
11. All records at the childcare center are to be kept confidential. This includes, but is not limited to: children's records, personnel records, accident, and discipline reports. Staff will release records only to those people who have access as required by law.
12. As per DHS rule 17 Part 9543.1020, subpart 14, drug and alcohol use is prohibited. Individuals, subcontractors, and volunteers when directly responsible for children served by the program are prohibited from abusing prescription medication or being under the influence of a controlled substance or alcohol. This includes any level of use that impairs or could impair the person's ability to provide care or services.

RISK REDUCTION PLAN

EarlyVentures has developed a Risk Reduction plan in order to comply with Minnesota Statutes, section 245.66 subdivisions 2 and 3. Risk Reduction Plans are in place to assess risks among children in our environment and ensure there are procedures, policies, and staff trainings in place for all risks determined. The Risk Reduction Plans is available on site at EarlyVentures and will be reviewed annually. All EarlyVentures staff will receive an orientation to the Risk Reduction plan prior to first providing unsupervised direct contact services and will review it annually thereafter.

Appendix A: Procedures for ALC Student's Child(ren) Accessing EarlyVentures.

1. The ALC student's child must be eligible for county support (Child Care Assistance Program (CCAP)) to pay for the cost of Early Ventures. CCAP does not cover Early Ventures full daily rate, thus the ALC will be responsible for covering all charges the county does not cover.
2. The ALC student has to be enrolled in, or have successfully completed, the parenting class offered through the ALC. The class will be taught by a Community Services Parent Educator.
3. The ALC needs to notify Early Ventures no later than February 1st of how many summer and school year INFANT slots the ALC would like to hold and pay for. **A child can be considered an infant and be enrolled in the infant room until they turn 19 months.** Due to current families, Early Ventures will not hold TODDLER slots.
4. If a new toddler or preschool spot is needed for the ALC, Early Ventures will determine if space is available after Early Ventures' current family registration (typically held in early-mid February). If space is available for a new toddler or preschooler, the ALC will need to determine if they want to commit and pay for the slot prior to Early Ventures' new family registration (1st week of March). The ALC will be responsible for paying for this slot for the duration of the school year or until EarlyVentures can fill the slot with a community member.
5. If a current ALC student that has a child enrolled in Early Ventures is not graduating at the end of the school year and will need an Early Ventures slot (in any room) the following year, the ALC student will be treated as a current family and will need to follow all current family registration guidelines.
6. If an ALC student is enrolled in Early Ventures' summer program, the ALC will be charged for the entire summer, not just days the ALC is in session. This will also allow the ALC student to access childcare in August or days the ALC is not in session.
7. The ALC will be charged all registration and snack fees for each ALC student's child in Early Ventures. Child Care Assistance typically does not cover these fees.

Appendix B: EarlyVentures Emergency Preparedness Plan

[Clear Form](#)



Child Care Emergency Plan

Before completing this set of forms, please read the [Keeping Kids Safe planning guide](#) that includes instructions on how to complete these forms.

IMPORTANT: If you are not able to complete this form online, click Print Blank Form to print the form and complete it by hand.

[Print Blank Form](#)

Provider Information

DATE 7/22/2017		Provider Information	
PROVIDER NAME EarlyVentures at Longfellow School			
ADDRESS 201 Orchard Street	CITY Northfield	STATE MN	ZIP CODE 55057
PHONE NUMBER 507-645-1248	EMERGENCY PHONE 507-645-1216		

Shelter-in-Place/Lockdown Procedures

If we need to stay in the building due to an emergency, the following procedures will be followed

LOCATION 1 IN BUILDING Within each classroom. Close/lock classroom door, pull shades, quietly sit kids away from windows or doors.	LOCATION 2 IN BUILDING Infant/Toddler Room; Close/lock classroom door, cover door windows, quietly sit kids away from the door.
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PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN

Describe your procedures (who, what, where, when).

1. Stay Put Lockdown (threat is OUTSIDE of the building)

- Building administrator will order and announce "this is a stay put lockdown"
 - Bring people inside (if outside of the building)
 - If applicable, available staff (typically the building administrator) presses the lockdown button in the main office. This will call 911 immediately, locks all outside doors, disables card readers for non admin staff, and closes fire doors in the hallway. A blue strobe light will turn on outside of the main entrance and a horn will sound to notify visitors of a lockdown.
 - Staff move all students in to classrooms and closes the door. Clear hallways, restrooms, and other rooms that cannot be secured.
 - Pull shades and keep students away from windows.
 - Report all missing students to building administrator
 - Control all movements, but continue daily operation
 - Do not allow students out of the classroom until the building administrator or designee announces the "all clear" (Since EV's daily operation includes children moving from one location to another, staff should still allow, but use extra precaution. As always, staff should be with a child/children moving from one location to another.)
- ** If a stay put lockdown happens during after school/office hours, use best judgment about parents picking up. If the threat is not immediately outside of the building, EV staff can monitor the door and let parents/designated pick ups in to pick up their child. Staff should also monitor children in the hallways, always making sure that children are within site and sound when moving from one location to another.

2. Duck and Cover Lockdown (threat is INSIDE of the building)

- Building administrator or designee announces "this is a duck and cover lockdown"
 - Immediately direct all students, staff, and visitors into the nearest classroom or secured space. Classes that are outside of the building should NOT enter the building. Move all classes that are outside to the primary evacuation location (St John's Lutheran Church)
 - If applicable, available staff presses the lockdown button in the main office. This will call 911, immediately locks all outside doors, disables card readers for non admin staff, and closes fire doors in the hallways. A blue strobe light will turn on outside the main entrance and a horn will sound to notify visitors of a lockdown.
 - Lock all classroom doors to prevent entry from the outside.
 - Move people away from windows and doors. Turn off lights.
 - Instruct kids to remain as silent and still as possible
 - Keep out of site
 - Continue the duck and cover until a building administrator or designee announces the "all clear". (This may be a police officer).
 - IGNORE all fire alarms, sprinkler system activation, class bells, etc.
 - Do NOT respond to anyone at the door until the "all clear" has been given
 - Building administrator or designee will announce the "all clear" and give directions on how to proceed.
- ** It is important to remember that if a duck and cover lockdown happens during the beginning or ends of the day, it is a time when families are picking up/dropping off. During a duck and cover, nobody should be allowed in/out of the building or in/out of a classroom. Even if you know the parent outside of the door, do not let them in.

Shelter-In-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions:

Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.

Accommodations will be put in place should children need specialized procedures for shelter-in-place/lockdown. All EV medications will be kept in the classroom's emergency backpack that can be accessed during lockdown and is the first item grabbed during an evacuation.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Emergency responders will be notified when the lockdown button is pressed or when the threat reaches levels 2-4. (Level 1 and 2 may just involve the school resource office)

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

Families will be notified when the threat reaches levels 2-4 or when there is an incident that significantly alters the daily schedule or daily operation of the program.

Emergency Kit

Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.

The primary Early Ventures emergency kit will be kept in the Butterfly Room. At the time of the incident, the EV Site Leader will be responsible for it. If the Site Leader is not available, any Ventures staff can be responsible for it.

The emergency kit will contain the following:

1. First Aid Kit
 - Sterile bandages and band aids
 - Sterile compresses
 - Scissors
 - Disposable Ice Pack
 - Thermometer
 - Adhesive Tape
 - Current first aid manual
2. Flashlight with spare batteries
3. Emergency plan flip chart
4. Current class roster, attendance, and/or sign in/out
5. Disposable gloves
6. Notepad and pencils

Evacuation and Relocation Procedures

If we need to evacuate our site and relocate to another site, the following procedures will be followed

EVACUATION ROUTES/EXITS

Show how you and the children will leave from any room in the building.
Please see the maps following this document

EVACUATING INFANTS/TODDLERS

Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building.
Infants and toddlers may be placed in strollers, wagons, cribs, and/or carriers for a quicker and easier evacuation.

Evacuating Children with Disabilities or Chronic Medical Conditions

Describe any special circumstances or procedures needed for evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child's medically necessary medicine.

Accommodations will be put in place should children need specialized procedures for evacuation. All EV medications will be kept in the classroom's emergency backpack that can be accessed during lockdown and is the first item grabbed during an evacuation.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

The school resource officer will generally be notified if the threat is Level 1. At Level 2, the school resource office may request assistance from the police department. Level 3 requires a moderate response from the police department and Level 4 dictates an intense response by local law enforcement.

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

Families will be notified when the threat reaches levels 2-4 or when there is an incident that significantly alters the daily schedule or daily operation of the program.

Emergency Kit

Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.

The primary Early Ventures emergency kit will be kept in the Butterfly Room. At the time of the incident, the EV Site Leader will be responsible for it. If the Site Leader is not available, any Ventures staff can be responsible for it.

The emergency kit will contain the following:

1. First Aid Kit
 - Sterile bandages and band aids
 - Sterile compresses
 - Scissors
 - Disposable Ice Pack
 - Thermometer
 - Adhesive Tape
 - Current first aid manual
2. Flashlight with spare batteries
3. Emergency plan flip chart
4. Current class roster, attendance, and/or sign in/out
5. Disposable gloves
6. Notepad and pencils

Relocation - Location 1

BUILDING NAME St. John's Lutheran Church	REASON(S) TO EVACUATE TO LOCATION 1 Threat is INSIDE LF and evacuation has been called		
ADDRESS 500 3rd St. W.	CITY Northfield	STATE MN	ZIP CODE 55057
PHONE NUMBER 507-645-4429	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 1 Walking feet			
OTHER DETAILS St. John's is located across the playground/field from LF.			

Relocation - Location 2

BUILDING NAME Northfield Middle School	REASON(S) TO EVACUATE TO LOCATION 2 Primary location is not available		
ADDRESS 2200 Division St. S.	CITY Northfield	STATE MN	ZIP CODE 55057
PHONE NUMBER 507-663-0650	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 2 Benjamin Bus			
OTHER DETAILS If the primary and secondary locations are unavailable, the building administrator and/or law enforcement will communicate next steps.			

Relocation - Location 3

BUILDING NAME St. Olaf College, Buntrock Commons	REASON(S) TO EVACUATE TO LOCATION 2 Primary and secondary locations are unavailable		
ADDRESS 1500 St. Olaf Ave	CITY Northfield	STATE MN	ZIP CODE 55057

PHONE NUMBER 507-786-2222	EMERGENCY PHONE
TRANSPORTATION TO LOCATION 2 Benjamin Bus	
OTHER DETAILS If the threat is community wide (ex. tornado has destroyed the entire town), all three relocation sites may be unavailable. Staff should wait for instructions from a building administrator before evacuating. If the entire town has been devastated, administrators will work on finding a secure relocation site in a safe area, perhaps in a neighboring town.	

Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.

Notification

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

Families will be notified when the threat reaches levels 2-4 or when there is an incident/threat that significantly alters the daily schedule or daily operation of the program. Any time children need to be relocated, families will obviously be notified.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Emergency information for each student will be kept in the emergency kit. Information can also be found through the online registration system (site leaders have access).

Release

Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)

OTHER DETAILS ABOUT REUNIFICATION

Children will be kept in a safe, secure space away from the threat and away from the location's entry. Children will not be released until a staff person has properly ID'd the parent/guardian picking up.

Continuing Operations Procedures

In the period during and after a crisis, the following procedures will be followed regarding continuing operations.

Notification and Decision Making

The following people will need to be notified and be a part of the decision-making process regarding continued operations **DURING** a crisis

Breezy Barrett, Ventures Coordinator, 507-645-1245 or 507-664-3750
 Erin Baily, Community Services Director, 507-664-3652
 Mary Grace Hanson, Longfellow Building Administrator, 507-645-3436
 Matt Hillman, Superintendent, 507-663-0629

The following people will need to be notified and be a part of the decision-making process regarding continued operations **AFTER** a crisis

Breezy Barrett, Ventures Coordinator, 507-645-1245 or 507-664-3750
 Erin Baily, Community Services Director, 507-664-3652
 Mary Grace Hanson, Longfellow Building Administrator, 507-645-3436
 Matt Hillman, Superintendent, 507-663-0629

Any additional considerations for operations

Follow plans to the best of your ability but also use common sense!

Provider Emergency Contact Information

PROVIDER NAME Early Ventures Learning Center		PROVIDER PHONE NUMBER 507-645-1216	
PROVIDER ADDRESS 201 Orchard Street	CITY Northfield	STATE MN	ZIP CODE 55057

For Emergencies - Dial 911

Public Safety Agencies

CITY (if applicable) Northfield	CONTACT NAME Northfield Police Department		
NON-EMERGENCY NUMBER 507-645-4475		24-HOUR EMERGENCY NUMBER	
COUNTY Rice	CONTACT NAME Monte Nelson, Chief of Police. monte.nelson@ci.northfield.mn.us		
NON-EMERGENCY NUMBER 507-663-9301		24-HOUR EMERGENCY NUMBER	

Utility Emergency Phone Numbers

ELECTRIC	COMPANY Excel Energy	
CONTACT PERSON Any Staff		24-HOUR EMERGENCY NUMBER 800-895-1999
GAS	COMPANY Excel Energy	
CONTACT PERSON Any Staff		24-HOUR EMERGENCY NUMBER 800-895-2999
WATER	COMPANY Qty of Northfield	
CONTACT PERSON Justin Wagner		24-HOUR EMERGENCY NUMBER 607-645-3083

General Emergency Resource Numbers

POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES	PHONE NUMBER 507-645-4475
POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER 320-253-5555
FIRE DEPARTMENT Northfield Fire Department; admin@nafrs.org	PHONE NUMBER 507-366-8124
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Northfield Insurance Agency	
INSURANCE CONTACT PERSON Kevin Rogers	PHONE NUMBER 507-645-8861

Licensing Information (If applicable)

LICENSE/CERTIFICATION NUMBER 1042526	
Licensed by: <input type="checkbox"/> STATE <input checked="" type="checkbox"/> COUNTY	
LICENSOR NAME Kimberly Sommers; kimberly.d.sommers@state.mn.us	LICENSOR PHONE 651-431-6258

Child Care Assistance Program (CCAP) Information (If applicable)

CCAP PROVIDER ID 9711	
CCAP AGENCIES REGISTERED WITH Rice County	CCAP AGENCY PHONE NUMBER(S) 507-645-9576

Child Emergency Contact Information

This form is a resource for your emergency preparedness. You should collect each child's emergency contact information and be prepared to take the contact information with you in instances of evacuation and/or relocation. This is information that a parent or guardian can provide you.

CHILD'S NAME Please see attached emergency information for each child in the program	DATE OF BIRTH
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Parent/Guardian Contact Information

PARENT/GUARDIAN 1				
NAME			RELATIONSHIP TO CHILD	
ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER		ALTERNATE PHONE NUMBER		
EMAIL	WORK EMAIL		WORK PHONE NUMBER	
PARENT/GUARDIAN 2				
NAME			RELATIONSHIP TO CHILD	
ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER		ALTERNATE PHONE NUMBER		
EMAIL	WORK EMAIL		WORK PHONE NUMBER	

Emergency Contact Information (not a parent/guardian)

EMERGENCY CONTACT 1 (NOT A PARENT/GUARDIAN)				
NAME			RELATIONSHIP TO CHILD	
ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER		ALTERNATE PHONE NUMBER		
EMERGENCY CONTACT 2 (NOT A PARENT/GUARDIAN)				
NAME			RELATIONSHIP TO CHILD	
ADDRESS		CITY	STATE	ZIP CODE

PHONE NUMBER	ALTERNATE PHONE NUMBER
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Non-Parent/Guardians Authorized to Pick up Child (with verification of identification)

Authorized Person 1

NAME	
PHONE NUMBER	RELATIONSHIP TO CHILD

Authorized Person 2

NAME	
PHONE NUMBER	RELATIONSHIP TO CHILD

Authorized Person 3

NAME	
PHONE NUMBER	RELATIONSHIP TO CHILD

Child's Medical Provider Information

NAME		CLINIC	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER		

Child's Dental Provider Information

NAME		CLINIC	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER		

Identification of Hazards

This form is provided as a resource for your emergency preparedness. It allows you to identify the risk of certain hazards occurring, the impact that a hazard could have if it did occur, and how you would continue operating during and after the emergency.

Hazard	Risk of harm, potential impact at your site, and plan for continuing operations during and after the emergency
Fire	<p>Ventures practices at least 5 fire drills during the school year and 3 during the summer. While threat of a fire is minimal, there is always the possibility. Damage would most likely be minimal due to sprinkler systems and advanced technology in our schools.</p> <p>In the event of a fire, notify the building administrator/office or pull the fire alarm. Evacuate students and staff to designated areas. (*Designated areas are at least 100 feet from the building). Be aware of emergency responders. Keep students and staff a safe distance from emergency responders and equipment. Follow the primary fire drill route whenever possible. Follow the secondary route if the first is blocked or dangerous. Staff need to take their emergency kit with an accurate attendance/sign out. If necessary, building administrators may move staff and students to the secondary evacuation site. Staff and students may not enter the building until fire and/or law enforcement deems that it is safe.</p> <p>If fire destroys EarlyVentures classrooms or the school as a whole, EarlyVentures would not be able to continue to operate unless an alternate space was provided. The district would do its best to find alternate space and rebuild a suitable replacement.</p>
Flood	<p>EarlyVentures is not in a flood prone zone. Thus, the potential of a flood is extremely minimal.</p> <p>Should the building flood due to a water main break, staff and students would evacuate the building and go to the primary evacuation site. Should the neighborhood become flooded, students and staff would evacuate to the second or third evacuation site, depending on which one was not flooded. The third option, Buntrock Commons, sits on top of a large hill. The possibility of this being flooded is next to impossible.</p> <p>Should the school continue to be inoperable due to flooding, the district would determine the best alternative of where to hold school. Wherever classes were moved to, Ventures would follow suit and would need space to operate. If damage to the school was minimal, school and Ventures just may need to be closed until the building can be properly cleaned.</p>
Gas/Chemical Leaks	<p>The risk of a gas or chemical leak is minimal, especially since Longfellow does not house any science lab areas.</p> <p>Should there be a gas/chemical leak inside the school, students and staff will evacuate the building. Building administrators and/or fire officials will determine if students and staff need to be relocated to the primary evacuation site or secondary site. District custodians will shut off heating, cooling, and ventilation systems in contaminated areas to reduce the spread of contamination.</p> <p>If the leak is outside of the building in the neighborhood, fire officials or the building administrator will determine if students need to evacuate and to which location they need to evacuate. District custodians will consider closing outside air intake.</p> <p>Students and staff will wait until the "all clear" is given to re-enter the building. Should there be damage to the building, the district will assess the needs of Ventures and determine if other space options need to be investigated. Ventures would close if the school was closed.</p>
Hazardous Materials	<p>The risk of a hazardous material leak is minimal, especially since Longfellow does not house any science lab areas.</p>

	<p>Should there be a hazardous leak inside the school, students and staff will evacuate the building. Building administrators and/or fire officials will determine if students and staff need to be relocated to the primary evacuation site or secondary site. District custodians will shut off heating, cooling, and ventilation systems in contaminated areas to reduce the spread of contamination. District custodians will also seal off the area of the spill/leak and close doors.</p> <p>If the leak is outside the building in the neighborhood, fire officials or the building administrator will determine if students need to evacuate and which location to which they need to evacuate. District custodians will consider closing outside air intake.</p> <p>Students and staff will wait until the "all clear" is given to re-enter the building. Should there be damage to the building, the district will assess the needs to Ventures. If school is closed, Ventures will be closed. Ventures will do its best to operate wherever classes are moved to.</p>
High or Low Temperatures	<p>Living in MN, the probability of high and low temperatures is guaranteed. Early Ventures follows the district's policy on closing due to extreme weather. If school is closed for the day, Early Ventures is also closed for the day. If school has delayed start, Early Ventures will also open two hours late at 8:30 a.m. If school dismisses early, Early Ventures will remain open until 2:30 p.m. Early Ventures staff will always remain on site until the last child has been picked up.</p> <p>Early Ventures generally does not have outdoor recess if the air temperature or wind chill is below zero OR if the heat index exceeds one hundred degrees. Early Ventures staff will use common sense and base the amount of outside time on weather.</p> <p>Early Ventures would not remain closed for an extended period due to extreme temperatures.</p>
Infectious Diseases	<p>In working with children, there is always the potential for a pandemic health crisis.</p> <p>When absences for a particular illness are twice the typical absence rate of the student population within a building (ex. 4-5%), the building nurse will file the required MN School-based Illness Report with the Commissioner of Health. Students exhibiting flu-type symptoms will be kept in a separate location from other health room users and parents/guardians will be contacted immediately and asked to pick-up. These students will be required to wear surgical masks while on school property. The area/cot that the student occupied will be cleaned using a disinfectant after each use.</p> <p>The Director of Buildings and Grounds will meet with the District School Nurse and Public Health Nurse to determine if buildings should be cleaned differently and/or more often.</p> <p>Upon notification by the MN Division of Homeland Security and Emergency Management Department of Education or Public Health officials; or upon consultation with the school board regarding a significant risk of spreading the illness and/or lack of staffing to continue the safe operation of the schools; the Superintendent, or Acting Superintendent, shall order the schools closed during the duration of the outbreak. All non-essential staff will be sent home for the duration of the school closure. District custodians will thoroughly clean all buildings.</p> <p>Upon notification by the Department of Education, Public Health or other governmental agency that the pandemic crisis is under control, the Superintendent or Acting Superintendent, shall order the schools reopened.</p> <p>Ventures staff and building nurses will remain on heightened alert, watching for signs of sickness.</p>

Nuclear Power	There is not a nuclear power plant located within the county. A nuclear threat is very minimal.
Severe Winter Weather	<p>In MN, severe winter weather happens annually. Ventures follows the district policy on school closings due to severe winter weather. If the district is closed for the day, Early Ventures will also be closed. If school has a delayed start, Early Ventures will also have a two hour delay and open at 8:30 am. If the district closes early, Early Ventures will close at 2:30 pm.</p> <p>Ventures staff will remain on site until all children are picked up by a parent, guardian, or emergency pickup. Ventures may remain closed until the dangerous weather has dissipated and parking lots, sidewalks, etc. are safe for staff and families to use.</p>
Thunderstorm	Thunderstorms happen on a regular basis through the months of about March/April-October/November. Ventures staff will consistently monitor the weather and will not bring children outside if there is lightening or thunder. If it is only a thunderstorm, staff will continue with regular indoor activities. If the thunderstorm turns severe or in to a tornado warning, staff will follow the district's severe weather/tornado policy. The only time that a thunderstorm would greatly impact Ventures' ability to operate is if the storm caused major damage to the building (struck by lightening, trees through the windows, etc.)
Tornado	<p>During the months of March-October, there is the potential of tornadoes in MN. If the potential for severe weather is forecasted, staff will continuously monitor the weather via a weather radio, online news, radar, etc.</p> <p>Should there be a severe weather warning, staff will bring all children inside of the building, close all windows, and review tornado drill procedures.</p> <p>Once a tornado warning is issued, a severe storm or tornado has been spotted in the area. Staff will move all kids to the designated shelter (interior room, hallway without windows, etc). Staff will take accurate attendance/sign in, ensuring that they know how many and which kids there have in their care. Staff will ensure that students are in "tuck" positions. Everyone remains in the shelter area until the warning expires or emergency personnel have issued an all-clear signal.</p> <p>Should Ventures rooms or the building as a whole be destroyed or be inoperable, students and staff will evacuate to the primary location. If the primary location is destroyed, staff will wait to hear from rescue workers to determine the location to where they should evacuate.</p> <p>If the school is destroyed, Ventures will need to remain closed until the district can investigate different space options for school and the program. Available space will obviously depend on how much of the town has been destroyed.</p>
Violent Incidents	<p>The likelihood of a violent incident in an early childhood setting is much less likely than a high school or middle school. Should there be any sort of incident, staff's priority is ensuring the safety of all students. This may mean going into a Duck and Cover lockdown. All staff should work as a team. Deal with the incident following district protocol as well as common sense.</p> <p>Families should be notified, following district policy, if the incident is severe or disrupts the typical daily operation of the program.</p>

Add section

Assigned Responsibilities during an Emergency

This form is provided as a resource for your emergency preparedness. It allows you to identify actions that need to happen during an emergency and who is responsible for taking those actions. For each item in the first column, identify the person or position responsible, the required action, and under what circumstances that action should occur.

Action	Person or Position Designated/Responsibility/Location <i>Example: Marlyss will take the children to the safe room located in the basement when the tornado siren goes off.</i>
Protecting the Children	Ventures staff
Notifying Authorities	Ventures Coordinator, Site Leader, and/or Ventures staff
Communicating with Parents/guardians, including reunification	Superintendent, Director of Community Services, Ventures Coordinator

Add section

EarlyVentures Emergency Plan Northfield Public Schools Levels of Response

The Northfield Police Department and Northfield Public Schools identified four levels of response with examples to assist in explaining who will respond and how/when notification will happen.

Level 1

- School personnel, including the School Resource Officer, handle all responses internally

Incident Example(s)	Possible Responses
<ul style="list-style-type: none"> Suspicious person or vehicle in the vicinity Bomb threat with no credibility Theft Fights 	<ul style="list-style-type: none"> School Resource Officer (SRO) and school administration handle the incident without police assistance.

Level 2

- Minimum response by the District and local law enforcement

Incident Example(s)	Possible Responses
<ul style="list-style-type: none"> SRO requests assistance from the Police Department 	<ul style="list-style-type: none"> Public address announcement Letter home to parents No police response

Level 3

- Moderate response by the District and local law enforcement.

