

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, August 13, 2018 7:00 PM
Northfield High School, Media Center

AGENDA

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

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To ensure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. Greenvale Park Continuous School Improvement Plan Presentation
 - B. Bridgewater Continuous School Improvement Plan Presentation
 - C. Proposed Preschool/Early Ventures/Kid Ventures Handbooks for 2018-2019
- VI. Consent Agenda
 - A. Approval of Minutes
 - B. Personnel Items
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Resolution Relating to the Election of School Board Members and Calling the School Board Election
 - 2. Resolution Relating to Authorizing the Issuance of School Building Bonds and Calling an Election Thereon
 - 3. Revised Policy 533 Wellness
 - 4. Expansion of Contingency Fund
- VIII. Items for Information
 - A. Filing for School Board is July 31-August 14, 2018 in the District Office.
- IX. Future Meetings
 - A. Monday, August 27, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
 - B. Monday, September 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
 - C. Monday, September 24, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- X. Adjournment

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

Greenvale Principal Sam Richardson will present the continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2017-2018 school year as well as new goals set for the 2018-2019 School year.
 - B. Bridgewater Continuous School Improvement Plan Presentation

Bridgewater Principal Nancy Antoine will present the continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2017-2018 school year as well as new goals set for the 2018-2019 School year. The slide deck and narrative for the Bridgewater's Continuous School Improvement Plan will be included in the table file.
 - C. Proposed Preschool/Early Ventures/Kid Ventures Handbooks for 2018-2019

Superintendent Hillmann will provide an overview of the Preschool, Early Ventures, and Kid Ventures Handbooks for the 2018-2019 school year
- VI. Consent Agenda
 - A. Minutes

The Board is asked to approve the Minutes of the July 9, 2018 Regular School Board meeting.
 - B. Personnel Items
 - a) Appointments
 - 1. David Beck, Assistant 9th Grade Girls Soccer Coach for 2 hours/day at the High School, beginning 08/13/2018; Level F, Step 4

2. Margaret Christensen, Child Nutrition Associate I for 3.25 hours/day at Bridgewater, beginning 08/21/2018; \$17.58/hr.
3. Westley Dayus, Head Boys Soccer Coach for 2 hours/day at the High School, beginning 08/13/2018; Level B, Step 5
4. Lianne Deanovic, Special Education EA-PCA Job Coach for 6.75 hours/day at the High School, beginning 08/27/2018; Spec Ed Step 4-\$16.76/hr.
5. Kimberly Harris, EarlyVentures Teacher for 25 hours/wk at Longfellow, beginning 08/20/2018; Step 3-\$16.74/hr.
6. Angela Johannsen, Child Nutrition Associate I for 3.75 hours/day at the High School, beginning 08/21/2018; \$17.58/hr.
7. Evan Johnson, Summer Maintenance Worker with the District, beginning 07/23/2018-approx. 10/31/2018; \$10.50/hr.
8. Jill Keeley, EarlyVentures Teacher for 40 hours/wk at Longfellow, beginning 08/20/2018; Step 4-\$17.26/hr.
9. Lori King, ECFE Parent Educator for up to 6 hours/wk at the NCRC, beginning 08/20/2018; Yr. 3-\$26.76/hr.
10. Meghan Kuechenmeister, 1.0 FTE Special Education DCD Teacher at the High School, beginning 08/27/2018; BA, Step 1
11. Beth LaCanne, Assistant Girls Tennis Coach at the High School, beginning 08/13/2018; Level H, Step 1
12. Jillian Luoma-Overstreet, 8th Grade Volleyball Coach for 2 hours/day at the Middle School, beginning 08/27/2018; Level H, Step 2
13. Angela Lynch, Special Education LD/EBD Teacher .5 FTE at the High School and .5 FTE at the ALC, beginning 08/27/2018; BA, Step 1
14. Kimberly Medin, 1.0 FTE Special Education EBD Teacher at the Middle School, beginning 08/27/2018; BA+15, Step 1
15. Michael Merry, 1.0 FTE Technology Specialist with the District, beginning 08/20/2018; \$56,741 + Step 4, \$2,000 (will be prorated for the 2018-19 school year)
16. Justin Pfaffinger, 1.0 FTE Mathematics Teacher at the High School, beginning 08/27/2018; MA, Step 7
17. Nichole Porath, Head Boys and Girls Nordic Ski Coach for 2 hours/day at the High School, beginning 11/12/2018; Level D, Step 1
18. Benjamin Selchow, Summer Recreation Position with Community Services, beginning 08/09/2018-08/31/2018; Lacrosse-\$9.65/hr.
19. Gloria Sterud, Special Ed EA-PCA for 6.75 hours/day at the Middle School, beginning 08/27/2018; Step 2-\$15.96/hr.
20. Rebecca Stoufis, 1.0 FTE Long Term Substitute Special Education Resource Room Teacher at Bridgewater, beginning on or about 10/19/2018-02/8/2019; BA, Step 1
21. Grace Theisen, EarlyVentures Teacher for 40 hours/wk at Longfellow, beginning 08/20/2018; Step 3-\$16.74/hr.
22. Jonathan Thompson, Long Term Substitute Social Studies Teacher .6 FTE Semester 1; .8 FTE Semester 2 at the High School, beginning 08/27/2018-06/07/2019; BA, Step 1.