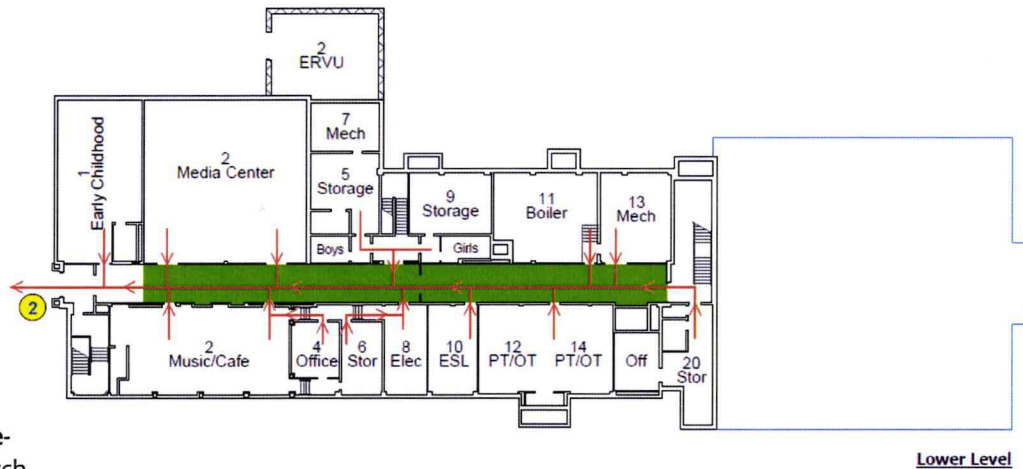
Incident Example(s)	Possible Responses
<ul style="list-style-type: none"> Stranger in the building Bomb threat with credibility Police action in the vicinity of the school campus (search warrant, search for fugitive) Suspicious substance/package 	<ul style="list-style-type: none"> Public address announcements Letter home to parents Inform Media

Level 4

- Intense response by the District and local law enforcement

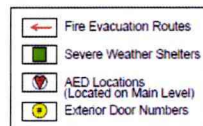
Incident Example(s)	Possible Responses
<ul style="list-style-type: none">• Child abduction• Attempted child abduction• Suicide in building• Attempted suicide in building• Shooter on the premises• Evacuation of the building	<ul style="list-style-type: none">• Public address announcement• Letter home to parents• Tell Media• May set up Joint Information Center within line of site of the school

Appendix C: Longfellow Floor Plan & Evacuation Routes

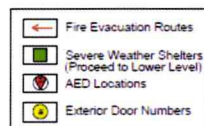
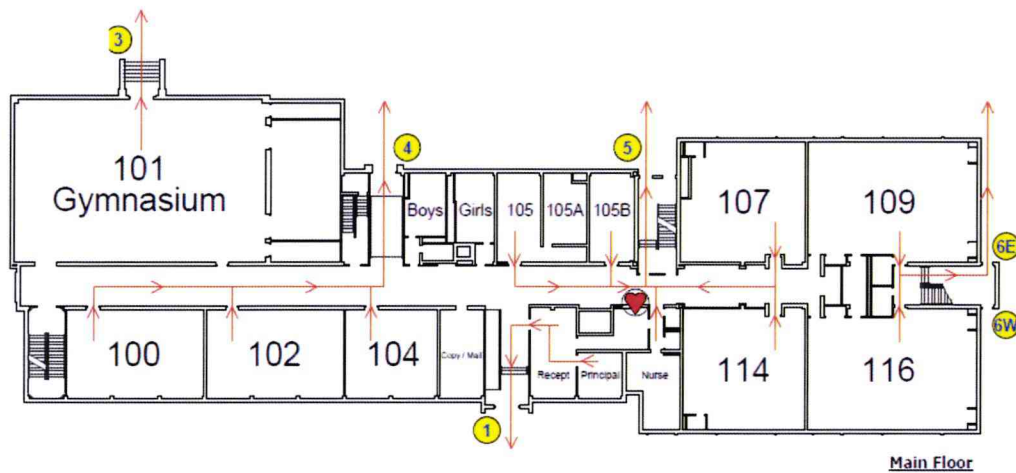


Primary Evacuation Site-
 St. Johns Lutheran Church
 500 3rd St. W.
 507-645-4429
 (Across the playground field)

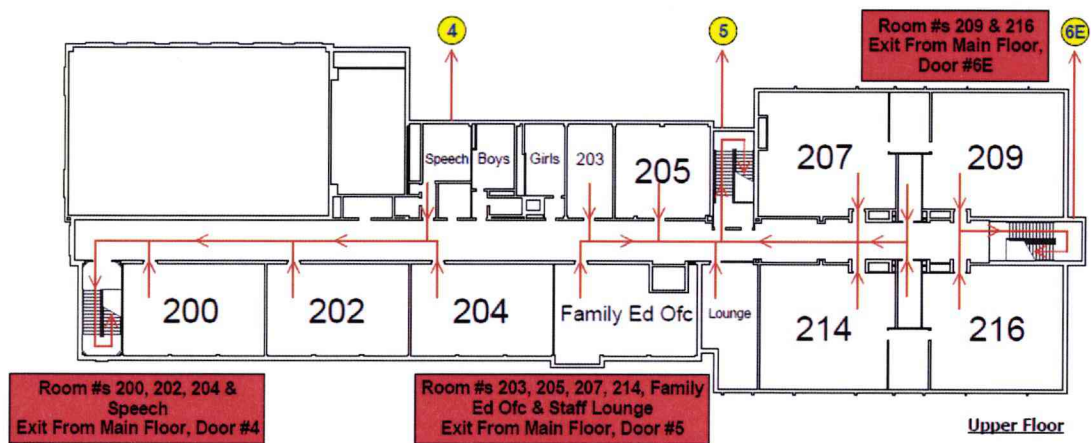
Secondary Evacuation Site-
 Northfield Middle School
 2200 Division St. S.
 507-663-0650
 (Use Benjamin Bus)



	Longfellow School	11/30/2015	
	Lower Level Fire Evacuation & Severe Weather Shelter		



	Longfellow School	11/30/2015	
	Main Floor Fire Evacuation & Severe Weather Shelter		



	Fire Evacuation Routes
	Severe Weather Shelters (Proceed to Lower Level)
	AED Locations (Located on Main Level)
	Exterior Door Numbers

	Longfellow School	11/30/2015	
	Upper Floor Fire Evacuation & Severe Weather Shelter		

Appendix D: Mandated Reporting

DHS-7634A-ENG 1-18



MALTREATMENT OF MINORS MANDATED REPORTING

This policy is for all providers licensed by the Minnesota Department of Human Services.

Who should report

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are mandated (required) to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to report

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services.
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 1-800-352-0414 or local law enforcement at 911.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services Licensing Division at 651-431-6500.

What to report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to report

- A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor.
- A mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Maltreatment Of Minors Mandated Reporting Policy

Retaliation prohibited

- An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child who is the subject of the report.
- The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal review

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.
- The internal review must include an evaluation of whether:
 - I. related policies and procedures were followed;
 - II. the policies and procedures were adequate;
 - III. there is a need for additional staff training;
 - IV. the reported event is similar to past events with the children or the services involved; and
 - V. there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and secondary person or position to ensure reviews completed

The internal review will be completed by **Breezy Barrett, Ventures Coordinator**. If this individual is involved in the alleged or suspected maltreatment, **Erin Bailey, Community Services Director** will be responsible for completing the internal review.

Documentation of internal review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective action plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Provide policy to parents

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be available upon request.

Appendix E: Risk Reduction Plan



Minnesota Department of Human Services

Child Care Center Risk Reduction Plan

Program Name: EarlyVentures Learning Center

License #: 10425264-CCC

Child care centers must develop a risk reduction plan that identifies the general risks to children served by the child care center. The license holder must establish specific policies and procedures or refer to existing policies and procedures that minimize identified risks, train staff on the procedures, and annually review the procedures. [Minnesota Statutes, section 245A.66, subdivision 2]

- 1. Physical Plant.** Identify specific risks to children based on an assessment of the physical plant where licensed services are provided. The assessment must include an evaluation of the required factors listed below in column 1. Write each identified risk in column 2; insert additional lines as needed. In column 3, write specific policies and procedures you have developed and implemented to minimize each risk, or in column 4, reference existing policies and procedures that minimize each risk.

Physical plant factors required to be assessed	Identified risks	Policies and procedures developed and implemented to minimize the risks	Existing policies and procedures that minimize the risks
Condition and design of the facility	Located in four classrooms in a Northfield Public School's building		In addition to adhering to DHS licensing guidelines, EarlyVentures follows all safety and security procedures set forth by Northfield Public Schools as we are a district program.
	Multiple district programs and offices are housed in the same school building.		Children are supervised at all times. Children are never left alone in a room or on the playground. Appropriate ratios are always met. Classroom doors are closed when the group is in the classroom. EarlyVentures is housed in a secure school building. There is a district employee stationed at the front door when the door is <u>unlocked</u> and all visitors must check in. EarlyVentures families access the building through a secure fingerprint system.
	Three EarlyVentures classrooms are located downstairs; Two classrooms are located on the main level. No classrooms are located on the second level.		Children are supervised at all times and are never left alone. Appropriate ratios are always met. There are six exits out of the school building. Each EarlyVentures classroom has one exit into a hallway with



Minnesota Department of **Human Services**

			easy access to an outside exit on their floor level.
Condition and design of the outdoor space	In the front of the school, there is a grassy area and sidewalk near the road (Orchard St.)		<p>*See pages 13-15 and 28-29 in the EarlyVentures Handbook for a more detailed look at existing policies that minimize risks.</p> <p>Staff members will be informed of all risks present when taking students outdoors. Children will be supervised at all times and appropriate ratios always met. Children will not be allowed to play near the parking lot, gate, or cement stairs. Children will be monitored and will only play on structures appropriate for their age and developmental level.</p>
	In the back of the school, there is a partially enclosed playground. It is partially enclosed by a chain link fence. There is a gate in the fence that leads out of the playground and down cement stairs.		
	The part of the playground that is not enclosed has a chain to prevent warn children not to go into the parking lot that is on the other side.		
	The playground has asphalt, a large grassy area, and a large woodchip area. There are two main playground structures appropriate for early childhood as well as other climbing structures and swings.		
Bathrooms	EarlyVentures bathrooms are located down the hall from the classrooms.		Staff will walk to the bathrooms with the children and children will be supervised at all times. Appropriate ratios will always be met. Please see pages 13-15 and 28-29 in the EarlyVentures handbook for more details.
	Falling off stools		All stools will meet safety standards and children will be supervised while using them.
	Water burns		The water temperature will be kept at an acceptable temperature for all children and staff.
			One child will be allowed in a



Minnesota Department of **Human Services**

	Pinched fingers		bathroom stall at a time. Children will not open or hold doors open. Children will be supervised at all times.
	Exposure to hazardous materials		Cleaning supplies and other hazardous materials will not be stored in the bathroom.
	Falling off the small stairs leading to the sink in the toddler room. (When kids are washing their hands after using the potty chair or having their diaper changed.)	Stairs meet safety standards and a staff member will always be present next to the stairs while children wash their hands.	

Physical plant factors required to be assessed	Identified risks	Procedures developed and implemented to minimize the risks	Existing policies and procedures that minimize the risks
Storage areas	Pinched Fingers		Children will be supervised at all times. Children will not be allowed to open/close storage area doors. There are a number of cabinets/drawers that have child locks to prevent children from opening/closing them and pinching their fingers. Staff members personal belongings will be stored out of reach of children or in a closed cabinet/closet. This includes staff members personal food or beverage. Other food and beverage will be kept in a closed cabinet, inaccessible to children. "Teacher materials will be kept in closed cabinets, closets, or out of reach of children. All toys are stored on open shelving units. Toys that are not in rotation are stored in a different room where children do not have access. Medications and cleaning materials are stored out of reach of children or in locked cabinets. See pages 13-15 and
	Access to staff members personal belongings		
	Access to food and beverages		
	Access to "teacher" materials		
	Access to medications and cleaning materials.		



Minnesota Department of Human Services

			28-29 in the EV Handbook for more details.
Accessibility of medications and cleaning products	Poisoning		All medications and cleaning products are kept out of reach of children or in locked cabinets or drawers. Children are always supervised. Staff are trained on how to clean tables and other items to protect children from chemical residue. All cleaning products are approved by the Health Consultant. All medications are stored in the original, child-proof containers and are clearly labeled with each child's name. Proper paperwork is on file for each child's medication. Please see pages 13-15 and 28-29 in the EV Handbook for more details.
	Chemical Burns		
	Side effects from ingestion		
	Side effects from contact with skin		
	Side effects from contact with eyes, ears, nose, and throat		
	Choking		
Areas that are difficult to supervise	Bathroom Stalls		Only one child at a time will be allowed in a bathroom stall. Children are supervised at all times in the bathroom and appropriate ratios are maintained.
	Walking in the hallways		Staff will always supervise children in the hallway. Before leaving any area, staff count the number of children in their group, count the group again in the hallway, and count again upon arrival of their destination. If more than one staff member is present, one staff leads the line and the other is at the end of the line. Children always use "walking feet" in the hallway.
	Playground structures		Staff will position themselves to see all children in their group. If necessary, staff may "close" certain playground structures to keep children in a more contained area. Staff continuously count the number of children in their group.



			while on the playground.
	Certain classroom areas		Early Ventures classrooms are set up in that there are no "blind" spots. The basics of supervision will always be followed in that each staff member will position themselves always to see all children in their group.

- 2. Environment.** Identify specific risks to children based on an assessment of the environment for each facility. The assessment must include an evaluation of the required factors listed below in column 1. Write each identified risk in column 2; insert additional lines as needed. In column 3, write specific policies and procedures you have developed and implemented to minimize each risk, or in column 4, reference existing policies and procedures that minimize each risk.

Environmental factors required to be assessed	Identified risks	Policies and procedures developed and implemented to minimize the risks	Existing policies and procedures that minimize the risks
Type of grounds and terrain surrounding the building	Sidewalks surrounding the building		Anytime children are on the sidewalks, they will use walking feet and will always be supervised. Children will generally only use the sidewalks when entering or exiting the building with their parent/guardian or when walking to a nearby park. A staff member will always lead the group and a staff member will always be in the back of the group's line.
	Parking lot connected to the playground		The parking lot is off limits to children and is only used by school personnel and families accessing Longfellow school. There is a chain blocking off the playground from the parking lot.
	Woodchips on the playground		Children are supervised at all times and staff position themselves to see all children



			in their group. Children must wear shoes on the playground. Children are taught that the woodchips stay on the ground and that they are not to go in mouths.
	Asphalt on playground		Children are supervised at all times. Children always wear shoes outside.
	Grassy area on playground		Children are always supervised. Children must wear shoes at all times they are outdoors. Children are taught that grass stays on the ground and does not go in mouths.
	Gate leading out of the playground		The gate near the playground will remain closed and locked during all times children are present.
			Staff are well informed of all the playground and outside hazards. Staff routinely check the playground and grassy area for hazards. Should a hazard be present, staff follow the prescribed protocol in dealing with the hazard (removing it themselves, informing the building engineer, etc).
Proximity to hazards, busy roads, and publicly accessed businesses	Longfellow school is located on Orchard St.		Orchard street has minimal traffic. When children enter or exit the door on Orchard St, they are either accompanied by parents/guardians or they are closely supervised by staff.
	Church across the street in the back of the building.		The church building has minimal occupation during week days.
	Located in a district building that contains other district programs.		All visitors to the building must check in at the front office. All other doors to the building are locked. Families can enter Early Ventures through a secured fingerprint system. Staff have been



			trained to address all people they do not recognize in the building or on the playground.
	Residential area with houses surrounding the building on three sides.		Children are supervised at all times. Neighbors have no reason to access the building. If visiting Longfellow, neighbors must check in at the front office and have a purpose for visiting.

- 3. Additional risk of harm factors to children.** In addition to any program-specific risks identified under the physical plant and environment assessments, the risk reduction plan must address the risks identified below in column 1. In column 2, write specific policies and procedures you have developed and implemented to minimize each risk, or in column 3, reference existing policies and procedures that minimize each risk.

Identified risks	Policies and procedures developed and implemented to minimize the risk	Existing policies and procedures that minimize the risk
Closing children's fingers in doors, including cabinet doors		Children will not be allowed to open or hold doors. Children will also maintain an appropriate distance from the bathroom stall door when they are not the one using the stall. Cabinets and drawers will be designated for teachers only or will have locks on them. Please also see pages 13-15 and 28-29 in the Early Ventures Handbook for more details.
Leaving children in the community without supervision		Anytime children are out in the community with Early Ventures, staff will carry an emergency backpack containing emergency information. The emergency information includes a picture of



		each child. Children will be supervised at all times and staff will continuously count the number of children in their group. Please also see pages 13-15 and 28-29 in the <u>Early Ventures Handbook</u> for more details.
Children leaving the facility without supervision		Children will be supervised at all times. Doors to the classrooms will be closed any time children are in the room. Please also see pages 13-15 and 28-29 in the <u>Early Ventures Handbook</u> for more details.
Caregiver dislocation of children's elbows		Staff will never grab children by the arm or swing them around by the arm in play. If absolutely necessary, staff will use a "basket hold." Please also see pages 13-15 and 28-29 in the <u>Early Ventures Handbook</u> for more details.
Burns from hot food or beverages, whether served to children or being consumed by caregivers, and the devices used to warm food and beverages		Staff are not allowed to bring hot beverages into the work place. Northfield Public School's Nutrition Staff (or staff that have been trained by Nutrition Services) serves lunch to <u>Early Ventures</u> students. Trained staff also monitor food temperatures and makes sure all temperatures are in compliance with state guidelines. No hot snacks are served. Bottle warmers and microwaves are stored on shelves out of reach of children and cords are inaccessible to children. Please also see pages 13-15 and 28-29 in the <u>Early Ventures Handbook</u> for more details.
Injuries from equipment, such as scissors and glue guns		All teacher scissors, staplers, glue guns, and similar items will be stored out of reach of children. Please also see pages 13-15 and 28-29 in the <u>Early Ventures Handbook</u> for more details.
Sunburn		Parents must fill out the sunscreen permission form upon registration. Should parents refuse to sign a



		<p>permission form, they will be asked to sign a release of liability. Children will not be allowed in the program unless a sunscreen permission is signed or a release of liability is signed. Parents are asked to supply a bottle of sunscreen for their child. Sunscreen bottles are labeled with the child's first and last names. <u>Early Ventures</u> will provide sunscreen for children that do not have their own bottle. Staff will always apply sunscreen to children and staff will apply at appropriate times. Sunscreen will be stored out of reach of children. Please also see pages 13-15 and 28-29 in the <u>Early Ventures Handbook</u> for more details.</p>
Feeding children foods to which they are allergic		<p>Upon registration for each session, parents are asked to provide information regarding any allergies. Allergy lists are posted in the lunch room and in the classrooms near snack areas. Northfield Public Schools Nutrition Services will be notified of any food allergies. Staff are CPR and first aid trained should a child have an allergic reaction. Please also see pages 9-10, 12-15, and 28-29 in the <u>Early Ventures Handbook</u> for more details.</p>
Feeding children the correct breast milk formula in the infant room	<p>On 11/30/18 a policy was implemented in which each child's bottle needs to be verified by two staff before it is fed to a child. One staff can warm the bottle, but before feeding, the staff person needs to show it to a fellow staff to make sure the bottle's label matches the child that will be fed.</p> <p>Furthermore, on 4/8/19 a policy was implemented in which staff need to record the staff person</p>	<p>All bottles are clearly labeled with the child's first and last name. All children also have their own colored label, with each child in the room having a different color.</p>



	preparing a bottle, the time of day, the staff person that is double checking the accuracy of the bottle, and the staff person feeding each child a bottle. This is recorded on a spreadsheet in the bottle area and a picture of the spreadsheet is taken at the end of each day for EV's records.	
Children falling from changing tables		Staff will follow all diaper changing procedures, which includes keeping one hand on the child being changed at all times. Staff will never walk away from a child on the diaper changing station even if they are buckled. Staff will not let children climb on the diaper changing station themselves. Please also see pages 10, 13-15, and 28-29 in the <u>Early Ventures Handbook</u> for more details.
Children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products		Cleaning products are out of reach of children at all times. Staff are trained on how to clean tables and other items to protect children from chemical residue. All cleaning products are approved by the health consultant. Please also see pages 13-15 and 28-29 in the <u>Early Ventures Handbook</u> for more details.

4. Accessibility of hazardous items. The accessibility of hazardous items to children is prohibited at all times when children are present.

5. Policies and procedures to ensure adequate supervision of children. The risk reduction plan must include specific policies and procedures to ensure adequate supervision of children at all times as defined under Minnesota Statutes, section 245A.02, subdivision 18. The policies and procedures must include particular emphasis on the areas identified below in column 1. In column 2, write specific policies and procedures developed and implemented to ensure children will be adequately supervised at all times.



Required areas to be addressed regarding supervision of children	Policies and procedures developed and implemented to ensure adequate supervision of children
--	--



Minnesota Department of Human Services

Times when children are transitioned from one area within the facility to another	Children are never left alone and are always supervised regardless of whether they are stationed area or transitioning from one area to another. Staff maintain appropriate ratios at all times. Staff count the children in their group before they leave an area, while they are transitioning, and once they get to their final destination.
Nap-time supervision, including infant crib rooms, as specified under Minnesota Statutes, section 245A.02, subdivision 18, which requires that when an infant is placed in a crib to sleep, supervision occurs when a staff person is within sight or hearing of the infant. When supervision of a crib room is provided by sight or hearing, the center must have a plan to address the other supervision component	All <u>Early Ventures</u> cribs are within sight and sound of staff in the infant room. Children are always supervised and staff never leave the room if a child is asleep in a crib.
Child drop-off and pick-up times	Parents/guardians must sign their child in and out each day. Parents must walk their child into their designated room and make contact with staff or they must walk into the room to pick up their child at the end of the day and make contact with staff. Staff either welcome the child for the day or wish the child a good night upon departure. Once the child is signed in, <u>Early Ventures</u> staff are responsible for the child. Staff know how many children and which children are present at all times.
Supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks	Children are always supervised and appropriate ratios maintained. Staff position themselves so they can see all children in their group while outside. Written permission from parents is obtained any time children travel off site. Staff know how many and which kids they are taking offsite. Staff take an emergency backpack with them when traveling offsite that contains emergency information and first aid supplies. Staff consistently count the number of children in their group. All offsite destinations are age appropriate.
Supervision of children in hallways	Children are always supervised. Staff never lose sight of the children in hallways. Children walk in the hallways.

Date risk reduction plan was initially completed: 11-7-11

- 6. Orientation to the risk reduction plan.** The license holder shall ensure that all mandated reporters, as defined in section 626.556, subdivision 3, who are under the control of the license holder, receive an orientation to the risk reduction plan prior to first providing unsupervised direct contact services, as defined in section 245C.02, subdivision 11, to children, not to exceed 14 days from the first supervised direct contact, and annually thereafter.



Minnesota Department of Human Services

Documentation of orientation to the risk reduction plan must be documented in each mandated reporter's personnel record. [MN Statutes, section 245A.66, subdivision 3]

7. Annual review of the risk reduction plan. The license holder must review the risk reduction plan annually. When conducting the review, the license holder must consider incidents that have occurred in the center since the last review, including the following:

- (1) the assessment factors in the plan;
- (2) the internal reviews conducted under Minnesota Statutes, section 245A.66, subdivision 1, if any;
- (3) substantiated maltreatment findings, if any; and
- (4) incidents that caused injury or harm to a child, if any, that occurred since the last review.

Following any change to the risk reduction plan, the license holder must inform mandated reporters, under the control of the license holder, of the changes in the risk reduction plan. The annual review of the risk reduction plan or changes in the plan must be documented in the center's administrative records.



Minnesota Department of Human Services

Annual review of the risk reduction plan

Program Name: EarlyVentures Learning Center

License #: 1042526-6-CCC

The license holder must review the risk reduction plan annually. When conducting the review, the license holder must consider incidents that have occurred in the center since the last review, including:

- (1) A review of the assessment factors in the plan:
- (2) A review of the internal reviews conducted under Minnesota Statutes, section 245A.66, subdivision 1, if any:
- (3) A review of substantiated maltreatment findings, if any:
- (4) A review of incidents that caused injury or harm to a child since the last review, if any:

Based on the annual review, what changes were made to the risk reduction plan?

NA

Name and title of person completing annual review: _____

Date of annual review: _____

KidVentures School Age Care



Handbook

KidVentures Office
1651 Jefferson Parkway.
Northfield, MN 55057
507-664-3750

507-664-3395 (KidVentures at Bridgewater)
507-645-3507 (KidVentures at Greenvale Park)
507-645-3422 (KidVentures at Sibley)



COMMUNITY SERVICES DIVISION
Learning and Recreation For Life

Northfieldschools.org

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Welcome to KidVentures!

KidVentures is excited that you have selected our school age program for your child! Our goal is to create a caring, quality learning environment that compliments your child's school day. We believe that every child is special and unique and our staff will work to provide an atmosphere that fosters their growth.

KidVentures offers low staff to student ratios and a variety of enrichment opportunities. KidVentures is an option-based program that includes activities which foster social and emotional development; language and literacy; the arts; math and critical thinking; science and inquiry; social studies; and health and physical education. KidVentures also encompasses "youth voice" and incorporates a wide range of youth driven programming.

KidVentures is open from 6:30 AM until the start of the school day and until 6:00 PM after school dismissal. During the summer and on most non-school days, KidVentures is open from 6:30 AM-6:00 PM, Monday– Friday

KidVentures is offered through Northfield Public Schools Community Services Division. Like all other district programs, we are governed by the policies and guidelines of the Board of Education. KidVentures has also adopted the National Standards of Quality School-Age Care as our guide for programming and best practices.

Our program focuses on respect, creativity, safety, friendship, and fun! We welcome you and your child to KidVentures!

Program Mission

To provide care for school age children in a safe, enriching environment that supports the individual needs of children, families, and staff while building positive relationships.

KidVentures Sites

Bridgewater Elementary

401 Jefferson Parkway Northfield, MN 55057
507-664-3395

Greenvale Park Elementary

700 Lincoln Parkway Northfield, MN 55057
507-645-3532

Sibley Elementary

1400 Maple Street Northfield, MN 55057
507-645-3422

Ventures Main Office:

Community Services Division
1651 Jefferson Parkway Northfield, MN 55057
507-664-3750

Breezy Barrett -Ventures Coordinator:

507-664-3653

BBarrett@northfieldschools.org

Mary Hansen-Administrative Assistant:

507-664-3750

MHansen@northfieldschools.org

Erin Bailey -Director of Community Services Division

EBailey@northfieldschools.org

Registration

KidVentures registrations are accepted on a space available basis. Registration for the following school year will open each spring. Registration information is always available online by following the Community Services tab on the Northfield Public School's website: www.northfieldschools.org

Families may also call the Ventures main office at 507-664-3750 to inquire about availability and the registration process.

Payment of the registration fee must accompany the KidVentures registration form. All previous balances must be cleared before a child can re-enroll into the KidVentures program. If the site you select is full, you will be notified immediately and your child's name will be placed on a waiting list. In order for your child to start on the first day of school, your registration must be received by the second week in August.

Families registering after the start of school can enroll by contacting the Ventures main office at 507-664-3750.

Family Involvement

We strongly encourage input and involvement from all families. The quality of the staff/parent/guardian relationship greatly impacts the success of our program. Your suggestions and concerns are always welcome. Parents and guardians are also always allowed access to their enrolled child during KidVentures program hours.

Communication to Families

Each KidVenture location uses a parent table and bulletin board to share information with families. Please check for information daily. This is where you'll find non-school day information as well as other important notices. Please share all pertinent information with staff (i.e. your child will be picked up directly from school, grandma is picking up, etc.), so staff are able to write it in the staff communication log.

Communicating Concerns/Suggestions to Staff

Your ideas, suggestions, concerns, and feedback help us make continual quality improvements to our program. Please share your thoughts and perspectives by:

- Speaking to the staff working directly with your child.
- Scheduling a conference with the site leader.
- Calling or emailing the site leader.

If you have additional comments or issues that have not been resolved, contact the Ventures Coordinator at 507-664-3653.

Family Responsibility Checklist

- Read the KidVentures Family Handbook and know the contract terms and program policies. Failure to follow policies could result in termination of child care services.
- Sign your children in and out daily.
- Check the parent table and bulletin board daily for communication.
- Notify site staff if your child will be absent (even for one day), attending after-school programs, or picked up early for any reason. **Notifying the school office is not sufficient.** If a child does not arrive after school as expected, staff will investigate immediately by attempting to contact parents/guardians, the identified emergency numbers and, if necessary, the police. A Finder's Fee will be assessed.
- Ask staff for feedback on your child's day or progress in the program.
- Model respectful behavior when dealing with staff and students.
- Provide written notice of change in contract, or withdrawal from the program by filling out the appropriate forms and submitting to the Community Services office at least two weeks in advance.
- Pay all costs incurred for your contracted days regardless of whether your child attends.
- Adequately dress your child for indoor and outdoor play.
- Make sure your child is picked up by 6 PM.

General Information

Lunch/Snack

KidVentures provides an afternoon snack for all children enrolled after school, on non-school days, and during the summer program. Unless otherwise specified, children must bring a lunch with a drink on non-school days. If your child wants to bring a treat for children in the program, state law requires it be individually wrapped and commercially produced.

Energy Curtailment

The school district works with Xcel Energy to make the best use of available power. During extremely hot summer days, Xcel Energy limits power use at some district buildings.

Apparel

Weather permitting, KidVentures goes outside daily. Children must be adequately dressed for outdoor play (boots, hats, gloves, snow pants, socks, and jackets) and all items should be clearly labeled with your child's name. KidVentures follows the district-wide recess policy which states that students will go outside if the air temperature is warmer than 0° F **AND** the wind chill is warmer than -10° F.

Personal Property

Personal items or items of value should remain at home. KidVentures will have special "bring a toy from home days" where children may bring a personal toy. Aside from these days, all toys should remain at home. Toy weapons or any toys containing weapons are never allowed. KidVentures is not responsible for lost or damaged personal belongings.

Transportation

Parents are responsible for arrangement of their child's transportation to and from KidVentures. If you need to make busing arrangements, contact Benjamin Bus at 507-645-5720. KidVentures does not transport children.

Severe Weather

- If school is closed for the day because of severe weather, all KidVentures programming will also be closed.
- If school has a delayed starting time, there will be no KidVentures before school programming.
- If school is dismissed early, KidVentures after school programming will remain open for up to one hour following the dismissal. If children come to KidVentures, their parents or the child's "emergency pick-up person" must pick them up within one hour. Late fees will be applied to any child/ren picked up after one hour.
- KidVentures closing after 3 p.m. -- If the weather becomes severe after children have arrived, KidVentures may decide to close early. KidVentures will contact families to let them know.
- Non school days: In case of severe weather, KidVentures may be closed for the day, or may close early. You will be notified during the day if KidVentures closes early.
- Credit is not given towards Ventures programs for days or time missed due to emergency closings.

Notification

K-12 families will receive a Skylert message if severe weather impacts a regular school day

KV families receive an email from the Ventures Coordinator if severe weather impacts a non-school day

Radio and Television Stations

KYMN radio, KDHL radio, FOX 9, KARE 11, KSTP, WCCO, and Northfield News

Release Days/Late Start/Early Release**Release Days**

KidVentures is open on most non-school days. Release days are open from 6:30 AM until 6:00 PM. All KidVentures sites will be combined into one site for each release day. A calendar of dates is included in your welcome packet and can be found on our website at

<https://northfieldschools.org/communityservices/ventures>. KidVentures provides field trips and/or on-site enrichment opportunities on release days. Release Day contracts will be available on the website, at each KidVentures location, at the Community Services office, and will be emailed out to all KidVentures families. Contracts are available on or around the 5th of the previous month. Release day spaces are limited and are filled on a first-come, first-serve basis. Release days are non-refundable unless cancelled in writing at least two weeks in advance.

Late Start Wednesdays

All KidVentures sites will be open for care during late start Wednesdays. Late start days begin at the school's typical morning playground supervision (either 7:45 or 7:50) and run until school begins (9:15 or 9:20). If you are normally contracted on Wednesday mornings, you do NOT need complete the additional late start paperwork. If you are not contracted for Wednesday mornings, you must submit the additional "Late Start Wednesday" form and pay the designated fee per Wednesday. Late start forms are available on the website, at each KidVentures location, and at the Community Services office.

Summer Programming

The KidVentures summer program is open from 6:30 AM -6:00 PM and runs similarly to non-school days, incorporating themes and field trips. The summer program allows kids to experience a multitude of enrichment and recreation-based opportunities. Our mission is to foster a fun atmosphere where children are encouraged to explore new interests and develop new friendships. Throughout the summer, children will participate in a variety of hands-on activities that build social, emotional, physical, and academic development. Enrollment information for Summer KidVentures is available on the website in early March with registration taking place in late March/early April. Summer days are non-refundable unless cancelled in writing at least two weeks in advance.

Security and Safety

Child Protection

KidVentures must comply with the reporting requirements for abuse and neglect specified in section 626.556 including:

- Any person may voluntarily report abuse or neglect.
- KidVentures staff are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or anyone else in the program. If staff know, or have reason to believe, a child is being or has been neglected or physically or sexually abused within the preceding three years, they must immediately (within 24 hours) make a report to an outstanding agency.
- Staff may make reports to:
 - The telephone number of the Department of Human Services, Division of Licensing Maltreatment intake line at 651-431-6600, for reporting suspected maltreatment of a child occurring in a certified child care program.
 - The telephone number of Rice County child protection agency for reporting suspected maltreatment of a child occurring within a family or in the community (1-507-332-6214).
 - The telephone number of the Department of Human Services, Division of Licensing at 651-431-6500, for reporting possible certification violations.
 - Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county protection.
- KidVentures provides training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (MN Statutes, 626.556). KidVentures documents this training in individual personnel records and monitors implementation by staff.

Signing In and Out

For the safety of each child, KidVentures requires that a parent or guardian sign their child in and out of the program each day. This requires both your signature and the time you are signing in or out. Children are not allowed to sign themselves in or out of KidVentures. If you do not sign in or out, you may be assessed a finder's fee. Continued refusal to sign in or out will result in termination of child care. When your child arrives directly from school or by bus, KidVentures staff will sign them in to the program.

Our program opens at 6:30 AM

Although our staff persons may arrive before 6:30 AM to prepare for the day, they are unable to provide child care until the official start time of our program.

Release of Children

Children will be released only to people listed on their emergency card unless KidVentures staff have been notified in writing of an alternative pick-up. A waiver may be signed in advance if your child is to be dropped off or picked up by an older sibling. In an emergency, parents must call to inform KidVentures staff if someone other than an authorized person listed on the emergency card will pick up your child. A description of the person and driver's license may be requested for verification. Your child will not be released to an unauthorized person until identification and verification can be made.

Late Pick Up

Children must be picked up by closing time, which is 6:00 PM. Families will be charged \$1 per child for every minute late. If you have an emergency and must be late, please call your KidVenture location as soon as possible to notify staff. If your child is not picked up and you (or other contacts listed on the emergency form) cannot be reached, the police may be called to pick up your child.

Attempt to Contact Time frame:

After 15 minutes: Call parent

After 20 minutes: Call emergency contacts listed for child

After 60 minutes: Call police

Absences

Families MUST notify KidVentures staff if children will be absent at any time for any reason. School offices do not automatically provide KidVentures with absence information. If your child does not arrive after school or on the bus as expected, program staff will investigate immediately by attempting to contact you, the emergency contacts, and if necessary, the police. Failure to notify staff of absences poses a major safety risk as a significant amount of time may elapse in trying to locate multiple children. Due to the amount of time involved in locating missing children, a Finder's Fee will be assessed to families that fail to notify KidVentures staff of absences. Increased fees will be imposed for continued occurrences.

Legal Custody

In the event of a divorce, separation, or joint custody ruling, every effort will be made for KidVentures to treat each parent equally. If legal action has been placed against one parent, it is the responsibility of the requesting parent to provide KidVentures with the necessary court ordered documentation in order for

KidVentures to act in compliance with the request. KidVentures will only accept one registration form for each child, and it is suggested that each parent has a copy.

Building and Physical Premises

KidVentures will ensure that areas used by children are clean and in good repair and that furniture and equipment are structurally sound and are appropriate to the age and size of a child who uses the area. KidVentures will also ensure that hazardous items, including but not limited to, sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of a child. The program will also safely handle and dispose of bodily fluids and other potentially infectious fluids by using gloves, disinfecting surfaces that come in contact with potentially infectious bodily fluids, and disposing of bodily fluid in a securely sealed plastic bag.

Emergency Preparedness

KidVentures follows the school district's emergency policies. If an accident should occur during KidVentures, staff will inform families as soon as possible. If immediate attention is needed, 911 will be called and paramedics will be notified of the child's hospital preference. Staff will then contact the parents/guardians or others listed on the child's emergency card.

KidVentures must inform the commissioner within 24 hours of:

- The death of a child in the program
- Any injury to a child in the program that required treatment by a physician

KidVentures must use the Injury/Incident Reporting form on the Certified Center webpage to make a report.

KidVentures has written, site specific emergency preparedness plans that use the Child Care Emergency Plan form developed by the commissioner. These plans are available for review upon the request of a child's parent or legal guardian. KidVentures staff are also trained on their site's emergency plan during orientation and at least once each calendar year. Training is documented in each staff person's file.

The Emergency Preparedness Plans include the following:

- Procedures for an evacuation, relocation, shelter-in-place, or lockdown
- A designated relocation site and evacuation route
- Procedures for notifying a child's parent or legal guardian of the relocation and reunification with families
- Accommodations for a child with a disability or a chronic condition
- Procedures for storing a child's medically necessary medicine that facilitates easy removal during an evacuation or relocation
- Procedures for continuing operations in the period during and after a crisis
- Procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities
- The identification of hazards which include the potential impact this hazard could have on at the site and a plan for continuing operations during and after the emergency

Each KidVentures location also conducts at least one evacuation and one shelter-in-place drill each quarter.

Illness/Medical Conditions

Illness

If a child becomes sick during KidVentures, the parent/guardian will be notified immediately that their child is not feeling well and needs to be picked up from the program. Sick children will continue to be supervised, but will be isolated from other children in the program and will not be allowed to actively participate in program activities.

KidVentures will post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox. This notification will be posted on the parent board near the sign in/out and will minimally include the illness and date of potential exposure.

School district policy requires that children be fever free, without the aid of fever reducing medication, for 24 hours before returning. Parents should also keep children home from KidVentures:

- If your child has vomited within the past 24 hours
- If your child has had diarrhea within the past 24 hours.
- If your child has an undiagnosed rash.
- If your child feels ill enough that he/she would not be able to benefit from school
- If having your child at school would significantly put others at risk for contracting your child's illness
- If your child has had a temperature of 100.0 degrees or higher in the past 24 hours

Please keep your child's emergency information current. Registration and emergency information is kept on site for each child. KidVentures is not linked to a main school office database, so parents must contact KidVentures separately with family information changes, address, absences etc.

Medication

Parents must inform the KidVentures site leader if a child has a health condition that requires regular medication, if a child requires medication in the case of an emergency (allergic reaction), or if a child is discontinuing use of a medication. If medication needs to be given during KidVentures, families will need to complete a "School Medication/Physician Order & Parent Authorization Form" to give written permission BEFORE medication can be dispensed. Medication must be in its original packaging or prescription bottle with a legible label stating the child's first and last name, Dr.'s name, medication name, and dosage instructions. Medication will only be given to the child whose name is on the label and it will not be given after the expiration date on the bottle. Unused medication will be returned to the child's parent or legal guardian or destroyed. Medication is not accessible from the school nurse's office.

Should medication be administered during program hours, KidVentures will document in the child's record the child's first and last name; name of the medication or prescription number; date, time and dosage; and the name and signature of the person who administered the medicine.

KidVentures follows the Northfield Public Schools' medication policy requiring a child to take antibiotics for a full 24 hours before returning to school.

Aside from medication, KidVentures must obtain written permission from a child's family to administer sunscreen, insect repellent, and hand sanitizer. KidVentures does not apply diapering products. All medications, sunscreen, insect repellent, and hand sanitizer will be administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently. All medicines, sunscreen, insect repellent, and hand sanitizer will be stored according to directions on the original container.

The site leader must be informed of special needs or medical conditions that impact your child's health, well-being, or involvement in activities. Families are responsible for keeping this information current. A conference with the family may be requested in order to provide the most appropriate care.

Allergies

Prior to admitting a child for care, KidVentures must obtain documentation of any known allergies from the child's parent or legal guardian. This can be done through the KidVentures Emergency Card and the KidVentures Health Update, which are part of the registration packet. KidVentures maintains current allergy information in each child's record. This information includes a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

KidVentures will inform staff of each child's current allergy information. At least annually and when a change is made to allergy-related information in a child's record, KidVentures will inform staff of the change. Documentation that staff were informed of the child's current allergy information will be kept on site.

Allergy information will be available at all times, including on site and when on field trips. Food allergy information will be readily available to staff in the area where food is prepared and served.

Medication, including EpiPens, are not accessible from the school nurse's office.

Immunizations

Children that are not currently enrolled in Northfield Public Schools but will be attending the KidVentures summer program or KidVentures release days must provide an up-to-date immunization record or applicable exemption before receiving care. The district maintains immunization records for all current

Northfield Public School students and KidVentures does not provide care for non NPS students on regular school days.

Absences/Sick Leave

Call your KidVentures site if your child will be absent. Tuition is not credited for sick days or other absences. If an illness extends beyond two weeks, contact your site leader.

Accommodations/Program Qualifications

KidVentures is not designed to provide long term 1:1 assistance for students. If a child receives 1:1 student support in the classroom or has a behavior plan developed, KidVentures must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed. The child's start date may be delayed so that KidVentures can hire additional staff with the skills necessary to meet the child's needs and/or work with school case workers to determine the level of care.

Please Note the Following Criteria Children Must Meet to Enroll in KidVentures

- All children are expected to be toilet trained. KV does not have changing facilities. You will be called to pick up your child if they have a bathroom accident.
- Students must be able to independently participate in a large group setting with similar age peers.
- Students must be able to independently follow simple directions appropriate to the child's age.
- Students must have the ability to independently play and work cooperatively with similar age peers.
- Students must be able to safely and successfully transition independently from one activity to another.
- Students must be able to remain in the building or on school premises unless otherwise directed by a staff person.
- Students must refrain from hitting, kicking, biting, or any other forms of physical aggression towards peers or staff.

Information regarding your child is not automatically shared between KidVentures and other district programs except in the areas of health and safety. If you would like to have this information shared with us, please contact the Ventures Coordinator at 507- 664-3653. Information regarding a student's needs will not be used to prohibit a child's enrollment in KidVentures, unless it is determined that the child will need significant assistance beyond our program's capabilities.

At any time the Site Leader or the Ventures Coordinator may offer information about available professional support.

Release of Information

KidVentures follows the Data Privacy Policy of District 659, which is sent to all district families at the beginning of each school year. It is also available upon request from the district office.

KidVentures reserves the right to speak with appropriate school personnel regarding a child's behavior. All information gathered will remain confidential and will be used solely to help benefit the child in the KidVentures program.

Billing

KidVentures bills are processed every month. In our effort to be green, billing statements will be sent out one time per year unless written request has been made to the Ventures main office. Families are strongly encouraged to view their accounts online. Please call the Ventures main office at 507- 664-3750 or email Mary Hansen at MHansen@northfieldschools.org to set up online access. It is each family's responsibility to make payments by the due date.

KidVentures Billing Information

- The registration fee is due when registration forms are submitted.
- Please note: The payment amount due may change due to additional fees (late pick up charge, additional drop-in care, late payment fee, extra tee-shirts, etc.)
- Release Days are not included in the typical fee schedule. Release day payments should be submitted with submission of a release day contract.
- Tuition may be paid at each KidVentures site (cash or check), at the Northfield Public Schools Community Services office located at 1651 Jefferson Parkway, Northfield, MN 55057, over the phone by calling 507-664-3750 (credit card), or online (credit card). To set up online access, please contact the Ventures main office at 507-664-3750 or email Mary Hansen at MHansen@northfieldschools.org.
- Tuition payments may be paid by cash, check, or credit card. Credit card payments cannot be processed at the KidVentures locations. To pay with credit card, you must pay online, at the Northfield Community Resource Center, or over the phone to the Ventures main office. Please make all checks payable to "KidVentures" and put your child(ren)'s name in the memo line.
- A late fee of \$10 is automatically assessed after the 15th of the month on ANY unpaid balance (including any previous late fees that are left unpaid).
- Northfield Public Schools charges a \$20 processing fee for all checks returned from the bank. If a check is returned, you must make a cash or money order payment within five days of notice. Failure to make payment on uncollected checks could result in termination of childcare services.
- KidVentures must receive written authorization for families receiving financial assistance from outside agencies before childcare can begin. If financial assistance is cancelled, you will be responsible for all expenses incurred. If you receive financial assistance, you assume responsibility for fulfilling county requirements (providing information and child care schedules, submitting timely reports, and making payments not covered by financial assistance programs).

If your account is not paid in full for the month, child care will be terminated on the 1st day of the next month, i.e. if account is not paid in full by 10/30, child care will be terminated effective 11/1.

Year End Financial Information

Year end statements with the Federal Tax ID number will be sent to your home in late January.

School Year Enrollment Options

Option One

- Option One is a standard agreement; families do NOT need to fill out a monthly calendar. Families are choosing a consistent weekly commitment, attending the same days each week. No credit will be given for days not in attendance (i.e. vacation, sick).
- A two day a week minimum is required (Ex. 2 am sessions, or 2 pm sessions.)
- This option is the most cost effective and allows for a consistent schedule for your child.
- The days you choose will be the days you are contracted and scheduled for during the school year.
- Families may make permanent schedule changes to a child's contract by submitting a two week written notice to the KidVentures office. Complete a change of schedule form, sign, date and return to the KidVentures office with a \$5.00 contract change fee. The contract revision will become effective two weeks after the request has been received in the KidVentures office. No schedule changes will be granted until October.
- When leaving the KidVentures program, a two-week written notice must be given to the KV office. All charges will remain on your account until a two week written notice is received.

Option Two

- Option Two is a monthly agreement. Families must fill out a calendar each month for the days/sessions care is needed.
- Monthly contracts with payments are due to the KidVentures site by the 20th of each month for the upcoming month. Calendars and payments received after the 20th of the month will be billed a \$5.00 late fee.
- No credit for changes is given.
- Option Two calendars are available at the KidVentures office, each KidVenture location, on the website, and via email. Families must fill out and submit a new calendar each month.
- When leaving the KidVentures program, a two-week written notice must be given to the KV office. All charges will remain on your account until a two week written notice is received.

Release Days

- Release days are contracted and billed separately.
- Release days may not be added at the last minute as tickets, busing, and staffing have been arranged.
- Release days fill quickly and are first come, first served.
- Families may cancel release days without penalty if notification is submitted at least two weeks in advance AND notification is in writing.
- Children registered for release days must attend the field trip or special event. If your child is not interested in the KidVentures trip or activity, please make other arrangements for the day.
- All activities are planned by the Site Leaders and reviewed by the Ventures Coordinator and deemed age-appropriate.
- Staffing ratios are increased to make sure that safety is a first priority.

- All Release days require a minimum of 15 children enrolled to operate. Families will be contacted in advance if a release day is cancelled due to low enrollment.

Contract Terms

Schedule Changes/ Add Ons/ Withdrawal

- Additional days may be added at the Option Two rate **IF** space is available. The additional payment is due at the time of service (drop off or pick up).
- Families may make permanent schedule changes by submitting a “change of schedule form.” Sign, date and return the form to the Site Leader or the Community Services Division Office with a \$5.00 contract change fee. The change of schedule will become effective within two weeks from the date the request was received.
- No contract or calendar changes can be made in the beginning of the school year until October.
- Only two contracted changes are allowed per child per school year. If more than two are made, families will automatically be changed to the next Option (Ex. Option one moves to an option two agreement).
- KV must receive a two week written notice for any withdrawal from the program. All charges will remain on accounts until a two week written notice is received. Families that provide written notice to withdraw immediately from KV will still be charged for two weeks of tuition.

Additional Fees

- A registration fee is due upon enrollment with any new KidVentures session. Registrations will not be processed until the fee is paid in full.
- A Late Pick-up Fee of \$1.00 per minute per child will be charged for children not picked up by the 6:00 pm closing time.
- A \$5.00 Finders Fee is charged if your child’s Site Leader does not receive a call or written notice stating that your child will not be in attendance. Calling on missing children takes a significant amount of time and poses a major safety risk for the entire program. The elementary schools DO NOT automatically communicate absences or messages with KidVentures staff.

Additional Contract

- Each child is permitted to be signed up for only one option.
- Full payment of contracted days is due whether or not children are in attendance.
- No credits for changes will be given for sick or vacation days.
- Payments are due in advance of service as KidVentures is a pay ahead program.
- Account summaries will be generated at the end of each month for families to view their account status. All families are encouraged to view their statements online.
- KidVentures reserves the right to limit or terminate service due to non-payment.
- If payment is made at a child’s site, please allow 2 business days for payment to reach the KidVentures main office.

- All billing is done at the Community Services Division Office, located at the Northfield Community Resource Center. For billing inquiries, contact the Community Services Division office at 507-664-3750.

Sick/Vacation Leave

KidVentures does not credit tuition for sick or vacation days during the school year program. For release days and the summer program, families may cancel days without penalty if done at least two weeks in advance AND in writing.

Responsibilities

- To provide safe, enriching, challenging, engaging, fun, and developmentally appropriate activities for children in the KidVentures program.
- To engage children, each other, and parents/guardians in a positive, respectful, and constructive manner.
- To report any evidence or suspicion of child abuse or neglect as required by MN State statutes.
- To help connect the school day with out of school time programming.
- To provide feedback to families regarding their children in the KidVentures program.
- To keep families up-to-date with KidVentures happenings and use the parent table and parent board as a means of communication.
- To build healthy, positive relationships with students and families.

Staffing

KidVentures sites are staffed according to the age and number of children in attendance: 1 staff member per 12 – 15 elementary (K-5) aged students.

KidVentures staff members are selected for their education and experience in working with children. Staff are expected to demonstrate sound judgment, dependability, responsibility, and the ability to create an environment which reflects care, respect, and safety of all children. They also must positively engage all children and families.

All staff members are expected to participate in continuing education activities and professional development opportunities offered throughout the year. These in-services may include safety and supervision, child protection, behavior management techniques, diversity, curriculum, and conflict resolution. KidVentures staff are certified in First Aid/CPR. Criminal background checks are required for all newly hired Northfield Public Schools employees.

Behavior Expectations

Expectations of children are communicated in a positive, consistent, and firm manner. Staff members ensure children understand expectations through consistency, multiple forms of communication, and positive reinforcement.

Behaviors which are considered inappropriate and harmful include:

- Behavior which threatens the safety of children or staff. A child exhibiting these behaviors may be suspended from the program immediately. A parent/guardian conference is required before the child can return to the program.
- Behavior which directly or indirectly threatens others. This includes any form of aggression such as hitting, kicking, pushing, biting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, etc.
- Behavior which prevents a staff person from fulfilling his/her ability to be available for all children, including removing self from group or program area without staff approval, or demonstrating lack of self control (anger, blatant disrespect, or absolute refusal to follow directions of staff person in charge.)
- Behavior which intentionally causes destruction of property.
- Behavior which demonstrates child's lack of readiness for KidVentures, including not being toilet trained, not being dressed appropriately for school/weather, any behavior resulting from inadequate or untimely administration of medication, or not being able to interact appropriately in a group setting.

Behavior Management

KidVentures goal is to promote a positive approach to child care and the management of behavior issues. The program is designed to offer an environment that:

- Provides a positive, safe, and enriching atmosphere for all children.
- Meets the developmental level of each age group.
- Provides space for privacy and independence as well as areas to interact as a large group.
- Maximizes the capacity of staff supervision.

KidVentures is part of Northfield Public Schools and follows the district's values. These values state that children are expected to: respect self, other children and staff; accept each others' individual differences; accept the consequences of their behavior; let staff know their needs; and respect others' equipment and property.

Every effort will be made to make reasonable adjustments to the program to accommodate the unique needs of each child. If a child demonstrates behavior which has a negative impact on themselves or others, staff will make adjustments in one or more of these areas: environment, grouping of children, activities, and/or staffing. Staff will help the child understand the impact of his/her behavior and identify

acceptable alternatives to unacceptable behavior. Staff and peers provide positive modeling of appropriate behavior. Children are encouraged to take responsibility for their actions.

Suspension from School

If a child is suspended from school or sent home by a school staff, s/he may not attend KidVentures during the suspension. Children who are suspended are not allowed to be on School District property. Charges for child care will remain in effect as scheduled.

Behavior Incident Reports

A serious disciplinary action such as those listed above will result in a Behavior Incident Report being filed. Charges will be assessed for behavior leaves resulting in one, three, and five days off. Should a child receive a sixth Behavior Incident Report, charges will cease with the last date of service, and alternate care must be found immediately, as the child will not be allowed to return to the program. This Behavior Incident Report Policy is inclusive of all School Age Child Care Program options, i.e., Summer and School Year Programs, as well as Non-School Enrichment/Late Start/Early Release Days when children attend a KidVentures field trip. Behavior Incident Reports accumulate consecutively throughout these program options

1st Behavior Incident Report:

Parents/guardians, site staff, and child will discuss the behavior to resolve the situation. Parents/guardians will be informed that should a second Behavior Incident Report occur, a meeting will be scheduled to include the parent/guardian, child, and Site Leader.

2nd Behavior Incident Report:

Parents/guardians will be contacted for a meeting to include the parent/guardian, child, and Site Leader. The process continues should a parent/guardian refuse to attend a meeting. The parent or guardian will receive a written warning that should a third Behavior Incident Report occur, the child will need to take a one-day leave of absence from the program.

3rd Behavior Incident Report:

Parent/guardian will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.) The parent or guardian will receive a written warning that should a fourth Behavior Incident Report occur, the child will need to take a three-day leave of absence from the program.

4th Behavior Incident Report:

The parent or guardian will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) The parent or guardian will receive a written warning that should a fifth Behavior Incident Report occur, the child will need to take a five-day leave of absence from the program.

5th Behavior Incident Report:

The parent or guardian will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next schedule day. (Fees will be charged during their absence.) The parent or guardian will receive a written warning that should a sixth Behavior Incident Report occur, the parent/guardian will be required to find alternate child care immediately, and the child will not be able to return to the program. Charges will end with the last date of service.

6th Behavior Incident Report:

The parent or guardian will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be allowed to return to the program. Charges will end with the last date of service.

After one (1) full calendar year of absence from the program following the sixth Behavior Incident Report, a child may be considered for re-entry into the program if the following criteria are met:

1. A goal-setting meeting with parents/guardians and staff will be scheduled to discuss the child's behavior and changes that need to occur for a successful return to the program.
2. Parents/guardians understand that the receipt of one (1) Behavior Incident Report constitutes immediate dismissal from the program with no remaining chances for return.
3. All outstanding balances have been cleared from the parent/guardian account.
4. The child will return to the program based upon enrollment availability. If the child's site has a waiting list, s/he will not pre-empt other children. The child cannot be placed on a waiting list until the above criteria have been met.