b) Increase/Decrease/Change in Assignment

1. John Bade, Art Teacher at the Middle School, add an overload for 87 days for the 2018-19 school year, effective 09/04/2018-06/07/2019.
2. Kathleen Beck, Spec Ed EA at Sibley, add ESY bus for approximately 2.5 additional hours/day with the District, effective 07/09/2018-08/02/2018.
3. Shari Bridley, Spec Ed EA at Longfellow, add ESY bus for approximately 2 additional hours/day, 3 days/wk with the District, effective 07/09/2018-08/02/2018.
4. Lauren Briscoe, 9th Grade Soccer Coach at the High School, change to Assistant Varsity Soccer Coach at the High School, beginning 08/06/2018; Level F, Step 5
5. Ray Coudret, .8 FTE Math Teacher/.2 FTE ADSIS Math at the High School, change to 1.0 FTE Math Teacher at the High School, effective 08/27/2018.
6. Rafa Estrella, Teacher at the Middle School, add Soccer Coach at the Middle School, effective 08/27/2018. Level H, Step 3
7. Jonna Hanek, Long Term Substitute Head Custodian at the High School, change to Custodian Engineer w/license at the High School, effective 07/17/2018.
8. Rachel Hibbs, EA at the Middle School, add Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 06/14/2018-08/02/2018; Step 1-\$12.56/hr.
9. Rachel Hibbs, Special Ed EA for 6.75 hours/day at the Middle School, change to 6 hours/day at the Middle School, effective 08/27/2018-06/07/2019.