Dismissal from the Program

KidVentures reserves the right of immediate dismissal of a child from KidVentures based on probable cause as listed below:

Child related probable cause for dismissal:

1. High absenteeism or non-attendance for 10 or more scheduled consecutive days, without parent notification.
2. Significant harmful/inappropriate behavior toward staff, children or other parents.
3. KidVentures cannot meet the needs of the child.

Parent related probable causes for dismissal:

1. Failure to complete, sign, and return appropriate program forms.
2. Harmful, threatening, or inappropriate behavior toward staff, children, or other parents.
3. Consistent late or non-payment of tuition and program fees.
4. Refusal to cooperate and work with KidVentures staff to correct behavior concerns.

5. Repeated instances of failure to sign child in and out
6. Lack of adherence to KidVentures policies and procedures.
7. Repeated instances of late pick up.



Targeted Services

PLUS Handbook

2020-2021

201 Orchard Street South

Northfield, MN 55057

Phone: 507-645-1201 (ALC/PLUS Office)

FAX: 507-645-1250

northfieldschools.org

Director: Daryl Kehler

dkebler@northfieldschools.org

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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 the Northfield Public Schools is to deliver educational excellence that empowers all learners to participate in our dynamic world.

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 life-long, multi-faceted process that involves more than academics.

Shared Responsibility

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

Learning Environment

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

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.

STRATEGIES

Priorities

Ongoing

- Prioritize recruiting and retaining diverse staff.
- Robust core subject instruction.

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.

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.

Curricular Outcomes

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

Communication/Partnerships

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

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.

Near-Term

- 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.

PLUS PHILOSOPHY

PLUS is a Targeted Services Program which is run through the MN Department of Education. Targeted Services programs can provide before school, after school, and summer programs for students in grades K-8 who may be struggling in the regular school program and need additional time to develop skills and abilities. Targeted services are designed for meeting the needs of the whole child. Therefore, it is not more of the same teaching and learning that occurs during the school day, but a different approach to engage students with the teacher, school, and community. The purpose is to develop the skills needed to be successful in the regular school program. (<https://education.mn.gov/MDE/FAM/AFTER/>)

Because of this, PLUS is designed to provide academic support as well as social emotional support. We have a mixture of time with licensed teachers where there is an academic focus, and time where clubs are offered. The clubs provide social interaction as well as opportunities for positive relationships to be developed. These may include academic topics where a licensed teacher or other community member is supervising the activities.

2020-2021 NORTHFIELD TARGETED SERVICES ADMINISTRATION

Administration Staff

Targeted Services Coordinator/ALC Director: Daryl Kehler

Administrative Assistant: Mary Huberg

Youth Development Coordinator: Sarah VanSickle

Located at Longfellow Building

201 Orchard St S

Northfield, MN 55057

645-1201 (office)

645-1250 (fax)

dkehler@northfieldschools.org (Daryl Kehler email)

mhuberg@northfieldschools.org (Mary Huberg email)

svansickle@northfieldschools.org (Sarah VanSickle email)

ELIGIBILITY

According to state statute, Targeted Services programming is to be run through ALCs, so the same “at-risk” criteria is used for both programming. Below is the statute as well as the PLUS program specific criteria.

124D.68 GRADUATION INCENTIVES PROGRAM

Subd. 2. **Eligible pupils.** A pupil under the age of 21 or who meets the requirements of section [120A.20](#), subdivision 1, paragraph (c), is eligible to participate in the graduation incentives program, if the pupil:

Northfield PLUS Program

Performs substantially below the performance level for pupils of the same age in a locally determined achievement test.	Has been excluded or expelled.
Speaks English as a second language or has limited English proficiency.	Is a victim of physical or sexual abuse.
Has experienced mental health problems.	Has experienced homelessness sometime within six months before requesting a transfer to an eligible program.
Has withdrawn from school or has been chronically truant.	Is behind in satisfactorily completing coursework or obtaining credits for graduation.

AND

This is a Minnesota Department of Education program in which students must meet (Minnesota Statutes, section 124D.68, Subdivision 2) criteria as well as the following. Please note the following criteria students must meet in order to enroll in the PLUS program:

- able to follow verbal instructions and directions provided by Plus Program staff and supervisors;
- demonstrate age-appropriate cooperative play and work behaviors (i.e., turn taking, sharing, etc.) in both small and large group activities with minimal adult supervision;
- able to work independently without disturbing others when assigned individual tasks;
- able to safely and successfully transition from one activity to another, and from one location to another with minimal adult supervision; and
- refrain from hitting, kicking, biting, and other forms of physical aggression toward other students and staff.

SCHEDULES AND DATES

ONLINE SUMMER PLUS DATES FOR 2020 ARE AS FOLLOWS;

JULY 6 - JULY 30 (MONDAYS THROUGH THURSDAYS), 9:30A-11:30A

TYPICAL SUMMER PLUS SCHEDULE (WHEN NOT ONLINE)

TIMES: 9:30A - 3:00P TOTAL PROGRAMMING. ROUGH DRAFT SCHEDULE BELOW.

9:30A	BUSES ARRIVE	
9:30-12:00P	TIME W TS TEACHERS	
12:00-12:30P	LUNCH FOR CABINS A-H; RECESS FOR I-P (MONDAY/TUESDAY)	
12:30-1:00P	LUNCH FOR CABINS I-P; RECESS FOR A-H	
12:45P	GO TO POOL FOR CERTAIN CABINS	
1:00-1:50P	CLUBS SESSION A	
1:55-2:40P	CLUBS SESSION B	
2:40-2:55P	CIRCLE TIME	
3:00P	BUSES DEPART	

SCHOOL YEAR PLUS DATES AND SCHEDULE

EARLY NOVEMBER THROUGH MID-MARCH (SPRING BREAK), MONDAYS THROUGH THURSDAYS,
3:30P-4:30P

BEHAVIORAL/DISCIPLINE CHALLENGES

If a student receives a behavior referral, please follow this procedure, however it is based on the director's discretion which means more severe incidents may skip steps. Documentation is required for each step.

1. Talk with student

This usually involves a "Fix-It" plan. There also needs to be a parent contact made.

2. Parent call/meeting

To inform parents of on-going issues. This may involve discussions of interventions to try or ones that have been used already. Staff could also try to see if there are other factors such as an issue at home, issue with a classmate, etc.

3. Change of placement, altered schedule, or removal from program

If there are continued issues these are the 3 options.

More intense interventions

An altered schedule (only attend mornings/afternoons)

Removal from the program

Because the PLUS program is a Targeted Services program where students must meet "at-risk" criteria, all students attending are in need of additional support. The PLUS staff must make efforts to work with students and parents, but keep the needs of other struggling students in mind as well.

Policy 413 HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability as defined in the attached procedures.

C. A violation of this policy occurs when any student, teacher, administrator or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex,

gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel who is found to have violated this policy. E. For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district. II.

HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Statutes may be applicable. B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

**Please refer to appendix A for contact information relating to discipline issues.*

ATTENDANCE INFORMATION

Attendance at PLUS is voluntary and therefore there are no requirements to attend. With that said, learning is enhanced by regular attendance. Regular attendance assists in maximizing the educational benefits for each individual student so please encourage regular attendance when possible.

If a student will be absent from programming, we request the student's parent/guardian call/text the Attendance Line at **612-695-2139 (talk and Text available)** the day of the absence or earlier. The attendance line is available 24 hours a day, but messages will be received/returned during programming hours.

ELECTRONICS

Speakers (such as Blue Tooth speakers) are not allowed during programming. This includes speakers that connect to phones, etc, but also includes using a phone's speaker to broadcast music, videos, etc. This is distracting to programming and therefore these items should be left at home.

MANDATED REPORTING

Due to the Targeted Services being a public school function, all staff are mandated reporters. Please refer to this resource <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2917-ENG> to help with general questions.

What to do: If something is heard or suspected, talk with Site Leader and/or Daryl within 24 hours. Daryl must be notified of all possible reports. When unsure, it should be reported. Social Services will determine if it is something that warrants an investigation. Form to be used is attached to this handbook.

Rice County Child Welfare & Family Protection	507-645-9576 (Northfield)
	507-332-6115 (Faribault)

PERSONAL POSSESSIONS

The PLUS program is not responsible for lost or damaged personal articles. Students are responsible for all belongings brought to programming.

VISITOR POLICY

All visitors, upon entering the building, are to report first to the Front Table (Greeter station) and sign in. After confirming the visit/appointment the front table personnel should either grant access to the building or have visitors wait while the student is brought to the greeter station. Students are not allowed to bring friends/relatives (not enrolled in PLUS) to programming.

NURSE

The PLUS program does not have a nurse on duty. A PLUS staff member (usually the Site Lead) will be trained on administering medications in the event a student needs to take medication during the programming day. If at all possible, please request that parents administer medications before or after programming. All students who become ill during programming are required to check in with the front desk/greeter station so parent/guardian can be notified and the student can go home.

WEBSITE

Northfield Area Learning Center and the PLUS program website can be accessed at northfieldschools.org

CHILD NUTRITION

It is the practice of the Child Nutrition Department, which is supported by the Independent School District #659 School Board, to comply with the federal and state laws which prohibits the denial of a meal or milk to any eligible (paid, free, or reduced) student as a disciplinary measure. Child

Nutrition information is available on the school district's website at northfieldschools.org Child Nutrition is listed under the Support Services tab.

There is a federally funded program that supports free meals to our program so all students will receive 1 snack in the morning and 1 meal as part of Summer PLUS programming. The afternoon snack depends on outside donations so this is not guaranteed. The federal program needs to be applied for and approved on a yearly basis.

SECURITY

In order to maintain a safe environment, we will have the front table/greeter station serve as the "controlled entry". This means the front table staff will greet and assess if individuals entering the building are allowed access, need to wait in front entry, or are asked to leave. This also includes calling the Northfield Police Department in case of an issue that warrants police involvement. There will be signage pointing individuals to the front table to check in as well. In the case of a lockdown, call 911. If the office is open there is a lockdown button to be pushed.

INJURY

In case of a student injury, call 911 first (if an emergency). If not immediate danger, then call parent and inform of injury. Report injury to Site Leader. An injury report form needs to be filled out within 24 hours. Site Lead or staff is to inform Daryl of the injury and he will ensure injury form is submitted. The form is included in the appendix of this handbook.

In case of staff injury, call 911 first (if an emergency). If not immediate danger, talk with staff on what they would like to do (call parent if under 18). An injury report form needs to be filled out within 24 hours and reported to Site Lead or the Director.

Appendix A



Targeted Services

MSYC/BLAST Handbook

2020-2021

201 Orchard Street South, Northfield, MN 55057
Phone: 507-645-1201 (ALC/PLUS Office)

northfieldschools.org

Director: Daryl Kehler
dkehler@northfieldschools.org

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

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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.

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.

Curricular Outcomes

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

Communication/Partnerships

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

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.

Priorities

Ongoing

- Prioritize recruiting and retaining diverse staff.
- Robust core subject instruction.

Near-Term

- 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.

MSYC/BLAST PHILOSOPHY

MSYC/BLAST is a Targeted Services Program which is run through the MN Department of Education. Targeted Services programs can provide before school, after school, and summer programs for students in grades K-8 who may be struggling in the regular school program and need additional time to develop skills and abilities. Targeted services are designed for meeting the needs of the whole child. Therefore, it is not more of the same teaching and learning that occurs during the school day, but a different approach to engage students with the teacher, school, and community. The purpose is to develop the skills needed to be successful in the regular school program. (<https://education.mn.gov/MDE/fam/after/>)

Because of this, MSYC/BLAST is designed to provide academic support as well as social emotional support. We have a mixture of time with licensed teachers where there is an academic focus, and time where clubs are offered. The clubs provide social interaction as well as opportunities for positive relationships to be developed. These may include academic topics where a licensed teacher or other community member is supervising the activities.

2020-2021 Northfield Targeted Services ADMINISTRATION

Administration Staff

Targeted Services Coordinator/ALC Director: Daryl Kehler

Administrative Assistant: Mary Huberg

Youth Development Coordinator: Sarah VanSickle

Located at Longfellow Building

201 Orchard St S, Northfield, MN 55057

645-1201 (office)

645-1250 (fax)

dkehler@northfieldschools.org (Daryl Kehler email)

mhuberg@northfieldschools.org (Mary Huberg email)

svansickle@northfieldschools.org (Sarah VanSickle email)

ELIGIBILITY

According to state statute, Targeted Services programming is to be run through ALCs, so the same “at-risk” criteria is used for both programming. Below is the statute as well as the PLUS program specific criteria.

124D.68 GRADUATION INCENTIVES PROGRAM

Subd. 2. Eligible pupils. A pupil under the age of 21 or who meets the requirements of section [120A.20](#), subdivision 1, paragraph (c), is eligible to participate in the graduation incentives program, if the pupil:

Northfield BLAST/MSYC Program

Performs substantially below the performance level for pupils of the same age in a locally determined achievement test.	Has been excluded or expelled.
Speaks English as a second language or has limited English proficiency.	Is a victim of physical or sexual abuse.
Has experienced mental health problems.	Has experienced homelessness sometime within six months before requesting a transfer to an eligible program.
Has withdrawn from school or has been chronically truant.	Is behind in satisfactorily completing coursework or obtaining credits for graduation.

AND

This is a Minnesota Department of Education program in which students must meet (Minnesota Statutes, section 124D.68, Subdivision 2) criteria as well as the following. Please note the following criteria students must meet in order to enroll in the PLUS program:

- able to follow verbal instructions and directions provided by Plus Program staff and supervisors;
- demonstrate age-appropriate cooperative play and work behaviors (i.e., turn taking, sharing, etc.) in both small and large group activities with minimal adult supervision;
- able to work independently without disturbing others when assigned individual tasks;
- able to safely and successfully transition from one activity to another, and from one location to another with minimal adult supervision; and
- refrain from hitting, kicking, biting, and other forms of physical aggression toward other students and staff.

Schedules and Dates

Online Summer Blast dates for 2020 are as follows;

July 6 - July 30 (Mondays through Thursdays), 10:30a-12:30p

Typical Summer Blast schedule (when not online): Times: 9:30a - 2:30p total programming

9:30A-9:45A	BUSES ARRIVE	
9:30-12:00P	TIME W TS TEACHERS	
12:00-12:30P	LUNCH FOR CABINS	
12:30-1:00P	OUTSIDE RECESS	
1:00-1:40P	CLUBS SESSION A	
1:45-2:30P	CLUBS SESSION B	
2:30P	BUSES DEPART	

MSYC dates for 2020 are late September through early May, Mondays through Thursdays, 3:00p - 4:45p.

Typical schedule:

3:00P - 3:50P	HOMEWORK AND TIME WITH TS TEACHER	
3:55P - 4:40P	CLUBS SESSION	
4:45P	BUSES DEPART	

BEHAVIORAL/DISCIPLINE CHALLENGES

If a student receives a behavior referral, please follow this procedure, however it is based on the director's discretion which means more severe incidents may skip steps. Documentation is required for each step.

1. Talk with student

This usually involves a "Fix-It" plan. There also needs to be a parent contact made.

2. Parent call/meeting

To inform parents of on-going issues. This may involve discussions of interventions to try or ones that have been used already. Staff could also try to see if there are other factors such as an issue at home, issue with a classmate, etc.

3. Change of placement, altered schedule, or removal from program

If there are continued issues these are the 3 options.

1. More intense interventions
2. An altered schedule (only attend mornings/afternoons)
3. Removal from the program

Because the PLUS program is a Targeted Services program where students must meet "at-risk" criteria, all students attending are in need of additional support. The PLUS staff must make efforts to work with students and parents, but keep the needs of other struggling students in mind as well.

Policy 413 HARASSMENT AND VIOLENCE

GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability as defined in the attached procedures.

C. A violation of this policy occurs when any student, teacher, administrator or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon

any student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel who is found to have violated this policy. E. For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.

HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Statutes may be applicable. B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

**Please refer to appendix A for contact information relating to discipline issues.*

ATTENDANCE INFORMATION

Attendance at PLUS is voluntary and therefore there are no requirements to attend. With that said, learning is enhanced by regular attendance. Regular attendance assists in maximizing the educational benefits for each individual student so please encourage regular attendance when possible.

If a student will be absent from programming, we request the student's parent/guardian call/text the Attendance Line at **612-695-2139 (talk and Text available)** the day of the absence or earlier. The attendance line is available 24 hours a day, but messages will be received/returned during programming hours.

ELECTRONICS

Speakers (such as Blue Tooth speakers) are not allowed during programming. This includes speakers that connect to phones, etc, but also includes using a phone's speaker to broadcast music, videos, etc. This is distracting to programming and therefore these items should be left at home.

MANDATED REPORTING

Due to the Targeted Services being a public school function, all staff are mandated reporters. Please refer to this resource <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2917-ENG> to help with general questions.

What to do: If something is heard or suspected, talk with Site Lead and/or Sarah or Daryl within 24 hours. Daryl and Sarah must be notified of all possible reports. When

unsure, it should be reported. Social Services will determine if it is something that warrants an investigation. Form to be used is attached to this handbook.

Rice County Child Welfare & Family Protection: 507-645-9576 (Northfield)
507-332-6115 (Faribault)

PERSONAL POSSESSIONS

The PLUS program is not responsible for lost or damaged personal articles. Students are responsible for all belongings brought to programming.

VISITOR POLICY

All visitors, upon entering the building, are to report first to the Front Table (Greeter station) and sign in. After confirming the visit/appointment the front table personnel should either grant access to the building or have visitor wait while the student is brought to the greeter station. Students are not allowed to bring friends/relatives (not enrolled in PLUS) to programming.

NURSE

The PLUS program does not have a nurse on duty. A PLUS staff member (usually the Site Lead) will be trained on administering medications in the event a student needs to take medication during the programming day. If at all possible, please request that parents administer medications before or after programming. All students who become ill during programming are required to check in with the front desk/greeter station so parent/guardian can be notified and the student can go home.

WEBSITE

Northfield Area Learning Center and the PLUS program website can be accessed at northfieldschools.org.

CHILD NUTRITION

It is the practice of the Child Nutrition Department, which is supported by the Independent School District #659 School Board, to comply with the federal and state laws which prohibits the denial of a meal or milk to any eligible (paid, free, or reduced) student as a disciplinary measure. Child Nutrition information is available on the school district's website at northfieldschools.org.

Child Nutrition is listed under the Support Services tab.

There is a federally funded program that supports free meals to our program so all students will receive 1 snack in the morning and 1 meal as part of Summer PLUS programming. The afternoon snack depends on outside donations so this is not guaranteed. The federal program needs to be applied for and approved on a yearly basis.

SECURITY

In order to maintain a safe environment, we will have the front table/greeter station serve as the “controlled entry”. This means the front table staff will greet and assess if individuals entering the building are allowed access, need to wait in front entry, or are asked to leave. This also includes calling the Northfield Police Department in case of an issue that warrants police involvement. There will be signage pointing individuals to the front table to check in as well. In the case of a lockdown, call 911. If the office is open there is a lockdown button to be pushed.

INJURY

In case of a student injury, call 911 first (if an emergency). If not immediate danger, then call parent and inform of injury. Report injury to Site Leader. An injury report form needs to be filled out within 24 hours. Site Lead or staff is to inform Daryl of the injury and he will ensure injury form is submitted. The form is included in the appendix of this handbook.

In case of staff injury, call 911 first (if an emergency). If not immediate danger, talk with staff on what they would like to do (call parent if under 18). An injury report form needs to be filled out within 24 hours and reported to Site Lead/Daryl.

Policy 408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law ~~This policy provides guidance and direction for school district employees who may be subpoenaed when requested~~ to testify ~~and/or~~ provide educational records for a judicial or administrative proceeding.

II. ~~PROCEDURES~~ GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to informed consent by the subject of the data or pursuant to a valid court order or a parent if the subject of the data is a minor.** ~~A subpoena is not a court order under the MGDPA.~~

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Policy 408 Subpoena of a School District Employee

Adopted: 2/28/05; Updated: 2007; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student
MSBA/MASA Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

STRIVING TOGETHER



WELCOME BACK!

Dear Northfield Public Schools Families, Staff and Community Members,

I start every school year feeling excited and hopeful. Welcoming our students and faculty back to their classrooms and anticipating the growth and learning ahead always fills me with joy. This year, the start of the school year also brings new challenges. Each and every family in our district is trying to make sense of the many hurdles ahead and striving to make the best decisions possible. None of us have started a school year with as many questions and unknowns as we do now.

This document is intended to give you some clarity of how we will return to school together in Northfield. I am proud of the work our teams have completed to prepare for numerous scenarios. I am appreciative of the feedback so many families have shared with us formally and informally. Together, we have created a plan that is both detailed and flexible.

During the past months, I have often asked for your patience and understanding. I know how difficult it is not to have clarity and to be waiting anxiously for firm decisions. The reality of this school year, however, is that things are already changing quickly. I am committed to communicating with you frequently and transparently. As we did last year, we will continue to strengthen and adjust our plans to better serve our students. We will learn from any mistakes and keep you informed throughout the year.

I am excited for the start of our new school year. It will not look like any other school year we've experienced, but it will still be filled with exciting milestones and achievements. From our newest learners starting their first days in kindergarten, to our rising senior class of 2021, we will do everything we can to make sure the year ahead is joyful, safe and academically engaging for everyone.

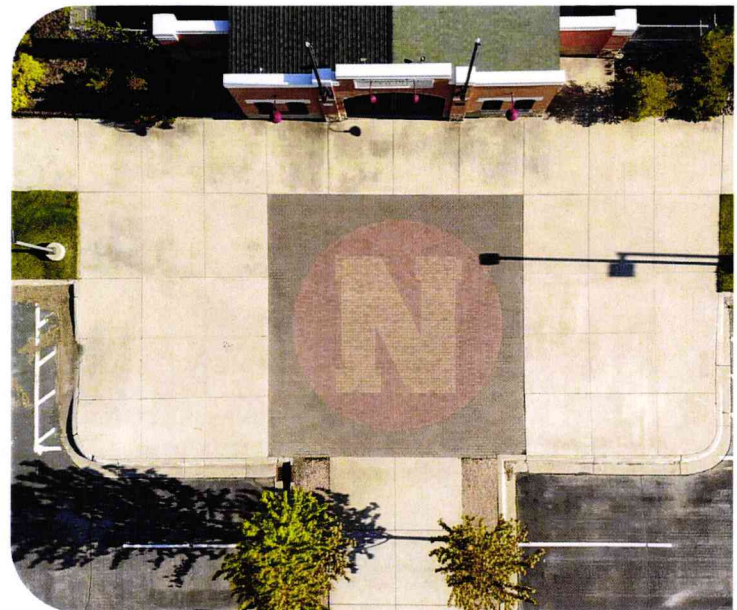
Sincerely,

A handwritten signature in cursive script that reads "Matt Hillmann".

Matt Hillmann, Ed.D.
Northfield Public Schools Superintendent

AT A Glance

- » We plan to announce the learning model for each school site on August 17, 2020, based on the latest available data at that time. Learn more about how this decision is made on [page 3-4](#).
- » Students who are not ready or able to physically return to school in person or using the Hybrid learning model may register for the Portage learning model (see [page 9](#)). The Portage learning model is a **full semester**, online-only commitment.
- » Between Tuesday, September 8, and Friday, September 11, we hope you will participate in a fall family meeting. Each school will send a link for registration, and you are strongly encouraged to use this individualized time to ask specific questions important to you and your family.
- » **The first day of formal instruction is Monday, September 14.** Each school principal will provide details to all families about the first day of school.
- » Transportation will be available for all students in both the In-Person and Hybrid learning models. Benjamin Bus will communicate directly with families the details of bus stops and pickup/drop-off times.
- » Meals will be available throughout the school year, regardless of learning model.
- » Parents/guardians will be required to conduct a daily health screening before sending their child to school. See [page 15](#) for more information.
- » We are committed to numerous virus mitigation tactics inside our facilities. Learn more on [page 14](#).
- » COVID-19 and the resulting global health crisis remains a fluid situation. The district will re-evaluate contingency plans for how each of the three learning models works and make any significant changes at the start of each academic quarter.
- » High school Girls Tennis; Boys and Girls Cross Country; Boys and Girls Soccer; and Girls Swimming and Diving begin on August 17. Football and Girls Volleyball will be delayed until a spring season. There will be changes to competitive schedules and detailed protocols shared by coaches. Information regarding the status of middle school fall sports and activities will be communicated by August 24.



GUIDING *Principles*

*As we embark on the 2020–21 school year, we strive to create a seamless system of instruction and services that meets the needs of **every learner**, regardless of the scenario.*

The guiding principles below are intended to provide a vision for the instructional framework developed by schools. These are used to inform decisions that will be made when the inevitable unanticipated situations arise.

THE NORTHFIELD PUBLIC SCHOOLS GUIDING PRINCIPLES ARE:

- > RELATIONSHIPS FIRST**
Model empathy for the wide diversity of situations for our students and staff, and create ways to connect with them to support their academic, physical, mental health and social-emotional needs.
- > REASONABLE CONSISTENCY**
Students, staff and families need a certain level of predictability. We will make every effort to provide reasonable consistency in instructional and operational practices while still maintaining flexibility.
- > EQUITABLE ACCESS**
Plans will support the academic, social/emotional and co-curricular needs of all students. Students must have access to technology and internet service to fully participate in all of the scenarios.
- > GIVE OURSELVES GRACE**
This experience is historic. Even with the best planning, mistakes will be made. We will monitor, adjust and continuously improve.
- > HIGH-QUALITY INSTRUCTION**
We will endeavor to provide the highest quality instruction practicable within each scenario.
- > STEWARDSHIP**
We will carefully consider the immediate benefit of our decision-making with the long-term financial impact.
- > RELENTLESS SUPPORT**
We will be relentless in our attention to engaging and connecting with every learner and staff member.
- > ACCEPT THAT SCHOOLS PLAY A ROLE IN CHILD CARE**
While Northfield Public Schools is often recognized as a leader in high-quality education, we must accept that public schools play a critical role in caring for children during the traditional workday.
- > MONITOR AND ADJUST**
This is not business as usual. We will be flexible and make timely adjustments as needed based on feedback in our pursuit of continuous improvement.



THE LEARNING MODEL DECISION

Earlier this summer, the Minnesota Department of Education (MDE) and Minnesota Department of Health (MDH) provided guidance to school districts to prepare for three potential learning models during the 2020–21 school year. The learning models are:

- » **IN-PERSON**
- » **HYBRID**
- » **DISTANCE LEARNING**

Since that time, the state has announced their [Safe Learning Plan for 2020–21](#) which provides additional guidance. The Safe Learning Plan outlines an approach to determine a recommended learning model based on new COVID-19 cases per 10,000 over 14 days by county of residence. In addition to the number of cases, other factors are considered such as the district's ability to follow MDE and MDH safety guidelines and having enough staff to operate the school.

Ultimately, the learning model for each school is determined by the school district, in consultation with the Rice County Public Health Department and driven by the state's Safe Learning Plan.

After determining the base model for starting the school year, the district will review bi-weekly data with the Rice County Public Health Department. If the data indicates a change in the learning model is warranted, a regional support committee composed of MDE, MDH and the Southeast Service Cooperative will advise the district on the next steps. While the primary driver will be the number of cases per 10,000 over 14 days at the county level, other factors will also be considered, such as specific locations of virus outbreaks associated with the increase/decrease in cases.

Number of cases per 10,000 over 14 days by county of residence	Recommended Learning Model
0–9	In-person learning for all students
10–19	In-person learning for elementary students; Hybrid learning for secondary students
20–29	Hybrid learning for all students
30–49	Hybrid learning for elementary students; Distance Learning for secondary students
50+	Distance Learning for all students

If necessary, the superintendent will make any significant changes at the start of each academic quarter.

IN-PERSON LEARNING MODEL

DESCRIPTION

The In-Person learning model means all students in the site will be in school for a traditional school day. Students will follow a traditional schedule. Attendance will be taken daily.

SAFETY PROCEDURES

Parents are required and responsible for daily screening of COVID-19 symptoms and agree to keep their child home if they are ill (see [page 15](#)). Parents will be expected to report COVID-19 symptoms or exposure to the school. Late students must report to the main office in accordance with building procedures.

All staff are required and responsible for daily self-screening of COVID-19 symptoms and agree to stay home if they are ill.

Face coverings are required in accordance with Executive Order 20-81. The school district will provide one face mask for each student and one face shield for K-8 students who request them. Families are expected to ensure their child has a clean face covering daily.

School staff will create as much physical spacing as feasible. Frequent hand-washing and/or hand sanitization will be encouraged.

If COVID-19 symptoms are reported during the school day, an isolation process will be implemented.

TECHNOLOGY

All K-12 students will be provided with a district-issued iPad, protective case and Logitech Crayon. Internet access will be provided for students who are unable to purchase it. Email techhelp@northfieldschools.org or call 507.645.1260 for assistance.

TRANSPORTATION

Transportation will be provided by Benjamin Bus with a two-tier system with reduced (two-thirds) capacity. In the morning, all K-12 rural students will be picked up on the first tier and dropped off at school. Buses will be disinfected and then all K-12 in-town students will be picked up and dropped off at school. In the afternoon, all K-12 in-town students will be dropped off at home first. Buses will be disinfected and then all K-12 rural students will be dropped off at home.

MEALS

Students will spread out to eat, including limited physically distanced options within the cafeteria. Meals will be prepared on-site. Meals and beverages served at school will be individually packaged, wherever possible. Where individual packaging is not possible, food and beverages will be served directly to students.

SCHOOL-AGED CHILD CARE

A fee-based program will be available before and after school.

VISITORS

Nonessential visitors, volunteers and activities involving external groups or organizations will be restricted, and, in most cases, non-staff are not allowed in the buildings. Parents will be able to drop off essential items for their students due to forgetting them at home (iPads, lunch, backpack, medication, etc.) in accordance with building procedures.

AFTER-SCHOOL ACTIVITIES

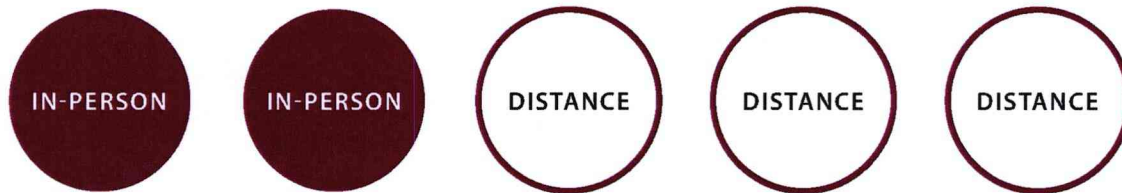
High school Girls Tennis; Boys and Girls Cross Country; Boys and Girls Soccer; and Girls Swimming and Diving begin on August 17. Football and Girls Volleyball will be delayed until a spring season. There will be changes to competitive schedules and detailed protocols shared by coaches.

Information regarding the status of middle school fall sports and activities will be communicated by August 24.



HYBRID LEARNING MODEL

Maroon Cohort (A)



Gold Cohort (B)



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

DESCRIPTION

The Hybrid learning model uses both Distance Learning and In-Person learning. Students will report to school on a rotating schedule, and attendance will be taken daily. Students are divided into two cohorts. Students from the same family will be assigned to the same cohort, attending their school(s) on the same days. Cohorts will be finalized by August 17, 2020.

The Maroon Cohort (A) meets in person Mondays and Tuesdays and works via Distance Learning Wednesday–Friday. The Gold Cohort (B) meets in person on Thursdays and Fridays and works via Distance Learning Monday–Wednesday. Buildings will be deep cleaned on Wednesday.

SAFETY PROCEDURES

Parents are required and responsible for daily screening of COVID-19 symptoms and agree to keep their child home if they are ill (see [page 15](#)). Parents will be expected to report COVID-19 symptoms or exposure to the school. Late students must report to the main office in accordance with building procedures.

All staff are required and responsible for daily self-screening of COVID-19 symptoms and agree to stay home if they are ill.

Face coverings are required in accordance with Executive Order 20-81. The school district will provide one face mask for each student and one face shield for K–8 students who request them. Families are expected to ensure their child has a clean face covering daily.

School staff will create six feet of physical distancing for all interactions among students and with staff. Frequent hand-washing and/or hand sanitization will be encouraged.

The site will maintain less than 50% of each building's fire marshal occupancy limit.

If COVID-19 symptoms are reported during the school day, an isolation process will be implemented.

TECHNOLOGY

All K–12 students will be provided with a district-issued iPad, protective case and Logitech Crayon. Internet access will be provided for students who are unable to purchase it. Email techhelp@northfieldschools.org or call 507.645.1260 for assistance.

continued on page 7



HYBRID LEARNING MODEL

TRANSPORTATION

Transportation will be provided by Benjamin Bus with a two-tier system with reduced (up to 50%) capacity. In the morning, all K-12 rural students will be picked up on the first tier and dropped off at school. Buses will be disinfected and then all K-12 in-town students will be picked up and dropped off at school. In the afternoon, all K-12 in-town students will be dropped off at home first. Buses will be disinfected and then all K-12 rural students will be dropped off at home.

MEALS

Students will spread out to eat, including limited physically distanced options within the cafeteria. Meals will be prepared on-site. Meals and beverages served at school will be individually packaged, wherever possible. Where individual packaging is not possible, food and beverages will be served directly to students. Students can pick up meals at the end of the school day on Tuesdays and Fridays for consumption while they are in the Distance Learning portion of the Hybrid learning model.

SCHOOL-AGED CHILD CARE

A fee-based program will be available before and after school. Limited all-day care will be available at no charge for Tier I critical care workers on Distance Learning days. EarlyVentures will continue as scheduled.

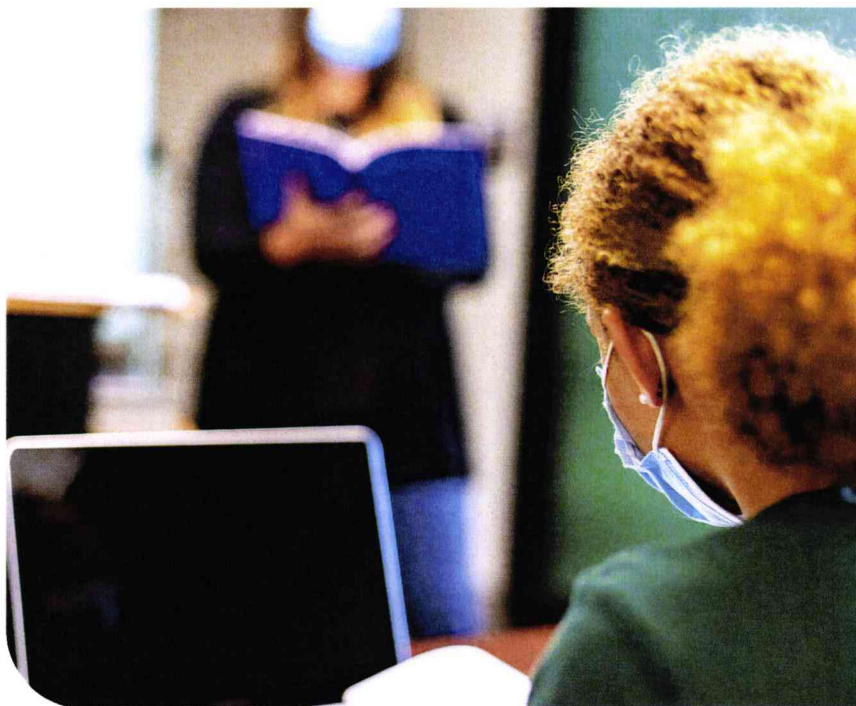
VISITORS

Nonessential visitors, volunteers and activities involving external groups or organizations will be restricted, and, in most cases, non-staff are not allowed in the buildings. Parents will be able to drop off essential items for their students due to forgetting them at home (iPads, lunch, backpack, medication, etc.) in accordance with building procedures.

AFTER-SCHOOL ACTIVITIES

High school Girls Tennis; Boys and Girls Cross Country; Boys and Girls Soccer; and Girls Swimming and Diving begin on August 17. Football and Girls Volleyball will be delayed until a spring season. There will be changes to competitive schedules and detailed protocols shared by coaches.

Information regarding the status of middle school fall sports and activities will be communicated by August 24.



DISTANCE LEARNING MODEL

DESCRIPTION

The Distance Learning model allows all students to learn remotely. Attendance will be taken, and school buildings will not be open for any student activities. Teachers will deliver instruction online via Seesaw (K–3) and Schoology (4–12). Videoconferencing will be held via Zoom.

SAFETY PROCEDURES

Students will remain at home. All school buildings will be closed to the public.

TECHNOLOGY

All K–12 students will be provided with a district-issued iPad, protective case and Logitech Crayon. Internet access will be provided for students who are unable to purchase it. Email techhelp@northfieldschools.org or call 507.645.1260 for assistance.

TRANSPORTATION

Buses will not transport students. Buses may be used for other needs such as food delivery and Wi-Fi access.

MEALS

Meals will be provided using curbside pickup or delivery with buses.

SCHOOL-AGED CHILD CARE

Limited all-day care will be available at Sibley Elementary School for Tier I critical care workers. Fees will apply for the usual before- and after-school time frames. EarlyVentures will continue as scheduled.

VISITORS

All facilities are closed to the public.

AFTER-SCHOOL ACTIVITIES

No after-school activities.





PORTAGE LEARNING MODEL

DESCRIPTION

The Portage learning model is an online-only option for students who are not ready or able to physically return to school. Families would be committing to the online option for the entire fall semester or the 2020–21 school year.

Grades K–5 students: In the online-only option, elementary students will use a mix of videoconferencing and assignments under the direction of a Northfield Public Schools teacher.

Grades 6–12 students: In the online-only option, secondary students will be coached by a Northfield Public Schools teacher and use Odysseyware®, an online curriculum. Tutoring will also be available.

SAFETY PROCEDURES

Students will remain at home.

TECHNOLOGY

All K–12 students will be provided with a district-issued iPad, protective case and Logitech Crayon. Internet access will be provided for students who are unable to purchase it. Email techhelp@northfieldschools.org or call 507.645.1260 for assistance.

TRANSPORTATION

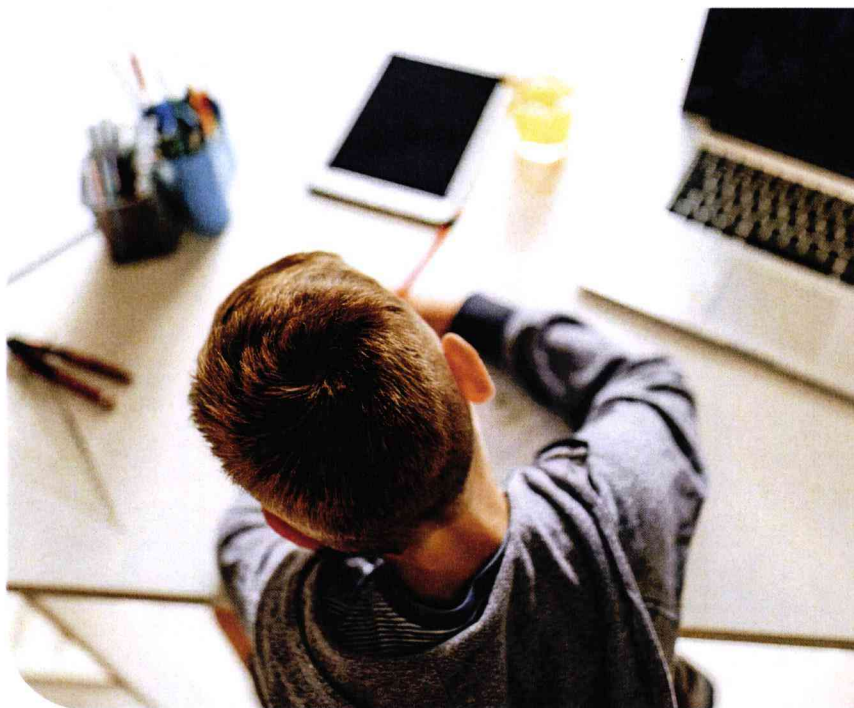
As students will be learning from home in the Portage learning model, transportation will not be provided.

MEALS

Meals will be provided for students enrolled in the Portage learning model using a pre-order, curbside pickup system. Families participating in this learning model will receive detailed information about the process for ordering and pickup.

AFTER-SCHOOL ACTIVITIES

Students enrolled in the Portage learning model will be eligible to participate in after-school activities, if desired.



SERVING *Every Student*

SPECIAL EDUCATION SERVICES

Special education provides individualized instruction and services aligned with Individuals with Disabilities Education Act (IDEA), Minnesota statutes and rules, and MDE/MDH guidance to students with disabilities who qualify for learning support across settings.

EQUITABLE ACCESS

Northfield Public Schools will ensure equitable educational opportunities for all students while prioritizing health and well-being. Special education teachers will communicate frequently with families, general education teachers and related service providers to meet student needs in both the physical and virtual settings.

FREE APPROPRIATE PUBLIC EDUCATION

Northfield Public Schools is responsible for providing a free appropriate public education (FAPE) to each eligible student with a disability, under either an Individualized Education Program (IEP) (or, in the case of virtual or Distance Learning, an Individualized Distance Learning Plan – IDLP), or Section 504 plan.

PARENTAL PARTICIPATION

Strong partnerships with parents/guardians is essential for engaging in the best possible planning and implementation efforts, making progress toward goals, and ensuring equitable opportunities and appropriate student involvement. This necessitates ongoing communication between the case manager, general education teachers, parent/guardian, support and related service providers. A communication plan will be discussed at the beginning of the school year.

OTHER SPECIAL EDUCATION CONSIDERATIONS

Ensuring equitable learning opportunities to enable students with disabilities to make progress in the mastery of Minnesota Academic Standards and social emotional learning continues to be the aim of IEP and 504 teams.

The district plan in all three learning scenarios focuses on maximizing effectiveness of specialized instruction and related services and minimizing COVID-19 infection risk through application of Centers for Disease Control and Prevention (CDC) and MDH-recommended safety measures.

The district will monitor and adjust the movement of itinerant staff (staff who are assigned to provide services to students in more than one building) between multiple buildings, and provide instructional services from these staff in a variety of ways, including in person, virtually and consultatively.

The IEP team will review the services and supports in the current IEP and review the services and supports provided during spring 2020's Distance Learning. IEP teams will ascertain individual needs and determine if IEPs should be amended or rewritten.

» In a Hybrid model, students receiving special education services in the district's Setting II/III special education programs will be eligible to receive services in a school setting four days per week.

For more information or specific questions about special education services, please call 507.645.3410.



SERVING *Every Student*

ENGLISH LANGUAGE (EL) STUDENTS

Students receiving EL services will be given access to academically rigorous, grade-level appropriate, standards-aligned instruction that simultaneously builds their background knowledge, conceptual understanding and language competence. Supports and teacher guidance consistent with research need to be provided to EL students to supplement – not replace – core instruction and ultimately foster student independence.

Collaboration between content and EL teachers will be prioritized and planned for from the start.

The EL team will discuss how English language development services will be provided to English learners during all three learning scenarios, in accordance with MDE guidelines. The Northfield Public Schools Language Instruction Education Plan will be updated to reflect the delivery of EL services in the Hybrid and Distance Learning scenarios.

Meaningful access for English learners includes differentiated supports for academic content as well as strategies to increase language acquisition. Content teachers will provide representations of concepts, sentence frames, differentiated texts and vocabulary instruction with a focus on academic language. EL teachers have strategies that provide structured opportunities for students to produce oral and written language.

EL teachers will establish a schedule for regular contact with EL students. This contact time (one-on-one or in a small group) will be used for conferring, providing feedback, setting individual learning goals and/or checking on progress.

EL teachers will provide support options to students for development instruction that is additional to mainstream instruction. Students at a beginning proficiency level in English will receive more contact time and have more options for support from their EL teacher than students at intermediate and advanced levels.

In collaboration with the EL teacher and classroom teachers, secondary Level I and Level II EL students may adopt an adapted schedule during Distance Learning that considers the specific needs of an individual student.

In Distance Learning, Northfield Public Schools will continue to screen students for EL services using MDE guidelines.

For more information or specific questions about EL services, please call 507.645.3436.



INSTRUCTIONAL *Practices*

OVERVIEW

Northfield Public Schools believes 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. This school year, regardless of which learning environment your child attends, we will implement a consistent, comprehensive and challenging set of equitable curricular outcomes that reach and engage all learners.

All schools will focus on establishing effective relationships and community.

Recognizing the challenges and limitations of the upcoming school year, Northfield Public Schools is revising curriculum pacing at the elementary, middle and high school levels to teach and assess critical core standards for the grade level or course.

All students will receive grades in accordance with the 2020–21 Planning Guidance for Minnesota Public Schools (published 6/18/2020), which says grades should include

evidence of mastery at the end of a unit or course and that evidence should be able to be collected in a variety of manners to allow students to demonstrate their understanding.

All classes will use similar, district-supported learning materials, texts and instructional tools with consistent practices across the district.

All students will receive appropriate support and services through the general education program, Special Education Individualized Educational Plans (IEPs), 504 plans, EL, intervention and enrichment services.

As needed, students will receive support from building counselors, social workers, school psychologists and behavior coaches.

SOCIAL AND EMOTIONAL LEARNING

The direct and indirect impacts of the global COVID-19 pandemic are expected to have a lasting effect on students and staff. Northfield Public Schools will reinforce and enhance curriculum and supports focused on social-emotional learning, relationship-building and successful transitions to new schools, classrooms and environments, whether in person or through distance learning. Students with mental health needs and/or those who have experienced trauma are supported by building-level teams, which may include behavior coaches, school psychologists, school counselors, social workers and peer helpers.

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INSTRUCTIONAL *Practices*

ATTENDANCE AND ENGAGEMENT

Students who attend school regularly have been shown to achieve at higher levels than students who do not. Northfield Public Schools recognizes that both attendance and participation (engagement) contribute to student growth and success.

Northfield Public Schools is committed to ensuring every student is able to access and participate in school activities in all learning scenarios. Alternate plans can be arranged between a parent, student and teacher if joining a video call during the day is not feasible in the Distance Learning model. Flexibility will be allowed for families with extenuating circumstances.

Attendance will be reported daily.

Building and district teams will closely monitor attendance and provide support to students and families facing barriers.

Students are expected to show engagement by completing and submitting required work for the day.

DISTRICT ASSESSMENTS

The Northfield assessment framework includes a variety of assessments that can provide different information about student learning. Students complete classroom assessments as part of day-to-day instruction and standardized assessments designed for monitoring overall district performance in accordance with MDE guidelines. Classroom assessments will occur in all three learning scenarios.

Northfield students will participate in the following district-wide assessments in the 2020–21 school year:

- » Dynamic Indicators of Basic Early Literacy Skills [DIBELS] (Grades K–5, all learning scenarios)
- » Measures of Academic Progress [MAP] (Grades K–8, In-Person and Hybrid scenarios only)
- » PreACT (Grade 10, In-Person and Hybrid scenarios only)
- » ACT (Grade 11, In-Person and Hybrid scenarios only)



SCHOOL *Buildings*

Virus Prevention and Mitigation Efforts Overview

Critical safety protocols will be in place to limit exposure and transmission of COVID-19 for the In-Person and Hybrid learning models.

VIRUS MITIGATION AT SCHOOL

The district will take steps to reduce virus transmission while students are on campus. These steps include:

- » Physical distancing will be practiced as feasible. Six feet of physical distancing will be required in the Hybrid model.
- » Face coverings are required in accordance with [Executive Order 20-81](#). The school district will provide one face mask for each student and one face shield for K–8 students who request them. Families are expected to ensure their child has a clean face covering daily.
- » Regular hand-washing and/or sanitization will be encouraged as part of daily routines.
- » Reduced sharing of items will be encouraged.
- » Building ventilation and fresh air mixture will be increased to the greatest extent practicable.
- » Enhanced cleaning and decontamination of buildings and buses will be implemented.

See our entire [COVID-19 Disinfection Plan](#) »

PHYSICAL DISTANCE MARKINGS

Floor markings will provide reminders about the need for physical distancing throughout schools. This will help direct traffic patterns and flow. School-level teams will determine the best way to mark and label spaces, including:

- » Hallways
- » Offices
- » Classrooms
- » Common areas



PARTNERING WITH *Families*

DAILY HEALTH SCREENINGS

Parents/guardians will be required to conduct a daily health screening before sending their child to school. Each family will be required to sign a declaration confirming that they will conduct the screening daily and keep their child home when ill. Students should remain home if they, or anyone in the household, have **any** of the following symptoms:

- » Fever 100.0° or higher (daily home temperature check required)
- » Chills
- » New or worsening cough
- » Shortness of breath or difficulty breathing
- » Fatigue
- » Muscle or body aches
- » Headache
- » New loss of taste or smell
- » Sore throat
- » Congestion or runny nose
- » Nausea or vomiting
- » Diarrhea



By sending your child to school, you are reporting that your child, and all members of your household, do not have any of the above symptoms. All families will be required to sign a declaration pledging to strictly follow the daily health screening and only send their child to school when they are symptom-free.

COVID-19 SUSPECTED OR CONFIRMED CASE PROTOCOLS

Staff and families are asked to self-report if they or their student(s) have symptoms of COVID-19, a positive test for COVID-19 or had close exposure to someone with COVID-19 within the last 14 days. Reporting data will be handled in a manner consistent with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). Specific protocols are in place should someone display symptoms during the school day. The district will use the [Minnesota Department of Health's \(MDH\) Decision Tree for People with COVID-19 Symptoms in Youth, Student and Child Care Programs](#) to determine eligibility. The district COVID-19 coordinator is the primary point of contact with MDH.

COVID-19 COORDINATORS/TEAMS

The district's COVID-19 coordinator is Director of Special Services, Cheryl Hall (507.645.3410, chall@northfieldschools.org). The district COVID-19 team includes Superintendent, Matt Hillmann; Executive Assistant to the Superintendent and School Board, Anita Aase; the district's Licensed School Nurse, Maimouna Toure-Keita; Director of Buildings & Grounds, Jim Kulseth; and Administrative Assistant for Buildings and Grounds, Dorothy Cohan.

Each school and program will have its own coordinator and team. Building coordinators are responsible for reporting confirmed cases to the district COVID-19 coordinator, who will coordinate communication with MDH, lead contact tracing and audit building-level virus mitigation practices.

PROTOCOLS

The district will use the following flow charts to make decisions and communicate with families and staff:

- » [Student protocol flow chart](#)
- » [Staff protocol flow chart](#)

ISOLATION PROCESS

If a student is displaying symptoms during the school day, the nurse's office will be used as the isolation area. Students with non-COVID-19 health issues will report to the school's main office when the nurse's office is being used as an isolation area. If more than one individual is symptomatic, six-foot distancing is required in the isolation space. If this is not possible, students will be assigned to the building's alternate isolation space. If a staff member is displaying symptoms during the school day, they will leave the building. If the staff member is too ill to leave on their own, they will be assigned to the alternate isolation space until they can be safely transported by a family member.

CONTACT TRACING

Contact tracing will be conducted under [the direction of MDH](#). Families and staff will be notified about any exposure in accordance with MDH. Staff and students will be required to quarantine based on the [MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student and Child Care Programs](#) to determine eligibility.

HOW TO *Get Help*

Northfield Public Schools is committed to making sure that every family has the support they need to assist their children as they participate in any of the learning scenarios. If you need help, please reach out to the contacts below:

Topic	Contact Information
Technology: Schoology, Seesaw, Skyward, Zoom or iPad	Email techhelp@northfieldschools.org or leave a voicemail at 507.645.1260 and your call will be returned.
Internet access or internet speed	Email techhelp@northfieldschools.org or leave a voicemail at 507.645.1260 and your call will be returned.
I need help from one of my child's teachers	Access the staff directory . This provides email and direct dial information.
I need emotional help for my student	Access the staff directory to find contact information for your child's principal, school social worker or guidance counselor. Rice County Social Services offers services to families. Contact them at 507.332.6115.
I think my child needs more help or support than from just their teacher (but doesn't already receive special education services)	Contact your school's Multi-Tiered Systems of Supports (MTSS) main contact: Area Learning Center: Daryl Kehler 507.645.1201 Bridgewater Elementary: Adam Danielson 507.663.3300 Early Childhood: Sara Line 507.645.1200 Greenvale Park Elementary: Melissa Larsen 507.645.3500 Hand in Hand Preschool: Sara Line 507.645.1200 Northfield High School: Nancy Veverka 507.663.0630 Northfield Middle School: Marcy Korynta 507.663.0650 Sibley Elementary: Peg Witt 507.645.3470
I need more information about COVID-19	Contact your physician or county public health department: Dakota County Public Health : 651.554.6100 Goodhue County Public Health : 651.385.3200 Rice County Public Health : 507.645.9576

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

July 13, 2020
Teleconference

I. Call to Order

Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Due to the health pandemic and the extension of Governor Walz's Executive Order 20-01 COVID-19 Peacetime Emergency, and in accordance with Minnesota Statute 13D.021, which permits boards to hold a meeting by telephone conference call or other electronic means, this meeting was conducted via video conference. In addition, the school board determined that it was not feasible for at least one board member, or the superintendent to be physically present at the regular meeting location and that it was not feasible for the public to attend this meeting at the regular location. The district did make accommodations for public comment which are outlined below.

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

Also present at this video conference meeting was: Dr. Matt Hillmann, Superintendent; Anita Aase; Erin Bailey, Director of Community Education; and Hope Langston, Director of Instructional Services. Observing the meeting via Zoom was Sam Wilmes, a reporter with the Northfield News. This meeting was live-streamed and recorded, and access to the recording was posted to the school district website.

Board Chair Pritchard outlined the procedures for this meeting:

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

II. Agenda Approval/Table File

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

III. Public Comment

To accommodate the public comment portion of our meeting, members of the public were invited via the school district website to submit feedback to the Board via email by 5:00 p.m. on July 13, 2020. All submissions that followed the district policy regarding public comment would be read by Chair Pritchard at this time. There was one public comment submitted by Jessie Fuller Rodgers, 1412 Bridgewater Parkway, Dundas, MN, regarding social skills groups for district children.

IV. Announcements and Recognitions

There were no announcements or recognitions.