10. Cameron Jackson, KidVentures Site Assistant for 40 hours/wk at Sibley, change to KidVentures Site Assistant for 10 hours/wk and add EarlyVentures Teacher for 30 hours/wk at Longfellow, effective 08/20/2018; EV Teacher Step 2-\$16.21/hr.
11. Kristi Kortuem, .8 FTE Math Teacher/.2 FTE ADSIS Math at the High School, change to .4 FTE Math Teacher/.6 FTE ADSIS Math at the High School, effective 08/27/2018.
12. Richelle Kruger, Spec Ed EA at the Middle School, add ESY bus for approximately 2.5 additional hours/day with the District, effective 07/09/2018-08/02/2018.
13. Richelle Kruger, Spec Ed EA at the Middle School, add Camp FRIENDS Staff with Community Services, effective 07/20/2018-08/20/2018; Current EA rate.
14. Carolyn Manderfeld, Spec Ed EA at the Middle School, add ESY bus for approximately 1.5 additional hours/day with the District, effective 07/09/2018-08/02/2018.
15. Jacqueline Meyer, Spec Ed EA at Longfellow, add ESY bus for approximately 1.75 additional hours/day with the District, effective 07/09/2018-08/02/2018.
16. Nancy Meyers, Child Nutrition Services at Bridgewater, add ESY bus for approximately 3 hours/day with the District, effective 07/09/2018-08/02/2018.
17. Ruth Morgan-Malecha, Spec Ed EA at Sibley, add ESY bus for approximately 2.5 additional hours/day with the District, effective 07/09/2018-08/02/2018.
18. Jacob Odell, Spec Ed EA at the High School, add Girls Tennis Coach at the Middle School, effective 08/27/2018. Level I, Step 4
19. Debra Pack, Spec Ed EA at the High School, add Camp FRIENDS Staff with Community Services, effective 07/20/2018-08/20/2018; Current EA rate.
20. Katie Remy, Spec Ed EA at the Middle School, add ESY bus for approximately 2.5 additional hours/day with the District, effective 07/09/2018-08/02/2018.
21. Trent Swartwoudt, Track Staff/Aquatics Supervisor/Video with Community Services at \$9.90/hr., add Track Supervisor with Community Services, effective 07/17/2018-08/31/2018; \$10.50/hr.
22. Steve Taggart, Industrial Technology Teacher at the Middle School, add an overload for 87 days for the 2018-19 school year, effective 09/04/2018-06/07/2019.
23. Jonathan Thompson, Long Term Substitute Social Studies Teacher .6 FTE Semester 1; .8 FTE Semester 2 at the High School, change to .4 FTE Long Term Substitute Social Studies Teacher and .4 FTE Social Studies Teacher at the High School, effective 08/27/2018.
24. Deborah Wagner, Spec Ed EA at the Middle School, change to Special Education EA-PCA Resource Room for 4 hours/day at the Middle School, effective 07/25/2018.
25. Lisa Weis, Health Teacher at the Middle School, add an overload for 87 days for the 2018-19 school year, effective 09/04/2018-06/07/2019.
26. Jeff Wright, Assistant Boys Lacrosse Coach at the High School, change to Head Boys Lacrosse Coach at the High School, effective 07/31/2018. Level D, Step 3
27. Cori Yamry, Counselor at the Middle School, add 7th Grade Volleyball Coach at the Middle School, effective 08/27/2018. Level H, Step 6

c) Leave of Absence

1. Meghan Kuechenmeister, Special Ed EA-PCA at the High School, Leave of Absence from this position to accept a new position in the District for the 2018-19 school year.
2. Megan Wheelock, Spec Ed Resource Room Teacher at Bridgewater, FMLA Child Care Leave of Absence on or about 10/19/2018-02/8/2019.

d) Retirements/Resignations/Terminations

1. Allie Harmer, Special Ed EA-PCA at the High School, resignation effective 08/02/2018.
2. Peggy Johnson, EA with Community Services, resignation effective 08/16/2018.
3. Alissa Jorgensen, Auditorium Technician with Community Services, resignation effective 08/11/2018.
4. Kim Medin, Special Ed EA-PCA at the Middle School, resignation from this position to accept a new position in the District, effective 07/17/2018.
5. Tammy Metcalf-Filzen, Girls Basketball Coach at the High School, resignation effective 07/30/2018.
6. Anna Ochs, Spec Ed EA-Job Coach at the High School and Site Assistant with Community School, resignation effective 07/23/2018.
7. Anna Ochs, Site Assistant with Targeted Services, resignation effective 08/03/2018.
8. Taylor Rahman, EarlyVentures Teacher at Longfellow, resignation effective 06/9/2018.
9. Matthew Roy, Technology Specialist with the District, resignation effective 07/27/2018.
10. Jennessa Runia-Bade, Tennis Coach with Community Services, resignation effective 08/03/2018.
11. Tiffani Wilson, EarlyVentures Teacher at Longfellow, resignation effective 08/24/2018.

e) Administration Recommends the Approval of the Following Employment Contract(s) Commencing July 1, 2018 through June 30, 2020:

1. Educational Support Staff
 2. Custodians
- f) Superintendent Contract Provisions for the 2018-2019 Contract Year
Enclosed is a memorandum from School Board Chair Pritchard. The memorandum includes a recommendation for a total compensation package increase of 3.38%, which is in line with the settlement the District has negotiated with the Northfield Education Association (NEA). The package includes:
- A salary increase of 2.47%
 - Dr. Hillmann was accepted into the ASSA National Superintendent Certification Program. This two-year program with its robust curriculum will allow him to further develop his leadership abilities, knowledge and skill set. The significant personal and professional development Dr. Hillmann will gain from this program will serve the district well. The cost of this program will be covered by the district over the next two contract periods in the amount of \$3,000 each year.
- g) Superintendent of Schools Contract
Enclosed is the Superintendent's contract for the years 2019-2022. It is the recommendation of the Board of Education of ISD 659 to enter into a contract with Dr. Matthew J. Hillmann as Superintendent of Northfield Public Schools ISD 659 for the years 2019-2022.