V. Items for Discussion and Reports

- A. Community Education Update. Director of Community Education Erin Bailey presented an update about her division's summer programming during COVID-19. Director Bailey reviewed the Summer 2020 recreation programs being offered in person and those being offered on-line or virtual. Moving forward we anticipate a hybrid offering for many classes. Both Early Ventures and Kid Ventures childcare sites are operating, and facility use rentals started in early July. Director Bailey shared reasons some programs have not run this summer and some of the hurdles faced with implementing programs, such as health screenings and social distancing at program sites. These lessons learned during the summer will be used to help formulate plans and programs for school opening in Fall 2020.
- B. Dyslexia Update. Hope Langston, Director of Instructional Services, updated the board on the District's efforts to address the needs of Northfield students struggling with characteristics of dyslexia. Improving and targeting instructional strategies for these students will lead to better reading instruction for all of our Northfield youth. Director Langston reviewed nationwide dyslexia trends, current Minnesota legislation, Minnesota's definition of dyslexia, and Northfield Public Schools' reading data, curricular response and action plan.
- C. Summary of Superintendent's Performance Appraisal. School Board Chair Julie Pritchard shared her summary of the Superintendent's performance appraisal. Board members gave Dr. Hillmann a very strong performance rating across all key areas. His overall average score was 4.94 on a 5-point scale across 48 job responsibilities organized around eight major topics.. Board members cited Dr. Hillmann's exceptional work during the school year which presented previously unimaginable challenges. With the abrupt change to distance learning Dr. Hillmann demonstrated his outstanding ability to adapt his instructional leadership. The Board cited Dr. Hillmann's passion and proactive leadership relating to the difficult and pernicious state of affairs regarding race and equity as it not only related to the school district but also to the community as a whole. The Board expressed their great confidence in his ability to tackle the complex challenges the district will face particularly in the coming school year..
- D. Policy Recommendations & Handbook Review. Dr. Hillmann presented the Policy Committee's recommendations on the Hand In Hand Preschool Handbook, Policies 401, 402, and 407. This will be an item for individual action at the next Board meeting.
- E. Operations Update. Dr. Hillmann updated the Board on planning for school year 2020-21 and the District's anti-racism work. The purpose of the 2020-2021 Northfield Public Schools COVID-19 contingency plan is to support staff in developing a seamless system of instruction and services that meets the needs of every learner regardless of the scenario. He also shared the COVID-19 Contingency Planning Guiding Principles. The Minnesota Department of Education (MDE) and Health (MDH) released guidelines guidance for the 2020-21 school year. Three options could be used during the school year: 1) in-person instruction, 2) distance learning, 3) a hybrid option where some students would be on campus and others learning from home. Our school district leadership team is reviewing the guidance and has begun contingency planning for all three options. MDE and MDH have indicated they will provide a decision about what scenario will be used to start the school year during the week of July 27.

The District continues its work to eliminate systemic racism. Northfield Public Schools, the City of Northfield, and Northfield Healthy Community Initiative are collaborating with the intention of creating a broader community coalition of organizations to do this work together. As we work to develop a comprehensive anti-racist framework, three action areas continue to arise: 1) symbolism, 2) systems behavior, and 3) individual behavior.

- F. Financial Update. Dr. Hillmann provided a brief financial update to the Board and shared more details about the CARES Act and how the district initially plans to use the funding.

VI. Consent Agenda

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

A. Minutes

- Minutes of the Regular School Board meeting held on June 8, 2020

B. Gift Agreements

- \$1,424.00 from Northfield Fine Arts Booster for a binding machine
- \$1,000.00 from Northfield Fine Arts Booster for vocal activity video contracted services

C. District Youth Council Membership

The following student was recommended to serve on the District Youth Council during the 2020-2021 school year:

Rising Sophomore: Grace Ryden

D. Fiscal Year Organization Actions

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

1. Motion to approve authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy 705, for fiscal year 2020-2021.
2. Motion to approve designating Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 - Investments, for fiscal year 2020-2021.
3. Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2020-2021.

E. Memberships for 2020-2021

The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2020-2021 school year.

1. Minnesota State High School League. The designated Northfield High School Representative is Activities Director Joel Olson and the designated School Board Representative is Board Member Julie Pritchard.
2. Minnesota Association of School Administrators.
3. Minnesota Association of Charter School Authorizers.
4. Schools for Equity in Education.
5. Southeast Service Cooperative.
6. Region V Computer Services Cooperative.
7. Rice County Family Services Collaborative.
8. Minnesota School Boards Association.
9. Healthy Community Initiative.

F. Personnel Items

a) Appointments

1. Joseph Auge, Summer Recreation Position with Community Services, beginning 6/30/2020-8/31/2020; \$10.00/hr.
2. Delia Benson, Summer Recreation Position with Community Services, beginning 6/30/2020-8/31/2020; \$10.00/hr.
3. Celine Falcon-Geist, Summer Recreation Position with Community Services, beginning 6/30/2020-8/31/2020; \$10.00/hr.
4. Nick Hupton, Summer Recreation Position with Community Services, beginning 6/30/2020-8/31/2020; Community Services Program Supervisor \$15.14/hr., Junior Team Tennis Supervisor \$1,800 Stipend.

5. Jayna Janseen, Summer Recreation Position with Community Services, beginning 6/30/2020-8/31/2020; \$10.25/hr.
6. Michelle Martinez, Targeted Services Club Leader for up to 3 hours/day Mon.-Thurs., Distance Learning, beginning 7/6/2020-7/30/2020; \$22.27/hr.
7. Elizabeth Meehan, Aquatics Instructor with Community Services, beginning 6/30/2020-8/31/2020; General \$10.00/hr., Lifeguard \$10.14/hr.
8. McKenzie Mikulski, 1.0 FTE Special Ed Teacher EBD at Greenvale Park, beginning 8/25/2020; BA, Step 5
9. Ananda Myint, Aquatics Instructor with Community Services, beginning 6/30/2020-8/31/2020; General \$10.00/hr., Lifeguard \$10.14/hr.
10. Debra O'Meara, 1.0 FTE Administrative Support Assistant to Instructional Services and Technology (Class IV) at the District Office, beginning 7/1/2020; Class IV, Step 5
11. Caroline Peterson, Aquatics Instructor with Community Services, beginning 6/30/2020-8/31/2020; General \$10.00/hr., Lifeguard \$10.14/hr.
12. Kaed Rauk, Summer Recreation Position with Community Services, beginning 6/30/2020-8/31/2020; \$10.00/hr.
13. Ryan Redetzke, Behind The Wheel Instructor with Community Services, beginning 6/30/2020;
14. Craig Simmons, Behind The Wheel Instructor with Community Services, beginning 6/30/2020;
15. Keely Spens, Summer Recreation Position with Community Services, beginning 6/30/2020-8/31/2020; \$10.00/hr.
16. Sandra Thiele, 1.0 FTE Long Term Substitute English Language Teacher at Greenvale Park, beginning 2/1/2021-6/10/2021; BA+40, Step 2
17. Ariana Vermilyea, Aquatics Instructor with Community Services, beginning 7/13/2020-8/31/2020; General \$10.00/hr.
18. Winston Vermilyea, Aquatics Instructor with Community Services, beginning 6/30/2020-8/31/2020; General \$13.25/hr., Lifeguard \$13.39/hr.
19. Recreation Positions with Community Services Effective June 15 – August 31, 2020
 Laura DeGroot, Wt. Room Summer Program, \$30/hour
 Cory Callahan, Wt. Room Summer Program, \$30/hour
20. Recreation Positions Effective June 29 – August 31, 2020
 Laura Sheehy, Program Supervisor, \$11.50/hour
21. Summer Recreation Positions #3143, Effective June 30, 2020 – August 31, 2020
 Beth LaCanne, Program Supervisor, \$15.14/hour
 Abby Borene, General Recreation, \$11.00/hour
 Jack Meyer Garvey, Program Supervisor, \$11.14/hour
 Nick Albright, Program Supervisor, \$10.64/hour
 Sarah Will, Program Supervisor, \$11.64/hour
 MaryKatherine Deschamp, Program Supervisor \$12.64/hour, General Recreation \$12.00/hour
 Mark Welinski, Program Supervisor \$15.14/hour
 Laura Sheehy, Program Supervisor, \$11.25/hour
 Marty Johnson, Program Supervisor \$1,800 Stipend
- Summer Recreation Positions #3142, Effective June 30, 2020 – August 31, 2020
 Lily Moravchik, General Recreation, \$10.75/hour, Lifeguard \$10.89/hour
 Lauren Moravchik, Program Supervisor \$11.64/hour
22. Summer Recreation Positions #3143, Effective June 30, 2020 – August 31, 2020
 Elizabeth Brust, General Recreation, \$10/hour
 Caroline Ash, General Recreation, \$10/hour
23. Summer Recreation Positions #3143, Effective June 30, 2020 – August 31, 2020
 Victoria Rivera, General Recreation, \$11.50/hour
24. Summer Recreation Positions #3143, Effective July 6, 2020 – August 31, 2020
 Adison Dack, General Recreation, \$10.50/hour
25. Madeline Moser, Summer Aquatics Position with Community Services, beginning 7/10/2020-8/31/2020; \$10.25/hr.

b) Increase/Decrease/Change in Assignment

1. Charlie Alvarez, Teacher at Greenvale Park, add Lead Companeros Teacher at Greenvale Park, effective 8/31/2020-6/10/2021; Stipend \$750/year.
2. Ritva Barsness, CNA III at Greenvale Park, add Summer CNA for up to 7 hours/day at the Middle School, effective 6/8/2020-8/31/2020; \$18.34/hr.
3. Josie Beacom, KidVentures Student Site Assistant at Greenvale Park, change to KidVentures Site Assistant Substitute, effective 6/8/2020-8/26/2020. \$13.21/hr.

4. Laura Berdahl, Community School Coordinator for 43 weeks/year for 40 hours/week at Greenvale Park, change to Community School Coordinator for 40 weeks/year for 20 hours/week at Greenvale Park, effective 7/6/2020.
5. Melissa Borup, .5 FTE Academic Advocate at the ALC, change to .8 FTE Academic Advocate at the ALC, effective 7/1/2020. MA, Step 8
6. Russel Boyington, KidVentures Site Assistant for 23.5 hours/week at Bridgewater, change to KidVentures Site Assistant for 40 hours/week at Bridgewater, effective 6/8/2020-9/4/2020.
7. Haanah Braun, EarlyVentures Site Assistant for 40 hours/week at Longfellow, add EarlyVentures Site Assistant at Bridgewater for 40 hours/week between both locations, effective 6/8/2020-8/26/2020.
8. Erik Burton, .6 FTE ESL at the High, add .4 FTE Long Term Substitute Social Studies Teacher, effective 8/31/2020-6/10/2021.
9. Anne Campbell, Special Ed Teacher at the High School, add Participant in EBD Setting III Pilot Project meetings/professional development for up to 80 hours with the District, effective 6/9/2020-8/28/2020. Lane/step
10. Anita Corwin, EarlyVentures Site Assistant for 37.5 hours/week at Longfellow, add EarlyVentures Site Assistant at Bridgewater for 27 hours/week between both locations, effective 6/8/2020-8/26/2020.
11. Caleb Davidson, Targeted Services Teacher at Greenvale Park, add Summer BLAST Teacher for up to 2.5 hours/day Mon.-Thurs. at the Middle School, effective 6/29/2020-8/1/2020; Yr. 1-\$27.11/hr.
12. Claire Edwards, KidVentures Student Site Assistant at Sibley, change to KidVentures Site Assistant Substitute, effective 6/8/2020-9/4/2020. \$13.21/hr.
13. Kristin Freeman, KidVentures Site Assistant for 20 hours/week at Bridgewater, change to KidVentures Site Assistant for 32 hours/week at Bridgewater, effective 6/8/2020-9/4/2020.
14. Debbie Foley, EarlyVentures Assistant Teacher for 30 hours/week at Longfellow, add EarlyVentures Assistant Teacher at Bridgewater for 28.75 hours/week between both locations, effective 6/8/2020-8/26/2020.
15. Robert Garcia, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 9-\$28.22/hr.
16. Aimee Gerdesmeier, KidVentures Site Leader for 30 hours/week at Sibley, change to KidVentures Site Leader for 40 hours/week at Bridgewater, effective 6/8/2020-9/4/2020.
17. Sara Gerdesmeier, EarlyVentures Site Assistant for 36.25 hours/week at Longfellow, change to EarlyVentures Site Assistant on call as needed, effective 6/8/2020-8/26/2020.
18. Courtney Gilomen, EarlyVentures Teacher for 39.5 hours/week at Longfellow, change to EarlyVentures Teacher for 20 hours/week at Longfellow, effective 6/8/2020-8/26/2020.
19. Dylan Golla, Teacher at the High School, add .5 Assistant Football Coach at the High School, effective 8/17/2020; Level E, Step 2.
20. Emileana Graupmann, Teacher at the High School, add an overload for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
21. Erin Hall, Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 6-\$27.73/hr.
22. Mikayla Hoff, Teacher at Bridgewater, change to Targeted Service Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 2-\$27.11/hr.
23. Michael Humann, Night Lead Engineer from 3-11 p.m. M-F at the Middle School, change to Day Engineer 6:00 a.m. -2:30 p.m. M-F at Longfellow, effective 7/13/2020.
24. Kristin Hummel, Teacher at Bridgewater, add Targeted Service Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 2-\$27.11/hr.
25. Kristin Johnson, Behavioral Coach at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 3-\$27.11/hr.
26. Mckenzie Jonas, EarlyVentures Teacher for 40 hours/week at Longfellow, add EarlyVentures Teacher at Bridgewater for 40 hours/week between both locations, effective 6/8/2020-8/26/2020.
27. Anna Kelly, Educational Assistant at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 2-\$27.11/hr.
28. Megan Kremin, Special Education Teacher at Longfellow, add Special Education Teacher ESY for up to 144 hours at Longfellow, effective 6/9/2020-8/28/2020.
29. John Kromschroeder, Custodian at the Middle School, change to Night Lead Custodian Engineer w/o license at the Middle School, effective 7/10/2020.
30. Briana Lanham, KidVentures Site Assistant for 28.5 hours/week at Sibley, change to KidVentures Site Assistant for 32 hours/week at Bridgewater, effective 6/8/2020-9/4/2020.
31. Jamie Larson, EarlyVentures Teacher for 40 hours/week at Longfellow, change to EarlyVentures Teacher for 33 hours/week at Longfellow, effective 6/8/2020-8/26/2020.
32. Jill Lauritzen-Kohel, Teacher at the high school, add ALC Summer School Teacher for up to 10 hours/week Mon.-Thurs. at the ALC, effective 6/9/2020-7/23/2020.

33. Alissa Lien, KidVentures Student Site Assistant for up to 16 hours/week at Bridgewater, change to KidVentures Site Assistant for 36 hours/week at Bridgewater, effective 6/8/2020-9/4/2020. \$13.21/hr.
34. Jenny Link, Special Ed Teacher at the Middle School, add Summer BLAST Teacher for up to 2.5 hours/day Mon.-Thurs. at the Middle School, effective 6/29/2020-8/1/2020; Yr. 3-\$27.11/hr.
35. Stephanie Mahal, Occupational Therapist at Bridgewater and Sibley, add Occupational Therapist ESY for up to 20 hours with the District, effective 6/15/2020-7/30/2020.
36. Tonya Merritt Skluzacek, KidVentures Site Lead for 30 hours/week at Bridgewater, change to KidVentures Site Leader for 40 hours/week at Bridgewater, effective 6/8/2020-9/4/2020.
37. Nick Mertesdorf, EA at the High School, add Participant in EBD Setting III Pilot Project meetings/professional development for up to 80 hours with the District, effective 6/9/2020-8/28/2020. Spec Ed EA rate of pay.
38. Peggy Mills, KidVentures Site Assistant for 23.5 hours/week at Sibley, change to KidVentures Site Assistant for 15.75 hours/week at Bridgewater, effective 6/8/2020-9/4/2020.
39. Karen Murphy, Custodian at Greenvale Park and Sibley, change to Custodian at Sibley, effective 7/10/2020.
40. Makenna Nelson, KidVentures Student Site Assistant at Sibley, change to KidVentures Site Assistant Substitute, effective 6/8/2020-8/26/2020. \$13.21/hr.
41. Lacey Neuman Bissonnette, KidVentures Site Leader for 30 hours/week at Greenvale Park, change to KidVentures Site Leader for 30 hours/week at Bridgewater, effective 6/8/2020-9/4/2020.
42. Carol Nick, EarlyVentures Teacher for 35 hours/week at Longfellow, change to EarlyVentures Teacher for 0 hours/week at Longfellow, effective 6/8/2020-8/26/2020.
43. Belen Ocampo, EarlyVentures Teacher for 40 hours/week at Longfellow, add EarlyVentures Teacher at Bridgewater for 40 hours/week between both locations, effective 6/8/2020-8/26/2020.
44. April Ostermann, Teacher at Sibley, add Lead Companeros Teacher at Sibley, effective 8/31/2020-6/10/2021; Stipend \$750/year.
45. Natalie Ponciano Bartolo, KidVentures Site Assistant for 5.5 hours/week at Bridgewater, change to KidVentures Site Assistant for 0 hours/week at Bridgewater, effective 6/8/2020-8/26/2020.
46. Kari Prestemon, Social Worker at the High School, add Participant in EBD Setting III Pilot Project meetings/professional development for up to 80 hours with the District, effective 6/9/2020-8/28/2020. Lane/step
47. Teri Quamme, EA at the Middle School, add Participant in EBD Setting III Pilot Project meetings/professional development for up to 80 hours with the District, effective 6/9/2020-8/28/2020. Spec Ed rate of pay
48. Brent Rauk, 7th Grade Football Coach-Hourly at the Middle School, change to .5 Assistant Football Coach at the High School, effective 8/17/2020; Level E, Step 1.
49. Sara Redetzke, EA at the Middle School, add Participant in EBD Setting III Pilot Project meetings/professional development for up to 80 hours with the District, effective 6/9/2020-8/28/2020 - Special Ed EA rate of pay.
50. Steve Rinderknecht, Custodian at the High School and Bridgewater, change to Custodian at Bridgewater, effective 7/8/2020.
51. Shelby Rodeman, EA at Greenvale Park, add Targeted Services Summer BLAST Teacher for up to 2.5 hours/day Mon.-Thurs. at the Middle School, effective 6/25/2020-8/1/2020; Yr. 1-\$27.11/hr.
52. John Sand, Teacher at the High School, add .5 Assistant Football Coach at the High School, effective 8/17/2020; Level E, Step 1
53. Angie Schewe, EarlyVentures Teacher for 38.75 hours/week at Longfellow, change to EarlyVentures Teacher for 38.25 hours/week at Longfellow, effective 6/8/2020-8/26/2020.
54. Katie Schuman, EarlyVentures Teacher for 40 hours/week at Longfellow, change to EarlyVentures Teacher for 35 hours/week at Longfellow, effective 6/8/2020-8/26/2020.
55. Michael Sherman, Special Ed Teacher at the Middle School, add Participant in EBD Setting III Pilot Project meetings/professional development for up to 80 hours with the District, effective 6/9/2020-8/28/2020. Lane/step
56. Amber Soderlund, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 4-\$27.73/hr.
57. Tom Sola, 1.0 Assistant Football Coach at the High School, change to .5 Assistant Football Coach at the High School, effective 8/17/2020; Level E, Step 5.
58. Keely Spens, General Recreation with Community Services, change to Program Supervisor with Community Services, effective 6/30/2020-8/31/2020; \$10.64/hr.
59. Robyn Spillman, KidVentures Site Assistant for 7.5 hours/week at Bridgewater, change to KidVentures Site Assistant for 0 hours/week at Bridgewater, effective 6/8/2020-8/26/2020.

60. Heather Stanton Ims, Social Worker at the Middle School, add Participant in EBD Setting III Pilot Project meetings/professional development for up to 80 hours with the District, effective 6/9/2020-8/28/2020. Lane/step
 61. Erik Swenson, Teacher at Bridgewater, add Lead Companeros Teacher at Bridgewater, effective 8/31/2020-6/10/2021; Stipend \$750/year.
 62. Garret Swenson, KidVentures Student Site Assistant at Sibley, change to KidVentures Site Assistant Substitute, effective 6/8/2020-9/4/2020. \$13.21/hr.
 63. Gina Swenson, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 7-\$27.73/hr.
 64. Pam Taubman, KidVentures Site Assistant for 23.5 hours/week at Greenvale Park, change to KidVentures Site Assistant for 0 hours/week at Greenvale Park, effective 6/8/2020-8/26/2020.
 65. Sarah Woodcock, EarlyVentures Teacher for 40 hours/week at Longfellow, change to EarlyVentures Teacher for 30 hours/week at Longfellow, effective 6/8/2020-8/26/2020.
 66. Brent Yule, Assistant Football Coach at the High School, change to Football Coordinator at the High School, effective 8/17/2020; Level C, Step 1.
- c) Leave of Absence
1. Mark Harder, Head Custodian at Longfellow, Family/Medical Leave of Absence effective 7/15/2020 for up to 12 work weeks.
 2. Jerry Jarvis, Custodian at Greenvale Park, Family/Medical Leave of Absence effective 7/13/2020 for up to 12 work weeks.
- d) Retirements/Resignations/Terminations
1. David Beck, Soccer Coach at the high school, resignation effective 6/29/2020.
 2. Frances Garvey, EA at the High School, resignation effective 7/7/2020.
 3. Kimberly Harris, EarlyVentures Teacher at Longfellow, resignation effective 6/18/2020.
 4. Robert Knutson, Driver's Education Instructor at the High School, resignation effective 6/15/2020.
 5. John Ostberg, Head Ski Coach at the High School, resignation effective 6/29/2020.
 6. Melissa Phelps, Child Nutrition at the Middle School, resignation effective 7/7/2020.
 7. Brent Rauk, Football Coach at the Middle School, resignation effective 6/23/2020.
 8. Arlene Tuma, EA with Community Services, resignation effective 6/26/2020.
- e) Administration is Recommending the Approval of the Following:
- Administration submits the following employment contracts/agreements for approval. These contracts/ agreements cover the period of July 1, 2020 through June 30, 2022.
1. Correction to the Technology Employee Agreement previously approved by the school board.

VII. Superintendent's Report

A. Items for Individual Action.

1. iPad Lease Agreement. On a motion by Baraniak, seconded by Goerwitz, the Board approved the Master Lease Purchase Agreement dated as of July 30, 2020 between Apple Inc. and Northfield Public Schools ISD 659 for 450 each iPads, cases, and Logitech crayons. The District will make lease to own payments of \$43,385.59 each year for four years at a total cost of \$173,542.36. The new iPads will be used by staff and current iPads will go to students to ensure a one-to-one ratio for all K-2 students. The current staff iPads are the same as the current student iPads. There is a desire to ensure each student has the same device model. This lease will support student learning regardless of the scenarios implemented during the 2020-21 school year. The first two years of the lease will be funded by the CARES Act. The third and fourth years will be funded through the District's operating capital budget. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
2. Resolution Establishing Dates for Filing Affidavits of Candidacy. On a motion by Iverson, seconded by Goerwitz, the Board approved the CliftonLarsonAllen, LLP Audit Engagement Letter for the audit of the 2019-2020 school year in the amount of \$23,700 plus other expenses. The engagement letter establishes the parameters and fees associated with the annual audit required by statute. The District and CliftonLarsonAllen, LLP have entered into a HIPAA Business Associate Agreement dated and approved by the Board on June 10, 2019. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

3. Resolution Regarding Conducting School Business on the Federal Christopher Columbus Holiday. On a motion by Hardy, seconded by Goerwitz, the Board approved the following Resolution Regarding Columbus Day.

WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then BE IT RESOLVED, that Christopher Columbus Day on October 12, 2020, shall not be a holiday. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

Chair Pritchard asked for a motion to extend the Board meeting beyond 10:00 p.m. On a motion by Goerwitz, seconded by Quinnell, the Board approved to extend the Board meeting beyond 10:00 p.m. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

VIII. Items for Information

- A. Filing for School Board is July 28-August 11, 2020 in the District Office. 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 11, 2020. Candidates should contact Anita Aase at #507.663.0629 to arrange an appointment to file. Candidates may also file electronically or mail their affidavit of candidacy, with the filing fee, to Northfield Public Schools District Office, % Anita Aase, 1400 Division Street SE, Northfield, MN 55057.
- B. Construction Update #29. Superintendent Hillmann updated the Board on the District's construction projects.

IX. Future Meetings

- A. Monday, August 10, 2020, 7:00 p.m., Regular Board Meeting
- B. Monday, August 24, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

On a motion by Quinnell, seconded by Barniak, the Board approved adjournment by roll call at 10:10 p.m. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 9th day of July, 2020, by and
between Apple Autos Scholarship Fund of the Minneapolis Foundation,
hereinafter the "Donor", and Independent School District No. 659,
Northfield, Minnesota, pursuant to the District's policy for receiving gifts
and donations, as follows:

TERMS

\$5,000.00 for scholarships, check # 518012.

Apple Autos Scholarship Fund of the Minneapolis Foundation
Donor

By: Received in District office

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 8th day of July, 2020, by and between Northfield Fine Arts Booster, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

Check #1325, \$3,326.05 for NMS Art Sketchbooks.

Northfield Fine Arts Booster

Donor

By: Received in Middle School office

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

RESOLUTION ACCEPTING DONATIONS

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

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

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

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

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

Donor	Item	Designated Purpose (if any)
Apple Autos Scholarship Fund	\$5,000.00	Scholarships
Northfield Fine Arts Booster	\$3,326.05	NMS art sketchbooks

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Julie Pritchard, Chair

By: Noel Stratmoen, Clerk

OFFICE EMPLOYEES

AGREEMENT

BETWEEN

INDEPENDENT SCHOOL DISTRICT NO. 659, NORTHFIELD, MINNESOTA

AND

NORTHFIELD PUBLIC SCHOOLS OFFICE EMPLOYEES

AGREEMENT EXTENDS FROM

July 1, 2020 to June 30, 2022

ARTICLE I EMPLOYMENT

Section 1.01 Parties: THIS AGREEMENT is entered into between the School Board of Independent School District No. 659, Northfield, Minnesota, hereinafter referred to as the school district, and the Northfield Public Schools Office Employees, Northfield, Minnesota, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the items and conditions of employment for office personnel during the duration of this agreement.

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1.02 Recognition: In accordance with the P.E.L.R.A., the school district recognizes the Northfield Public Schools Office Employees, as the exclusive representative for office personnel employed by the School Board of Independent School District No. 659, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

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

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

DEFINITIONS

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

Section 1.06 Description of Appropriate Unit: For purposes of this Agreement, the term Northfield Public Schools Office Employees shall mean all office employees in the appropriate unit employed by the school district in such classifications listed in Article II, Section 2.01 excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35% of the normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

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

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

SCHOOL DISTRICT RIGHTS

Section 1.09 Inherent Managerial Rights: The exclusive representative recognizes that the school district is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its

overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

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

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

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

EMPLOYEE RIGHTS

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

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

Section 1.15 Request for Dues Check Off: The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its rights to dues check off. Upon receipt of the list of employees authorized for dues deduction from the exclusive representative, the school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization in nineteen (19) installments. Such installments will begin as outlined on the District's annual Payroll Calendar.