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

VII. Superintendent's Report

A. Items for Individual Action

1. 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 6, 2018. 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 Tuesday, November 13, 2018, Board meeting.

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

2. Resolution Relating to Authorizing the Issuance of School Building Bonds, and Calling an Election Thereon.

The Board must adopt the attached Resolution for a Special Election to be held on November 6, 2018. The adoption of this resolution is necessary to formally establish this year's bond referendum election process. Adoption of this resolution will meet the requirements necessary to comply with the election process for a special election.

Superintendent's Recommendation: Motion to approve the Resolution Relating to Authorizing the Issuance of School Building Bonds, and Calling an Election Thereon.

3. Revised Policy 533 Wellness.

At the July 9, 2018 School Board meeting Superintendent Hillmann proposed a revision to Policy 533. The recommended changes allow up to two special event exceptions at the Middle School, the High School, and the Area Learning Center per year. Two exceptions per grade level, per year, will be allowed at the Elementary Schools. Additionally, these exceptions and will be documented on our

District Wellness procedures form and provided to the Director of Finance to determine if an expense is allowable under the wellness policy guidelines.

4. **Superintendent's Recommendation:** Motion to approve the recommended changes to Policy 533 Wellness as presented.

5. Expansion of Contingency Fund.

Due to enrollment increases in targeted segments of the District (Grade 6 at Northfield Middle School and Kindergarten at Bridgewater Elementary), an additional 1.1 FTE in contingency funding can help reduce class sizes in these two grade levels. This 1.1 FTE contingency funding expansion will be for the 2018-19 school year.

Superintendent's Recommendation: Motion to approve expansion of the contingency fund by 1.1 FTE for the 2018-19 school year.

VIII. Items for Information

- A. Filing for School Board is July 31-August 14, 2018 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 14, 2018.

IX. Future Meetings

- A. Monday, August 27, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, September 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, September 24, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

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.

2017-18 School Improvement Plan Goals Review and Key Reflections

Goal	Results
<p><u>Kindergarten:</u> The percentage of students in the low risk category on FAST (Composite of Literacy Assessment) will increase 15% from fall 2017 to spring 2018.</p> <p><u>Grades 1-5:</u> The percentage of students meeting their student growth target from fall to spring on NWEA MAP reading will meet or exceed:</p> <p>1st Grade: 67.5% 2nd Grade: 72% 3rd Grade: 50% 4th Grade: 69% 5th Grade: 60%</p>	<p>The goal for kindergarten was not met. The percentage of students in the low risk category remained the same from fall to spring.</p> <p>The goal for increasing the percentage of students meeting their growth target from fall to spring on NWEA MAP was partially met. Grades 1,3 and 5 met their goal.</p> <p>1st Grade: 70.5% YES 2nd Grade: 64.6% NO 3rd Grade: 52.7% YES 4th Grade: 54.3% NO 5th Grade: 70.8% YES</p>
<p>Math: 80% of students will score 80% or higher on selected quarterly Everyday Math unit tests.</p>	<p>Result: Grades 1 and 2 met the math goal for the quarterly Everyday Math unit tests. Three grade levels did not meet the goal of 80% of students scoring 80% on the selected unit tests.</p>
<p>Behavior: Climate: In order to increase positive behavior, we will implement the Second Step curriculum and continue our Character Education Traits to reduce minor and major behaviors by 10% as measured by SWIS data by June 2018. (Baseline data: Average of the last three years.)</p>	<p>Result: The Second Step curriculum was implemented successfully and Character Education Traits were taught. The minor and major behaviors decreased by over 10% from the three year average as measured by SWIS data.</p>

Key reflections:

Reading: Our results demonstrated positive growth and gains overall. The strategic use of interventions and additional resources through Move 5 in 3rd grade were successful. Greenvale Park implemented online literacy programs for grades 1-5 to enhance reading instruction as well. Scheduling considerations have been made to facilitate successful implementation of Collaborative Classroom next year.