Section 1.16 Conducting Business of the Exclusive Representative: The exclusive representative shall have access to school facilities, including equipment, by arrangement with the office of Community Education. Reasonable time without loss of pay may be granted by the school district for use by the

exclusive representative for representation issues, negotiations or mediation sessions of this bargaining unit that cannot be scheduled outside the work day.

Section 1.17 Personnel Files: An employee may review his or her district personnel file during regular business hours upon written request. The employee shall have the right to reproduce any of the contents of the file and may submit for inclusion in the file written information in response to any material contained therein. When material involving evaluation, reprimand or deficiency is to be placed in the employee's file, a copy will be provided to the employee.

ARTICLE II

JOB CLASSIFICATIONS, RATES OF PAY, HOURS OF SERVICE AND HOLIDAYS

Section 2.01 Job Classifications: Office personnel represented by the Northfield Public Schools Office Employees shall be employed in three classifications: Class II, III, and IV. Positions included in these classifications are listed below:

CLASS II

Office Generalist – High School Office/Special Education Department
Office Generalist – Due Process Clerical

CLASS III

Office Specialist – Alternative Learning Center
Office Specialist – Middle School Guidance
Office Specialist – Greenvale Park Office
Office Specialist – Bridgewater Office
Office Specialist – Sibley Office
Office Specialist – Student Activities Coordinator
Office Specialist – Middle School Assistant Principal
Office Specialist – High School Assistant Principal
Office Specialist – High School Guidance
Office Specialist - Community Services (Early Childhood)/Longfellow

CLASS IV

Administrative Support Assistant – Community Services Office
Administrative Support Assistant – Alternative Learning Center
Administrative Support Assistant – High School Principal
Administrative Support Assistant – Middle School Principal
Administrative Support Assistant – Sibley School Principal
Administrative Support Assistant – Child Nutrition/Technology
Administrative Support Assistant – Bridgewater School Principal
Administrative Support Assistant – Greenvale Park School Principal
Administrative Support Assistant – Director of Community Services
Administrative Support Assistant – Director of Buildings & Grounds
Administrative Support Assistant – Director of Instructional Services/Director of Technology Services
Administrative Support Assistant – Family Services
Accounting Specialist – Payroll Finance Office
Accounting Generalist – Finance Office (2)
Benefit/Payroll Specialist – Human Resources/Finance Office
Human Resources Generalist – Human Resources Office (2)
Administrative Support Assistant – Director of Special Education

Section 2.02 Rates of Pay: The steps and corresponding rates of pay are shown below. Step placement of entering employees shall be recommended by the Superintendent or designee and approved by the School Board.

RATES OF PAY

2020-21

	1	2	3	4	5
Class II	19.21	19.59	19.99	20.38	20.78
Class III	20.32	20.74	21.13	21.50	21.92
Class IV	21.04	21.41	21.81	22.19	22.60

2021-22

	1	2	3	4	5
Class II	19.56	19.95	20.35	20.75	21.16
Class III	20.69	21.11	21.52	21.89	22.32
Class IV	21.42	21.80	22.20	22.60	23.01

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

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

Section 2.03 Job Reclassification: Employees changing from one classification to another classification shall move to the same step in the new classification if the change takes place during the work year. However, when an employee is reclassified at the end of the work year, he/she shall advance a step on the schedule effective July 1 provided the employee has worked more than half of the preceding year.

A change from one classification to another shall be made at the discretion of the school district. However, the Superintendent or designee shall discuss such changes in classification and the classification of new positions with the President of the Association.

Section 2.04 Rate of Pay for Regular Employees who Substitute in a Position with a Higher Classification:

Subd. 1. Regular office employees who substitute in a position with a higher job classification shall be paid as follows:

- a. Five (5) days or less of continuous service as a substitute - employee's current

rate of pay or a rate of pay commensurate with step 1 of the classification of the position in the higher classification, whichever is greater.

- b. The sixth (6th) day and all days thereafter of continuous service as a substitute - rate of pay commensurate with employee's current step placement in the classification of the position in the higher classification.

Subd. 2. Employees who substitute in a lower job classification shall be paid at their current rate of pay.

HOURS OF SERVICE

Section 2.05 Basic Work Week: The schedule of authorized hours worked per day and days worked per year shall be established by the immediate supervisor. Working hours shall be exclusive of lunch.

Section 2.06 Lunch Period: The lunch period shall be 30 minutes on student days. One hour may be taken on non-student days; however, arrangements must be made with the immediate supervisor to make up the extra 30 minutes.

Section 2.07 Breaks: Office employees shall have a 15-minute break for each four (4) consecutive hours worked each morning and afternoon. These breaks shall be taken at a time when the least possible disruption in service results. Break time is non-accumulating.

Section 2.08 Overtime: Overtime shall be paid on the basis of one and one-half times the base hourly rate for all hours worked beyond forty hours per week. No overtime will be paid unless it has been specifically authorized by the Superintendent of Schools or his/her designee.

Section 2.09 Part-time Employees: The school district reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

Section 2.10 School Closing: In the event that school (or schools) is closed due to an emergency, office employees shall continue to receive compensation for up to a maximum of two days per year. Office employees shall be required to perform services if requested to do so by their immediate supervisor and shall earn one and one-half times the base hourly rate.

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

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

Section 2.11 Summer Work: Regular employees of the school district who are not employed for the full year shall, to the extent possible, be given consideration for summer employment in their regular position or similar positions when the need for such summer work arises and if, in the opinion of the school administration and/or Board of Education, the employee is qualified to perform the work. Such work will be at the employee's regular rate of pay.

Section 2.12 Definition of Work Year:

Subd. 1. The fiscal year shall be from July 1 to June 30.

Subd. 2. The work year for individuals employed for less than 12 months shall be established on the basis of a specified number of days. Generally, this will include the school year plus a specified number of days distributed before the beginning of the school year and after the end of the school year.

Subd. 3. The school district reserves the right to adjust the work year of all office personnel.

HOLIDAYS

Section 2.13 Eligibility: Office Employees who work 20 hours per week or more shall be eligible for paid holidays as provided in this Article. Paid holidays shall be prorated to the normal percentage of the day worked.

Section 2.14 Employees with a work year of 173 to less than 195 days: Office employees shall receive the following paid holidays provided the holiday falls within the scheduled work year.

Labor Day
Thanksgiving Day
Presidents' Day (if designated as a holiday by the Board of Education)
Memorial Day

Section 2.15 Employees with a Work Year of 195 to less than 220 Days: Office employees shall receive the following paid holidays provided the holiday falls within the scheduled work year.

Labor Day	Christmas Day
Thanksgiving Day	New Year's Day
Friday after Thanksgiving	Presidents' Day (if designated as
Memorial Day	a holiday by the Board of Education)

Section 2.16 Employees with a Work Year of 220 Days or More: Office employees with a work year of 220 days or more shall receive the following additional holidays provided the holiday falls within the scheduled work year.

Independence Day
Christmas Eve Day
Good Friday

Whenever any of the holidays listed above fall on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday.

Section 2.17 Good Friday and/or Presidents' Day: In those school years when Good Friday and/or Presidents' Day are not designated as holidays by the School Board in the approved school calendar, employees who are eligible to take those days may take one day each in lieu of Good Friday and/or Presidents' Day on a non-student day. The days used shall be subject to the following restrictions:

- a. The school district shall determine the schedule for office employees to take the holiday(s).
- b. Employees shall notify the immediate supervisor in writing at least two weeks in advance of the day(s) during the designated periods he/she requests to take the holidays.

- c. The number of employees allowed to take a holiday on the same day may be limited to allow for buildings to remain open during these periods.
- d. Holidays not taken during the designated periods shall be lost.
- e. There shall not be pay in lieu of taking holidays off.

ARTICLE III LEAVES

VACATION

Section 3.01 Vacation Eligibility: Vacation shall apply only to employees who are employed 30 hours or more per week with the following exception: Employees who work 20 hours or more per week and have a 52-week work year will be eligible for vacation. Vacation days shall be prorated for eligible employees who work less than 40 hours per week.

Section 3.02 Vacation Days/Work Year:

Employees with a work year of 250 days shall be granted the following vacation time with pay. Work year is defined as the number of work days excluding paid holidays.

Years of Service Completed:

1 – 5 years	15 days
6 + years	20 days

Employees with a work year of 220 days to 249 days shall be granted the following vacation time with pay. Work year is defined as the number of work days excluding paid holidays.

Years of Service Completed:

1 – 5 years	10 days
6 – 13 years	15 days
14 + years	20 days

Employees with a work year of 195 to less than 220 days shall be granted the following vacation time with pay:

Years of Service Completed:

1 to 5 years	8 days
6 + years	12 days

Section 3.03 Vacation Days During First Year of Service: During the first year of service, employees shall be eligible for a pro-rated number of vacation days with pay based on the number of days worked in that fiscal year.

Section 3.04 Vacation Periods: Vacation periods shall be approved in advance by the employee's immediate supervisor. All requests should be submitted sufficiently in advance using the District's substitute/leave management system so that work assignments can be adequately covered by other employees.

Office employees are encouraged to take vacation in the summer or at other times when school is not in session except in the case of unusual personal circumstances. Approval to take vacation on days when school is in session shall be obtained from the immediate supervisor and/or building principal. Vacation days will be lost unless they are taken within twelve (12) months after the year in which they were earned. A one-time extension of up to six months to use vacation time may be granted by the Superintendent or designee upon the recommendation of the supervisor if it is determined that unusual circumstances have precluded the use of vacation within the regularly designated period of time. Employees shall receive payment for unused vacation days earned up to the date of resignation upon separation of employment. Vacation benefits shall not accrue during any period of absence for reasons other than vacation or required military leave which extends beyond one month.

SICK LEAVE

Section 3.05 Sick Leave:

Subd. 1. Employees who are regularly employed at least four hours per day in a regular work week assignment for a minimum of 173 days but less than 195 days shall be granted 10 days of sick leave, a regular work assignment of 195 days shall be granted 11 days of sick leave per year if the work year is less than 220 days, and 12 days per year if the work year is 220 days or more. Sick leave days shall be prorated to the percentage of the day worked. The work year is defined as the number of work days, excluding paid holidays.

Subd. 2. Unused sick leave days may accumulate to a maximum credit as follows:

<u>Work Year</u>	<u>Maximum Accumulation</u>
220 work days or more:	228 days
195 to 219 work days	202 days
less than 195 work days	164 days

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

Subd. 4. The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating that such illness required the employee's absence, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised.

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

Section 3.06 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 3.07 Worker's Compensation: An employee who is absent from work as a result of a compensable injury incurred in the service of the school district under the provisions of the Worker's Compensation Act shall be allowed to use accumulated sick leave or vacation pay in combination with Worker's Compensation to receive the employee's regular rate of pay. The school district will assume

that the employee elects to do so, using sick leave first, then vacation, unless the employee notifies the district in advance that he or she elects not to use sick leave or vacation for this purpose. Benefit payments shall continue in accordance with state and federal laws.

Section 3.08 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 3.09 Child Care Leave:

Subd. 1. A child care leave without pay may be granted by the school district subject to the provisions of this Section. Child care leave shall be granted because of the need to prepare and/or provide parental care for a child or children of the office employee for an extended period of time.

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

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, the office employee shall also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery. If an office employee who has requested and been granted child care leave because of pregnancy delivers prior to the scheduled beginning of her child care leave, she shall be eligible for sick leave in accordance with the provisions of Section 1 until the scheduled beginning date of her child care leave.

Subd. 4. The School Board shall grant office employees a child care leave of at least six months in length and will grant a maximum leave to the beginning of the work year following the six-month period. Upon signifying his/her intention to return, the office employee shall have a right to return to his/her original position as specified in his/her child care leave plan if his/her leave is commenced and concluded within the same work year. If an office employee's child care leave plan does not call for his/her return within the year it is commenced, an office employee shall have the right to be returned to an equivalent position.

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

Subd. 6. An office employee on child care leave without pay is eligible to continue in the district's group insurance plans. The employer will continue its contribution for the first three (3) calendar months of the unpaid child care leave beginning on the 1st of the month after the leave commences. The employee must pay his or her portion of the premium during such period, and must pay the full premium for such benefits as he/she wishes to retain beyond such three-month period.

Subd. 7. An office employee returning to employment after child care leave without pay will be credited with the amount of accumulated sick leave he/she had when he/she began his/her leave.

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

Section 3.10 Leaves of Absence Without Pay: Office personnel may apply for leaves of absence without pay in the event of personal extenuating circumstances. Leaves of absence without pay of up to five (5) days may be approved by the Director of Human Resources. Additional days may be granted without pay at the recommendation of the building principal or immediate supervisor and the approval of the Director of Human Resources.

Section 3.11 Personal Leave: Up to a total of two (2) days sick leave per year may be used to cover events requiring the employee's personal attention which cannot be conducted outside scheduled hours of work. Request for leave under this Section must be made through the District's substitute/leave system at least three (3) days in advance, except for emergencies.

Section 3.12 School Conference and Activities Leave: In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance.

ARTICLE IV GROUP INSURANCE

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

Office employees regularly scheduled to work twenty or more hours per week in a position with a minimum work year of the student days in session shall be eligible to apply for benefits described under this Article. Coverage will be effective only upon enrollment of the employee and acceptance by the carrier.

Substitute or temporary office personnel who are employed for less than one student school year shall not be eligible for any benefits described under this Article or sick leave benefits described under Article III.

Section 4.02 Health and Hospitalization Insurance: Eligible employees and their spouse and eligible dependents may participate in the district group health and hospitalization insurance plan. The school district will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be borne by the employee and paid by payroll deductions. The effective date for employer contributions shall be January 1.

30-40 hrs/wk
1.0 factor

25 < 30 hrs/wk
.6 factor

20 < 25 hrs/wk
.5 factor

SINGLE: Tied to Teachers

Tied to Teachers x .60

Tied to Teachers x .50

FAMILY: Tied to Teachers

Tied to Teachers x .60

Tied to Teachers x .50

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

Section 4.04 Life Insurance: The employer will provide group term life insurance coverage for eligible employees in the amount of \$35,000. The employee may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the office employee through payroll deduction.

Section 4.05 Dental Insurance: Eligible employees and their spouse and dependent children may participate in the district group dental insurance plan. The school district will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. The effective date for employer contributions shall be January 1.

30-40 hrs/wk
1.0 factor

25 < 30 hrs/wk
.6 factor

20 < 25 hrs/wk
.5 factor

SINGLE: Tied to Teachers

Tied to Teachers x .60

Tied to Teachers x .50

FAMILY: Tied to Teachers

Tied to Teachers x .60

Tied to Teachers x .50

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

Section 4.07 Duration of Insurance Contribution: An employee is eligible for school district contributions as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district participation and contribution shall cease, effective on the last working day, except for those employees eligible for employer contributions in Article VI, Retirement, Section 6.01. However, employees may be continued in the group for a period following termination of employment or after the district's contributions toward retirement benefits cease, as determined by state and federal laws if they agree to pay the entire premium amount.

ARTICLE V LONGEVITY

Section 5.01 Longevity Pay: Office personnel shall receive longevity pay according to the schedule listed below.

In addition to the hourly rate to which they are entitled under Article II, Section 2.02 Office Employees shall be eligible for longevity pay according to the following schedule:

	<u>2020-21</u>	<u>2021-22</u>
After completion of 6 years of employment:	\$1.00/hour	\$1.00/hour
After completion of 7 – 11 years of employment	\$1.50/hour	\$1.50/hour
After completion of 12 – 16 years of employment	\$2.00/hour	\$2.00/hour
After completion of 17 – 21 years of employment	\$2.50/hour	\$2.50/hour
After completion of 22 or more years of employment	\$3.00/hour	\$3.00/hour

ARTICLE VI RETIREMENT

Section 6.01 Retirement Insurance: The district shall contribute toward the premium for medical (health and hospitalization) insurance under the same conditions as an employed office employee, but not to exceed 80% of the premium, for six (6) years for any office employee who was enrolled in the plan prior to retirement and who retires upon attaining age fifty-five (55) and has a minimum of ten (10) years employment in the Northfield Public Schools. Office employees electing to receive this medical insurance benefit must make timely payments of his/her portion of the insurance premium cost in order to remain eligible for the benefit. Coverage will be available to a retired office employee who has group medical insurance available from another employer. However, such other employer's insurance must be taken and will be considered primary coverage.

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

Section 6.02 403(b) 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) tax deferred plan up to \$600 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. The maximum lifetime contribution shall be \$30,000.

ARTICLE VII

PROBATIONARY PERIOD, RESIGNATIONS, AND DISCIPLINE AND DISCHARGE

Section 7.01 Resignations: Employees shall give a two week notice of resignation in writing to the Superintendent or designee with a copy to the immediate supervisor. Such two-week period shall not include vacation time off unless agreed to by the Superintendent or designee.

Section 7.02 Probationary Period: A new employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the District during which time the District shall have the right to suspend without pay, discharge or otherwise discipline such employee. During this probationary period, the employee shall have no recourse to the grievance procedure insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

Section 7.03 Completion of Probationary Period: An employee who has completed the probationary period may be disciplined or discharged only for cause except in the case of individuals who are substituting for personnel on long-term leaves of absence. An employee who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.

Section 7.04 Progressive Discipline: Discipline shall normally occur in the following sequence:

1. Conference with employee
2. Written reprimand
3. Suspension without pay
4. Discharge

The relative seriousness of the matter will determine at what level disciplinary action is commenced. The District may, in its discretion, suspend an employee with pay pending an investigation.

ARTICLE VIII

EXPENSES

Necessary and pre-approved expenses that are required of any office employee in the performance of school duty shall be at the expense of the school district. The mileage reimbursement rate shall be set by the School Board.

ARTICLE IX

NOTIFICATION OF JOB OPENINGS

The district recognizes that it is desirable in making assignments to consider the interests and aspirations of its employees. All notices of job openings will be posted in each school for a period of five (5) working days. In addition, a copy will be sent to the president of the office employees and all members of the local via the District e-mail system.

During the summer and/or vacation periods when office personnel are away from the schools, written notification to the president of the association shall constitute proper notification. Requests for consideration for job openings shall be made through the District's online application system.

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

ARTICLE X PROFESSIONAL GROWTH

Office employees may attend workshop programs deemed to be appropriate for non-certified staff, provided such attendance is approved by the employee's immediate supervisor. Expenses incurred shall be subject to Article VIII of this Agreement.

ARTICLE XI GRIEVANCE PROCEDURE

Section 11.01 Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School Board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 11.02 Representative: The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.

Section 11.03 Definitions and Interpretation:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 11.03 Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

Section 11.04 Adjustments of Grievance: The School Board and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school district in the following manner:

Subd. 1. Informal Discussion: Before filing a formal grievance, the employee shall first discuss the alleged grievance with his/her building principal or other immediate supervisor in an attempt to resolve the grievance on an informal basis.

Subd. 2. Level I: If the grievance is not resolved through informal discussions, a formal grievance shall be initiated in writing and served on the building principal or other immediate supervisor. The principal or other immediate supervisor shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 3. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within ten days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

Subd. 4. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 11.05 School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notify the parties of its intention to review within ten days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 11.06 Denial of Grievance: Failure by the School Board or its representative to issue a decision within the same time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

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

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

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

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

thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request a list of arbitrators from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

- a) Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:
 - (1) The issues involved.
 - (2) Statement of the facts.
 - (3) Position of the grievant.
 - (4) The written documents relating to Section 5, Article XII of the grievance procedure.
- b) The School Board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

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

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

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

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

Section 11.08 Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further. This shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE XII OTHER BENEFITS

Section 12.01 - 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. Vandalism Reimbursement does not cover normal wear and tear from parking in a public parking lot.

ARTICLE XIII DURATION

Section 13.01 Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2020 through June 30, 2022, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than 90 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 13.02 Effect: This Agreement constitutes the full and complete Agreement between the School Board and the exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 13.03 Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 13.04 Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

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

**For the Northfield Public Schools
Office Employees**

For Independent School District No. 659

President

Chairperson, Board of Education

Dated: _____

Clerk, Board of Education

Dated: _____

AGREEMENT

BETWEEN

INDEPENDENT SCHOOL DISTRICT NO. 659, NORTHFIELD, MINNESOTA

AND

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

AGREEMENT EXTENDS FROM

July 1, 2020 to June 30, 2022

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ARTICLE I EMPLOYMENT

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

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

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

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

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

DEFINITIONS

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

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

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

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

SCHOOL DISTRICT RIGHTS

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

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

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

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

EMPLOYEE RIGHTS

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

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

Section 1.15 Request for Dues Check Off: The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off. Upon receipt of a properly executed authorization card

of the employee involved, the school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization as outlined in Appendix D.

Section 1.16 List of Unit Employees: The school district will provide the exclusive representative with a list of all unit employees upon request.

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

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

Section 1.19 Association Release Time: During the term of this Agreement, the exclusive representative will have available 40 hours of release time. This time shall include all time spent away from work duties on behalf of the exclusive representative as designated by the Northfield Schools Educational Support Staff President including any grievance activities. Association leave shall not be used for activities in support of any other exclusive representative of employees, nor to run for elective office of any kind.

ARTICLE II RATES OF PAY, HOURS OF SERVICE AND HOLIDAYS

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

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

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

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

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

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

2020-2021

	1	2	3	4
Gen Ed:	15.45	15.81	16.17	16.72
SpecEd:	16.05	16.41	16.75	17.31

2021-2022

	1	2	3	4
Gen Ed:	15.57	15.92	16.29	16.92
SpecEd:	16.17	16.53	16.88	17.52

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

HOURS OF SERVICE

Section 2.04 Work Day: The number of hours authorized for each position shall be established by the School Board on the basis of the requirements of the job and financial resources of the District and shall be scheduled by the building principal. The paid work day for Educational Assistants shall include an unpaid lunch break of 30 minutes or as otherwise mutually agreed. Educational Assistants may not be able to take a duty free lunch during non-regularly scheduled or special events such as off-site field trips. Educational Assistants will be paid in the event they lose their duty free lunch.

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

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

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

Section 2.07 School Closing: An emergency closing shall be defined as any unscheduled closing of the school or schools. Examples might include inclement weather, energy shortage, breakdown of equipment, strike, riot, etc.

Subd. 1 - In the event that school (or schools) is closed due to an emergency, Educational Assistants shall continue to receive compensation proportionate to their work day for up to a maximum of two days per year.

School days that begin late or end early due to an emergency shall not be counted towards these two days, and Educational Assistants shall receive compensation proportionate to their workday for late start or early release portions of their day. Educational Assistants shall be required to perform services if requested to do so by their immediate supervisor.

Subd. 2 - The district shall have the right to require employees to perform services on days scheduled as make-ups for student days lost due to emergency closing.

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

Subd. 3 - If more than two full-day closures occur within one school year, and such closures are not replaced with additional proportionate days of professional development as described in this Section, then Educational Assistants may utilize available personal leave to offset a reduction in pay for the cancelled days.

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

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

1. 1 st September	No Deduction	11. 1 st February	Deduction
2. 2 nd September	Deduction	12. 2 nd February	Deduction
3. 1 st October	Deduction	13. 1 st March	Deduction
4. 2 nd October	Deduction	14. 2 nd March	Deduction
5. 1 st November	Deduction	15. 1 st April	No Deduction
6. 2 nd November	Deduction	16. 2 nd April	Deduction
7. 1 st December	Deduction	17. 1 st May	Deduction
8. 2 nd December	Deduction	18. 2 nd May	Deduction
9. 1 st January	No Deduction	19. 1 st June	Deduction
10. 2 nd January	Deduction	20. 2 nd June	No Deduction

HOLIDAYS

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

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

Labor Day	Christmas Eve Day
Memorial Day	Christmas Day
Thanksgiving Day	New Year's Day

ARTICLE III LEAVES OF ABSENCE

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

Section 3.02 Sick Leave:

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

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

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

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

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

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

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

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

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

Section 3.04 Worker's Compensation: An employee who is absent from work as a result of a compensable injury incurred in the service of the school district under the provisions of the Worker's Compensation Act shall be allowed to use accumulated sick leave in combination with Worker's

Compensation to receive the employee's regular rate of pay. The school district will assume that the employee elects to do so, unless the employee notifies the district in advance that he or she elects not to use sick leave for this purpose. Benefit payments shall continue in accordance with state and federal laws.

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

Section 3.06 -- Child Care Leaves: Child care leaves shall be processed under the Federal Family and Medical Leave Act (FMLA) for those Educational Assistants that meet the current eligibility requirements of FMLA. All Educational Assistants are eligible for benefits outlined in District Policy 411, Disability After Childbirth.

Subd. 1. 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 Educational Assistant for an extended period of time.

Subd. 2. An Educational Assistant making needing a childcare leave of absence shall contact the Human Resources Office for the appropriate leave paperwork. Applications for childcare leave shall be made as soon as possible and at least two calendar months before commencement of the intended leave, except in unusual circumstances.

Subd.3. If the reason for the child care leave is occasioned by pregnancy, the Educational Assistant shall also provide at the time of the leave application, a statement indicating the expected date of the delivery.

Subd. 4. Child care leave shall be without pay. However, accumulated sick leave may be used for up to 8 weeks of pay after the birth of a child under District Policy 411, Disability After Childbirth. The remainder of the leave is unpaid.

Subd. 5. Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

Subd. 6. Up to ten (10) days parental leave may be used within 30 days of the birth of a child, the days used to be deducted from sick leave. These days would run concurrently with the 8 weeks allowed under District Policy 411.

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

Subd. 1. Leave of Absence Without Pay: Requests for leaves of absence without pay may be approved by the Director of Human Resources. Requests for unpaid leave of absence must be approved in advance except in cases of emergency.

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

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

Section 3.09 School Conference and Activities Leave: In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance.

ARTICLE IV GROUP INSURANCE

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

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

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

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

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

Section 4.04 Life Insurance: The employer will provide group term life insurance coverage for eligible educational assistants in the amount of \$35,000. The employee may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction

Section 4.05 Dental Insurance: Eligible employees and their spouse and dependent children may participate in the district group dental insurance plan. The school district will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. The effective date for employer contributions shall be January 1.

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

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

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

ARTICLE V EXPERIENCE AND RETENTION PAY

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

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

2020-2021 Eligibility Criteria	Hourly Pay Differential
4 to 8 years of experience completed	\$1.50
9 to 13 years of experience completed	\$2.00
14 to 18 years of experience completed	\$2.50
19 or more years of experience completed	\$3.00

2021-2022 Eligibility Criteria	Hourly Pay Differential
4 to 8 years of experience completed	\$2.00
9 to 13 years of experience completed	\$2.50
14 to 18 years of experience completed	\$3.00
19 or more years of experience completed	\$3.50

ARTICLE VI

403(b) TAX DEFERRED PLAN MATCHING

Section 6.01. District Match: Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) tax deferred plan. The School District will match an employee's contribution to a 403(b) tax deferred plan up to \$600 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime district contribution will be \$30,000.