Math: The creation of a building math team was effective in moving forward implementation of EM4. Supporting students through Title 1 math support had a positive impact on student learning. Number sense continues to be an area to address building-wide.

Climate: The implementation of the Second Step curriculum provided consistent language and lessons for students. Building wide meetings honoring students and celebrating monthly character traits met the social emotional learning needs of a majority of students. Students and staff will benefit from an additional year of the Second Step curriculum. The school will be working to address the systems of support in place for all students.

2018-19 School Improvement Plan Goals, Strategies, and Evaluation

SMART Goal	Strategies	Evaluation
<p><u>Literacy:</u></p> <p>Kindergarten: The percentage of students identifying 100% of tested letter sounds by the end of the year will be 90% or higher as measured by grade level assessments.</p> <p>Grade 1: The percentage of students meeting their student growth target from fall to spring on NWEA MAP reading will meet or exceed 72%.</p> <p>Grade 2: The percentage of students* meeting their student growth target from fall to spring on NWEA MAP reading will meet or exceed 66%.</p> <p>Grades 3 -5: The percentage of students demonstrating proficiency on the MCA Reading 2019 test will exceed the MAP to MCA projected proficiency score by 5% or more.</p>	<ul style="list-style-type: none">● Implementation of Collaborative Classroom● IDR Conferencing● Embedded Professional Development● Intervention Block Schedule● Reading Corps Tutors	<ul style="list-style-type: none">● Letter Sound Assessment● NWEA MAP● MCA Reading● IDR Conference Notes

<p><i>Strategic Plan Alignment: "Robust core subject below grade level and match instruction" and "Equitable opportunities and interventions to student needs. Support for all career and college paths."</i></p>		
<p><u>Math:</u></p> <p>For students in grades 1-5, 80% will score 80% or higher on six selected Everyday Math unit tests. For kindergarten, 90% of students will identify tested numbers up to 100 correctly by spring of 2019.</p> <p><i>Strategic Plan Alignment: "Robust core subject below grade level and match instruction" and "Equitable opportunities and interventions to student needs. Support for all career and college paths."</i></p>	<ul style="list-style-type: none"> • Targeted Intervention Support with Title 1 Math • Fully Implement EM4 Essentials • Develop Focused Strategy for Computation Practice 	<ul style="list-style-type: none"> • EM4 Unit Tests • Kindergarten Assessment • MCA Math
<p><u>Behavior:</u></p> <p>The percentage of major and minor behavior referrals for defiance will be reduced by 10% based based on SWIS system data reports from 2017-18 to 2018-19.</p> <p><i>Strategic Plan Alignment: "Building and routines— grade level visits fostering relationships— commitment to Conduct weekly student support social/ emotional health for all" and "Equitable team meetings addressing opportunities and support for all career and college concerns in math, reading & paths."</i></p>	<ul style="list-style-type: none"> • Revised Behavior Support Plan and Communication Tools • Training for all staff on strategies and school-wide expectations to support all students • Training and Support with Trauma Responsiveness • Continued Implementation of Second Step - Year 2 	<ul style="list-style-type: none"> • SWIS Data • Observation and survey data to assess implementation

Summary

The school is looking forward to implementing the Collaborative Classroom in 2018-19. Greenvale Park staff will continue important work to ensure success in reading, math and behavior for all students, both in terms of growth and proficiency. Continued work to coordinate programs and services for students will support tiered instruction to ensure high levels of learning for all students. PLCs will use data to drive instruction, and the use of shorter term goals during the year will allow for more frequent feedback on progress towards those goals. Refining school-wide systems of support and the second year of Second Step implementation for social and emotional learning will be important work in 2018-19.

Greenvale Park Elementary

2018-19 School Improvement Plan Report
8.13.2018

Greenvale Park Elementary School



- 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.

2017-18 SIP Goals Review

Kindergarten: The percentage of students in the low risk category on FAST (Composite of Literacy Assessment) will increase 15% from fall 2017 to spring 2018.

Grades 1-5: The percentage of students meeting their student growth target from fall to spring on NWEA MAP reading will meet or exceed:

1st Grade: 67.5%
2nd Grade: 72%
3rd Grade: 50%
4th Grade: 69%
5th Grade: 60%

The goal for kindergarten was not met. The percentage of students in the low risk category remained the same from fall to spring.