ARTICLE VII

PROBATIONARY PERIOD, EVALUATION, DISCIPLINE AND DISCHARGE, AND RESIGNATIONS

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

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

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

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

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

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

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

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

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

ARTICLE VIII EXPENSES

Necessary and pre-approved expenses that are required of an Educational Assistant in the performance of school duty shall be at the expense of the school district. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

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

ARTICLE IX NOTIFICATION OF JOB OPENINGS

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

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

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

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

ARTICLE X REDUCTION OR ELIMINATION OF POSITIONS

Section 10.01 Seniority Date: The seniority date shall be defined as the most recent date of continuous employment in an Educational Assistant position in the District. Movement from one Educational Assistant classification to another shall not change the seniority date. Seniority shall continue during approved leaves of absence from the district. Upon returning from leave of absence, the educational assistant shall be placed on the same step of the salary schedule as previously occupied.

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

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

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

If the School District Human Resources Office is unable to contact an eligible employee using the contact number(s) or email address supplied by the employee, the president of the exclusive

representative, or his/her designee, will be contacted. This call will serve as recall notification and the two (2) full eight-hour business days will accrue from that point in the same manner as if the employee on recall had been contacted.

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

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

ARTICLE XI GRIEVANCE PROCEDURE

Section 11.01 Definitions and Interpretations

Subd. 1. Grievance Definition: A "grievance" is an allegation by a unit member, unit members, or the exclusive representative, of a violation, misinterpretation, or misapplication of this Agreement.

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

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

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

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

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

Section 11.02 Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be

deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

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

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

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

Section 11.06 Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level, and report its findings and recommendations to the School Board. The School Board shall then render its decision.

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

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

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

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

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

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

Subd. 4. Submission of Grievance Information:

- a) Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:
 - (1) The issues involved.
 - (2) Statement of the facts.
 - (3) Position of the grievant.
 - (4) The written documents relating to the grievance procedure.
- b) The School Board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

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

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

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

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein

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

ARTICLE XII DURATION

Section 12.01 Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2020, through June 30, 2022, and thereafter as provided by the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than 90 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

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

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

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

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

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

For Independent School District #659
Northfield, Minnesota

President

Chairperson, Board of Education

Clerk, Board of Education

Dated this _____ day of _____,
_____, 2020

Dated this _____ day of _____,
_____, 2020

**APPENDIX A
GRIEVANCE FORM**

Grievance # _____

Name of Grievant: _____

Date Filed: _____

Home Phone: _____

Assignment: _____

Association Representative: _____

Date Grievance Occurred: _____

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

Contract provision allegedly violated:

Redress Sought: _____

LEVEL I – FORMAL

Date Issued: _____

Disposition by Principal or Immediate Supervisor and Reasons Therefore:

Disposition:

Reasons:

Signature

Initial Applicable Statements:

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

Signature of Grievant

Date

LEVEL II - FORMAL

Date Issued: _____

Disposition by Superintendent and Reasons Therefore:

Disposition:

Reasons:

Signature

Initial Applicable Statements:

_____ I hereby accept the above disposition.

_____ I hereby decline the above disposition.

_____ I intend to process the grievance to the next step.

Signature of Grievant

Date

LEVEL III – FORMAL

Date Issued: _____

Disposition by Board of Education and Reasons Therefore:

Disposition:

Reasons:

Signature

Initial Applicable Statements:

_____ I hereby accept the above disposition.

_____ I hereby decline the above disposition.

_____ I intend to process the grievance to the next step.

Signature of Grievant

Date

LEVEL IV – FORMAL

Date Issued: _____

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

APPENDIX B

SICK LEAVE OTHER ELIGIBILITY

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

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

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

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

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

CONTRACT FOR TRANSLATION SERVICES BETWEEN
NORTHFIELD PUBLIC SCHOOLS AND MAR VALDECANTOS

This document constitutes an agreement between Northfield Public Schools and Mar Valdecantos (hereinafter called the Contractor). This is a twelve (12) month contract beginning July 1, 2020 and ending June 30, 2021 for translation services provided to the Northfield Public Schools. Either party with 30 days written notice may terminate or request to renegotiate this contract. The parties to this agreement intend that the relationship between them created by this agreement is that of an agency-independent contractor. Ms. Valdecantos will provide an itemized list of the documents translated each month and the approximate time required for translation.

No contracted services shall be provided or paid for after June 30, 2021 unless a subsequent contract is executed between the Northfield Public Schools and Mar Valdecantos.

Documents to be translated will be emailed directly from building or district administrators to Ms. Valdecantos at least three (3) days prior to the date required (Email address is marvaldecantos@yahoo.com). Translations may include but not be limited to the following:

Principals portion of building newsletters

Calendar portion of building newsletters

District and building documents as requested by district or building administrator

Web documents as requested by district administrator

Student Citizenship Handbook

Building Handbooks

Compensation: For translation services provided during this period, the Contractor will be paid nine hundred twenty dollars (\$920) per month over the term of the contract. The monthly fee installments will be paid by the 30th of each month beginning in August and ending in May. The total compensation for the twelve (12) month contract will be eleven thousand forty dollars (\$11,040.00).

It is understood that the Contractor is not an employee of Northfield Public Schools. Therefore, she is not expected to fulfill the conditions of employment of a staff member, nor is she eligible for benefits. Payment of Social Security, workers compensation and state and federal taxes is the sole responsibility of the Contractor. If, for any reason, the Contractor is not able to complete these contractual requirements, payment will be adjusted on the basis of the work performed. Any work product generated through the contract becomes the property of the Northfield Public Schools.

Matthew J. Hillmann, Ed.D.

Superintendent

Northfield Public Schools

Mar Valdecantos

Contractor

Date _____

Date _____

NORTHFIELD PUBLIC SCHOOLS HAND IN HAND PRESCHOOL HANDBOOK



**Northfield Community Education Center
700 Lincoln Parkway, Northfield, MN 55057
507-645-1200**

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Important Phone Numbers

Longfellow School front office	507-645-1200
Nurse's Line/Attendance	507-645-1205
Sara Line-Early Childhood Coordinator	507-645-1232
Gabriela Nieves (para espanol)	507-301-8957
Benjamin Bus	507-645-5720
Mary Hansen (ECFE)	507-664-3750
Martha Donahoe (preschool tuition/ E.C screening)	507-645-1200
Hiawatha Transit	1-866-623-7505
*Messages for staff may be left with the front desk	507- 645-1200

SAFETY

Your children's safety is our main concern. Please check in with the main office staff to let them know if you are picking up your child or coming for an event. Although we can often recognize parents, by making your presence officially known we can be more fully aware of who is in our building at all times. Please make sure you are dropping off and picking up your child each day in the

classroom so the teachers know where they are at all times! In addition, each family will receive a packet to fill out including **health/emergency forms** as it is very important we have that on file. Hand in Hand practices regular fire, severe weather and lock-down drills throughout the year.

INTRODUCTION

This handbook is designed to give you specific information regarding Hand in Hand Preschool. We ask that you read through it and keep in an accessible place where it can be referred to as needed. Please speak with your child's teacher if further information or clarification is needed. The District's full policy regarding guidance and discipline may be found in the Student Citizen Handbook (available in the school office). We believe that open communication between parents and teachers is an essential part of your child's educational experience. We realize that children between the ages of three and five are continuing to develop their understanding of the world and sometimes their interpretations of phrases, vocabulary, time concepts and the concepts of real vs. imaginary are not yet mature. Occasionally, misunderstandings may occur. If you wonder about something your child has told you regarding school, please contact us, so that together we can clarify. Please refer to the weekly class note describing our activities to help generate conversation about your child's day; children will transport papers and messages each week in a backpack/bag your child will bring to and from school each day. In addition newsletters will be emailed out to families.

HAND IN HAND TEACHERS

Hand in Hand Preschool teachers hold a minimum of a bachelor's degree in Early Childhood Education and are licensed by the State of Minnesota to teach young children. Many hold a Master's in Education. All staff participate in district training, professional development as well as contributing to the weekly district-wide Professional learning Communities where we work to improve teaching techniques and student progress.

PHILOSOPHY OF HAND IN HAND PRESCHOOL

The most important goal in our program is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. The developmentally appropriate activities we plan for the children,

the way we organize the room, select toys and materials, plan the daily schedule and talk with the children are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

EXAMPLE OF APPROXIMATE DAILY SCHEDULE

8:45-9:00 Meet/Greet, Small Motor Activities
9:00-9:30 Circle Time: calendar with counting/patterns, weather, music/movement
9:30-10:30 Flex time: small group skill building, centers and choice time
10:30-10:45 Stories/Songs
10:45-11:00 Bathroom Break/Snacks
11:00-11:30 Outside/Gym large motor time

CURRICULUM/ASSESSMENT

***Specific Curriculum mapping documents are available upon request**

Young children learn best by *doing*, not just repeating what someone else says but actively experimenting to find out how things work in the world we live in. We believe that play provides the foundation for school learning. It is the preparation children need before they learn those highly abstract symbols such as letters (which are symbols for sounds) and numbers. Play enables us to achieve the key goals of our early childhood curriculum; play is the “work” of young children! Teachers use a combination of *Everyday Mathematics*, *Ladders to Literacy*, *Handwriting Without Tears*, and *Second Step* to support our curriculum at Hand in Hand Preschool. The Minnesota Department of Education’s Early Childhood Indicators of Progress state standards act as a framework for our instruction.

At Hand in Hand preschool, we use authentic, observational assessment. The system is not only designed to work with our curriculum, but it is aligned with the Minnesota State standards for early learning, the Early Childhood Indicators of Progress; it helps us get to know what our students know and can do. With this information, we individualize children’s learning, flex group and offer engaging experiences that help build on their strengths and interests. The system is inclusive of children with disabilities, children who are developing typically, and children who demonstrate competencies beyond typical developmental expectations. It also supports the assessment of children who are English learners.

Social/Emotional: To help children feel comfortable in school, trust their new environment, make friends, interact with them and feel they are part of a group. To help children experience pride and

self-confidence, be able to express themselves creatively, to develop independence and self-control, and have a positive attitude toward life.

Cognitive: To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions and use words to describe their ideas, observations, and feelings. The environment is rich in language to support early literacy and children are exposed to mathematics and logical thinking as it is embedded in the classroom and routine as well.

Physical: To help children increase their large and small muscle skills, self-help skills, and feel confident about what their bodies can do.

In our younger three year old classes the main focus is on socialization and school routines. As educators we realize the importance of meeting their social needs first, and by using *Second Step* Social/Emotional curriculum staff is able to do just that before introducing beginning concepts such as colors, shapes, and other pre-academic skills.

In our older Kindergarten Readiness classes the focus is on preparing for Kindergarten. The students are introduced to basic concepts such as counting, patterns, numbers, colors and shapes through *Everyday Mathematics* as well as pre-literacy skills such as letters and sounds with *Ladders to Literacy* in addition to building on the *Second Step* social emotional concepts. Staff use *Handwriting Without Tears* curriculum to begin to introduce proper strokes and letter formation (fine motor) skills. The students are also familiarized with school expectations, transitions and routines. The Kindergarten Readiness class lays the foundation to a great start of the Kindergarten experience.



PEER INTERACTION/INCLUSION

Classes in the Hand in Hand Preschool are co-taught by a licensed early childhood special education teacher and a licensed early childhood regular education teacher. At least one educational assistant is also assigned to each classroom. A unique aspect of the Hand in Hand Preschool is that children with special needs and typical developing children attend, interact and learn together. The staff members model appropriate actions and words to help the children find ways to work together. There are many opportunities for the children to help each other and serve as positive role models. In the process, children learn tolerance and understanding of differences, resulting in a mutually beneficial learning setting.

INDIVIDUAL PERFORMANCE EVALUATIONS/ CONFERENCES

Each child must complete **Early Childhood Screening** within the first 90 days of enrollment, which includes vision, hearing, height/weight, a developmental check and a social/emotional assessment. Our teachers participate in ongoing assessment/progress monitoring techniques. In addition IEP objectives are developed for all Special Education students. Conferences are offered twice yearly (fall and spring) and provide an opportunity for parents and teachers to discuss a child's development, strengths, goals, and any concerns. Informal conferences can be arranged by contacting the teacher before or after school and requesting time to discuss any issues.

FAMILY INVOLVEMENT

Parent involvement is an important part of your child's learning experience at Hand in Hand Preschool. Research has shown that children who have involved parents have more success in school. We offer many opportunities throughout the year for you to become involved in your child's preschool experience. Parents are welcome and encouraged to visit their child's classroom at any time. If you have a special skill or talent that you would like to share with us, (such as an instrument, a special collection, job or hobby) please see your child's teacher to make arrangements. Individual classes will offer specific dates and times for volunteer opportunities, such as "Star of the Week" reading, family events or class parties. We have parent education events and many family activities monthly. Early Childhood Family Education and Adult Basic Education also offer many opportunities for parents to become involved in their children's education through regular classes, one time events or parent coaching/consultation! **Please call Family Education at 664-3750 to request information.**

PARENT COMPONENT

Parents of Hand in Hand students will be asked to participate throughout the year. Examples of parent involvement may include:

- Early childhood screening (required for all Hand in Hand students)
- Family Consultation/Coaching
- Home visits by Early Childhood Teachers
- Attending open house, and fall and spring conferences
- Classroom and field trip volunteering
- Attend the Community Education Advisory Council
- Parent/Child Activities and Lending Library participation
- Guest speakers/Parent education opportunities
- Family Events
- Attending an Early Childhood Family Education class

GUIDANCE POLICY

Our policy is to provide positive guidance to help children resolve conflicts. It is our goal to build trusting relationships with and among the children and to teach appropriate behavior. By teaching children effective ways of communicating their needs, children learn independence and responsibility. Children will be encouraged to “use your words” to resolve conflicts. In this way, children learn positive and appropriate skills to express emotions. They also learn valuable social skills such as negotiation and turn-taking. Any significant behavior issues will be addressed together with parents on an individual basis. Hand in Hand staff will complete an incident form signed by parents following any incident resulting in injury or property damage. The completion of a second incident report will result in a meeting with parents, classroom teacher, the Early Childhood Coordinator and the Early Childhood Special Education team lead. Upon completion of the third incident report, a meeting will be held with the previously mentioned team and will result in a mutually agreed upon plan to support the student’s success in the general education setting.

ACCESS TO STUDENTS & STUDENT RECORDS

Teachers at Hand in Hand Preschool will follow the policy of Northfield School District in regard to access of students and student's educational files and records. All parents and legal guardians will be allowed such access unless the school has on file a court order or a restraining order, dated within a year. Please ask about Policy JEDB if you need further information on this policy. State Law mandates teachers to report suspected abuse or neglect of children to the Child Protection Agency of Rice County. It is our goal to provide support and resources to all families in our program.

ATTENDANCE

Regular attendance is essential for a successful school experience. Please make every effort to have your child at school and on time each day. If your child is ill and unable to attend school, please report their absence to the school by calling **645-1205**. If your child receives transportation please inform them of the absence as well. To help assure good health for students and alert health authorities to the presence of specific disease, parents are asked to call the school each morning the student is absent and to notify the school later if a specific disease develops.

Please leave the following information: the child's name, the class time and reason for absence.

TRANSPORTATION

If your child is eligible through ECSE or SR to ride the district school bus or the Hiawathaland Transit bus and will be absent or do not need transportation to/from preschool on any given day, please call Benjamin Bus at 507-645-5720 or Hiawathaland Transit at 1-866-623-7505.

ILLNESS

As most diseases are spread before they are recognized, it is impossible to prevent exposure. Parents are urged to keep their children home if they develop any symptoms suggestive of a communicable disease. The temperature should be normal at least 24 hours **BEFORE** a student returns to school. Please do not send students who have an undiagnosed rash or a profusely runny nose to school. If a student becomes ill while at school, the parent/guardian will be called.



HEALTH SERVICES

A licensed nurse is available at the Northfield Community Education Center from 7:30 a.m. – 3:30

p.m. each school day. Health services are provided for all students and staff. Each student coming into the health office is assessed and given any necessary treatment. Parents are contacted as appropriate. Each child is required to have an updated **immunization record** on file. We know the Preschool Years are a time of great growth and development; although we do not expect children in our program to be fully potty trained, we do not have adequate staffing to change diapers. Students will be expected to be working on potty training, wearing pull ups or underwear and be able to independently take care of bathrooming needs (such as trying to use the toilet or changing a wet pull up.) .

CLOTHING

Please dress your child appropriately for the weather. We will be playing outdoors almost every day. Students will be outside when the temperature is at or above 0° F. Students will need **labeled** boots, snow pants, hats and mittens during the winter months. Please send a backpack with your child each day to transport the extra clothes, fun projects and communication efforts.

Please make sure your child is dressed comfortably for play. If your child is newly toilet trained or in the process of toilet training, we ask that you include a **labeled** change of clothes in their backpack should an accident occur. We find children are most comfortable in their own clothes. Durable, washable clothes and tennis shoes are most appropriate and safe for participation in all preschool activities. Making sure that buckles, buttons, belts and snaps can be easily managed by your child will help them gain independence and self-esteem.

LATE PICK UP POLICY

Morning preschool ends at 11:30 and afternoon preschool concludes at 3:45. (With the exception of Wednesday PLC schedules where a.m. preschool is from 9:45-12:00 and afternoon preschool is

1:15-3:45.) **If your child is registered for preschool extended day options, they are open 7:30-8:45 am, 11:30-12:45 pm, or 3:45-5:00 pm. Please be respectful of our teachers' prep time before and after class and be prompt in picking up and dropping off your children for preschool. Students who have not been picked up within 5 minutes of class end times will be brought to wait in the front office and will be charged \$1 per minute to be paid before returning to preschool. If you continue to be late picking up your child, a meeting to discuss a plan to resolve the issue will be scheduled. If the signed parent agreement is not followed, your child will be terminated from Hand in Hand. Not only do teachers and educational assistants often have meetings or other scheduled commitments following class, but this can be very upsetting to the children, so please respect our pick up policy.

EMERGENCY CLOSING OF SCHOOL

The following procedures will be observed when school is closed due to weather:

- When school is not in session, a decision to close schools will be made the night before, if possible, but not later than 7:00 a.m.
- When the weather is too severe to open school at the normally scheduled time but is improving, a decision to have a late start may be made. In this case, school will be delayed for two hours. Bus pick-up and school opening times will be exactly two hours later than normal for elementary schools, however, **Hand in Hand morning session would be closed. The afternoon Hand in Hand session as scheduled.**
- When school is in session and the decision is made to close schools, dismissal times will be set to coincide with the anticipated arrival of buses. **Parents will be expected to pick up Hand in Hand students at the announced closing time.**

In each instance, the community will be informed by KYMN (1080AM), KDHL (920 AM) and WCCO (830) radio stations as well as WCCO-TV, KARE-TV, KSTP-TV and KMSP-TV. If weather conditions are poor or worsening, please listen to one of these radio stations. The decision will also be listed on the homepage of the district website and parents who have emails on file will receive an email.

TUITION POLICY

Hand in Hand families must stay up-to-date with payments. Each month's tuition must be paid by the last day of the respective month. Preschool slots will be terminated for families that do not follow the payment policy. Please note, families do not receive a hard copy of monthly

statements. Please set up online billing/payment access with Martha Donahoe at mdonahoe@northfieldschools.org or drop payments off with her in the front office.

SNACKS

Snack time is a favorite time of the school day! Healthy snacks are provided by the school district food service. Please inform your teacher of any food allergies or foods your child may not eat for religious or medical reasons. Milk is provided daily to all students. All families are asked to pay an annual snack fee (fee tied to how many days per week the child attends.) Checks are made payable to "Hand in Hand Preschool". Pathways Scholarships will cover 100% of these fees, and School Readiness scholarships cover a portion.

FIELD TRIP INFORMATION

Field trips are important to our curriculum, as they help children learn about the world around them. Past field trips have included Three Links Care Center, Northfield Library and other neighborhood parks and businesses. We also have many fun visitors to our site! Signed permission slips are required for all children attending Hand in Hand Preschool field trips. Check monthly newsletters for additional field trip information.

TOYS FROM HOME

We request that children not bring toys from home; keeping toys at home will prevent hurt feelings and broken toys. Even toys left in backpacks can be distracting to students. Occasionally, the teachers may give the children the opportunity to bring specific toys to school for a special day, such as "Teddy Bear Day", for our letter of the week or "Star of the Week". This information will be included in the weekly class notes. Please remember that even on special toy days, only non-violent toys will be allowed in school. Toy guns or weapons are never allowed.

BIRTHDAY OBSERVATIONS

Birthdays are special to children! We will make your child's birthday or special day by providing a birthday crown and singing "Happy Birthday." In accordance with new federal law, families will not

be allowed to bring food or small gifts to share with other students but we will still make the day special in other ways. Please speak with your child's teacher at the beginning of the school year if your family does not celebrate birthdays. At Hand in Hand Preschool we strive to be respectful of all families and their beliefs. If your child is planning on having a birthday party, we ask that invitations be mailed from home rather than passed out in school unless every child in the class is invited. This helps prevent hurt feelings.



Policy 401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, sexual orientation, gender identity or expression, marital status, status with regard to public assistance, disability, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.

[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]

- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including job application procedures, hiring, advancement, discharge, compensation, job training and other terms, conditions and privileges of employment.
- D. Every school district employee shall be responsible for following this policy.

Policy 401 Equal Employment Opportunity

Adopted: 2/14/05; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 et. seq. (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4301 et seq. (Employment and Reemployment Rights of Members of the Uniformed Services)
38 U.S.C. § 4211 et. seq. (Employment and Training of Veterans)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Equal Opportunity for Individuals with Disabilities)

Cross References:

~~Policy 102 (Equal Educational and Employment Opportunity)~~
MSBA/MASA Policy 402 (Disability Nondiscrimination)
MSBA/MASA Policy 405 (Veteran's Preference)
MSBA/MASA Policy 413 (Harassment and Violence)

Policy 402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training and other terms, conditions and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Director of Student Special Services. This individual is the school district's appointed ADA/Section 504 coordinator.

Policy 402 Disability Nondiscrimination Policy

Adopted: 2/14/05; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 et. seq. Rehabilitation Act of 1973, (§ 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 35
34 C.F.R. Part 104

Cross References:

MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

**Policy 407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS
SUBSTANCES**

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations, ~~title 29, part 1910, subpart Z~~; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.

- E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. "Blood borne pathogens" means a pathogenic microorganisms that ~~is~~ are present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

Policy 407 Employee Right to Know - Exposure to Hazardous Substances

Adopted: 2/28/05; Revised: 05/2013; Update: INSERT DATE HERE

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Policy 807 (Health and Safety Policy)

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL BOARD ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 659 (Northfield), State of Minnesota as follows:

1. (a) It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2020.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of the ballot below, and shall include information concerning each established precinct and polling place.


The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instruction as may be necessary to accommodate an optical scan voting system.

GENERAL ELECTION BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 659
NORTHFIELD PUBLIC SCHOOLS
November 3, 2020

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this: 

**SCHOOL BOARD MEMBER – 4 YEAR TERM
VOTE FOR UP TO FOUR**

- ☐ Candidate U
- ☐ Candidate V
- ☐ Candidate W
- ☐ Candidate X
- ☐ Candidate Y
- ☐ Candidate Z
- ☐ _____ Write in, if any
- ☐ _____ Write in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter or credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and tenth day following the general election.

10. The School District Clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, and received on or after May 17, 2014, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Dated: August 10, 2020

(Noel Stratmoen, School Board Clerk)

**RESOLUTION FOR ADOPTING A BASE LEARNING MODEL FOR THE 2020-2021 SCHOOL YEAR AND OTHER
COVID-19 RELATED MATTERS**

WHEREAS, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

WHEREAS, the Superintendent of Independent School District 659 Dr. Matthew Hillmann, hereinafter the "Superintendent", is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

WHEREAS, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District Policy 302, Superintendent;

WHEREAS, on March 13, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-01, which declared a peacetime emergency in Minnesota in response to the COVID-19 pandemic; and

WHEREAS, on July 30, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 and the Safe Learning Plan for 2020-2021 (the "Safe Learning Plan"), which set forth five Learning Models (in-person learning for all, in-person learning for elementary students and hybrid learning for secondary students, hybrid learning for all students, hybrid learning for elementary students and distance learning for secondary students, and distance learning) and authorized all school districts in the State of Minnesota to select and implement an appropriate base Learning Model in accordance with, and subject to, the Safe Learning Plan; and

WHEREAS, the Minnesota Department of Education ("MDE") has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

WHEREAS, the Minnesota Department of Health ("MDH") has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

WHEREAS, the Superintendent and the administration of the School District have conferred with the School Board regarding the available Learning Models, the current MDE and MDH requirements for each, and other relevant information; and

WHEREAS, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board that the School District finalize its decision about the base Learning Model to be implemented at the commencement of the 2020-2021 school year based on the Rice County infection rate per 10,000 resident and the guidance provided by MDE and MDH.

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No.659 as follows:

Section 1: The Superintendent is hereby directed, after consultation with the School Board Chair and notification to the School Board, to select and implement the base Learning Model for the School District or any specific school buildings based on the Rice County infection rate per 10,000 residents while considering any other mitigating factors identified in consultation with Rice County

Public Health, the Minnesota Department of Health, and/or the Minnesota Department of Education. The decision about the base Learning Model should be made and communicated with families on or around August 17, 2020.

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement a different Learning Model for the School District or any specific school buildings without School Board action if the Superintendent reasonably believes that prompt implementation of a different Learning Model is necessary, and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation. The Learning Model selected and implemented by the Superintendent shall continue in effect unless and until the School Board, in consultation with the Superintendent and appropriate school district staff and public health officials, deems it in the best interest of the School District and its students to implement a different Learning Model.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District's efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

Adopted this _____ day of _____, 2020.

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

School Board Chair

School Board Clerk

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

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

August

- Temporary Certificate of Occupancy issued for the new Greenvale Park Elementary School on August 4. Some highlights of the project:
 - We held our official groundbreaking 329 days ago.
 - We set our first steel column on November 26, 2019 (252 days ago)...the first precast panel was set one week later.
 - Exterior stud framing and sheathing commenced 218 days ago.
 - We began pouring the slab on grade concrete on January 31, 2020 and finished the last pour on March 11, 2020.
 - Roofing and the second floor topping slabs finished on April 3, 2020. This essentially means the entire second floor was complete in 4 months.
 - Area C Air Handling Units were set in mid-April while the large Area A & B AHU's were set two weeks later. They were running by the second week of July. All piping, ductwork, insulation, electrical, and controls were complete in 90 days
 - Finishes (Paint, Tile, Flooring, Casework, Lights, and Acoustical Ceilings) were all completed in less than 100 days
 - It should probably be noted that 40% of our schedule was constructed in the middle of a pandemic.
 - **Total construction for a new 90,000 SF Elementary School = 10 months, 25 days**

☐ The latest drone flyover videos are linked below:

- [Greenvale Park \(August\)](#)
- [Greenvale Park \(entire project\)](#)
- [Sibley \(August\)](#)

July

☐ POC conducted a virtual meeting on July 14, 2020. Building project completion timelines remain on schedule.