The goal for increasing the percentage of students meeting their growth target from fall to spring on NWEA MAP was partially met. Grades 1,3 and 5 met their goal.

1st Grade: 70.5% YES
2nd Grade: 64.6% NO
3rd Grade: 52.7% YES
4th Grade: 54.3% NO
5th Grade: 70.8% YES

2017-18 SIP Goals Review

Math: 80% of students will score 80% or higher on selected quarterly Everyday Math unit tests.

Result: Grades 1 and 2 met the math goal for the quarterly Everyday Math unit tests. Three grade levels did not meet the 80% goal.

Behavior: Climate: In order to increase positive behavior, we will implement the Second Step curriculum and continue our Character Education Traits to reduce minor and major behaviors by 10% as measured by SWIS data by June 2018. (Baseline data: Average of the last three years.)

Result: The Second Step curriculum was implemented successfully and Character Education Traits were taught. The minor and major behaviors decreased by over 10% from the three year average as measured by SWIS data.

Key reflections from 2017-18 SIP



- **Literacy:** Our results demonstrated positive growth and gains overall. The strategic use of interventions, online literacy programs and additional resources through Move 5 in 3rd grade were successful. Scheduling considerations have been made to facilitate successful implementation of Collaborative Classroom this coming year.
- **Math:** The creation of a building math leadership team supported implementation of EM4. Title 1 math support had a positive impact on student learning. Number sense continues to be an area to address building-wide.
- **Climate:** The implementation of the Second Step curriculum provided consistent language and lessons for students. Students and staff will benefit from an additional year of the Second Step curriculum in connection with character traits. The school will be working to address the systems of support in place for all students.

2018-19 School Improvement Plan Goals

Literacy:

Kindergarten: The percentage of students identifying 100% of tested letter sounds by the end of the year will be 90% or higher as measured by grade level assessments.

Grade 1: The percentage of students meeting their student growth target from fall to spring on NWEA MAP reading will meet or exceed 72%.

Grade 2: The percentage of students* meeting their student growth target from fall to spring on NWEA MAP reading will meet or exceed 66%.

Grades 3 -5: The percentage of students demonstrating proficiency on the MCA Reading 2019 test will exceed the MAP to MCA projected proficiency score by 5% or more.

2018-19 School Improvement Plan Goals

Math:

For students in grades 1-5, 80% will score 80% or higher on six selected Everyday Math unit tests. For kindergarten, 90% of students will identify tested numbers up to 100 correctly by spring of 2019.

Behavior:

The percentage of major and minor behavior referrals for defiance will be reduced by 10% as determined by SWIS data reports from 2017-18 to 2018-19.

2018-19 Strategies and Assessments

Strategies for 2018-2019

Literacy:

- Implementation of Collaborative Classroom
- IDR Conferencing
- Embedded Professional Development
- Intervention Block Schedule
- Reading Corps Tutors

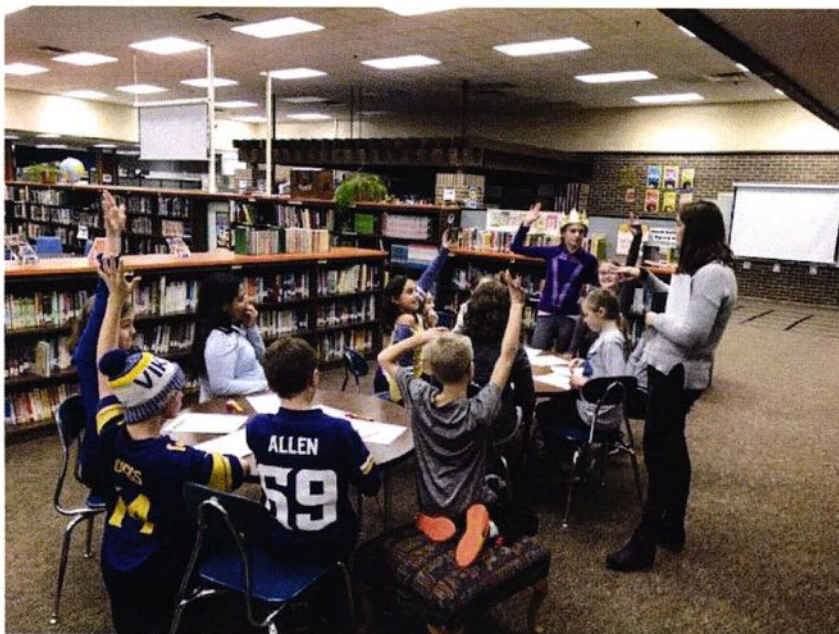
Math:

- Targeted Intervention Support with Title 1 Math
- Fully Implement EM4 Essentials
- Develop Focused Strategy for Computation Practice

Climate/Behavior:

- Revised Behavior Support Plan and Communication Tools
- Training and Support with Trauma Responsiveness
- Second Step - Year 2

Questions and Discussion



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.

2017-18 School Improvement Plan Goals Review and Key Reflections

Goal	Results
K: The number of students in the low-risk category on the spring FAST will increase by 10% in both reading and math.	Low risk in math was 60.2% in the spring. Fall was 55.3%. Goal not met Low risk in reading in the spring was 45.6%. Fall was 39.8%. Goal not met.
1: The number of students meeting their fall to spring MAP target growth will remain at 80% or higher in both reading and math.	Reading: 76% met their growth target. Goal not met. Math: 80% met their growth target. Goal met. 6% of the students did not have a start score--move ins
2: The number of students meeting their fall to spring MAP growth target will be 65% in reading and 75% in math.	Reading: 63.3% met their growth target. Goal not met. Math: 64.3% met their growth target. Goal not met. 5% of students did not have a start score
3: The percentage of students outperforming the fall MAP predictor of proficiency will be more than 15% in reading and 10% in math.	Reading - 12% of students outperformed their MAP predictor. Goal not met. Math - 6% of students outperformed their MAP predictor. Goal not met.
4: The number of students meeting or exceeding their MCA target score based on prior year scale score will be 60% in reading and 75% in math.	Reading: Met expected growth was 52.5%. Goal not met. Math: Met expected growth was 57.6%. Goal not met. 9 students did not have a starting score.
5: The number of students meeting or exceeding their MCA target score based on prior year scale score will be 50% in reading and 50% in math.	Reading: 52.6% met expected growth. Goal met. Math: 24.6% met expected growth. Goal not met. 7 students did not have a starting score.
90% of students will receive no more than one fix-it plan for the 17-18 school year following the Bridgewater Behavior Guidelines of work, respect, belong and safety.	10 students received more than one fix-it plan. The equates to 2% of the student body. Goal met.
Conference attendance will be above 92% by one or both parents.	Conference attendance was 97% by one or both parents. Goal met.

Key reflections: The Bridgewater SMART goals were written with each PLC, and they were tailored to be stretch goals to push all students academically. While some grade levels did not reach their goals, student outcomes were solid. Contributing factors to our success included the use of the Reading Street literacy program in grades three and four, teacher continuous use of data, the

implementation of PBIS with the SEL curriculum, the partnerships with parents, and the high quality of instruction by Bridgewater teachers.

2018-19 School Improvement Plan Goals, Strategies, and Evaluation

SMART Goal	Strategies	Evaluation
K: 75% of students will score average or above in reading and math on the spring MAP.	<ul style="list-style-type: none"> Continue the use of intervention groups based on student needs. Implement CCC with all students. 	<ul style="list-style-type: none"> PLC minutes MAP data
1: The number of students meeting their fall to spring MAP target growth will remain at 80% or higher in both reading and math.	<ul style="list-style-type: none"> Continue with current practices of monitoring student progress and support of both struggling and advanced learners. 	<ul style="list-style-type: none"> PLC minutes MAP and common assessments data, CCC assessment data
2: The number of students meeting their fall to spring MAP growth target will be 70% in reading and 75% in math.	<ul style="list-style-type: none"> Continue sharing math unit test data with the EM4. Implement CCC with all students. 	<ul style="list-style-type: none"> PLC minutes MAP, EM4, and common assessments data, CCC assessment data
3: The percentage of students outperforming the fall MAP predictor of proficiency will be more than 15% in reading and 10% in math.	<ul style="list-style-type: none"> Continue sharing math unit test data with the EM4. Implement CCC with all students 	<ul style="list-style-type: none"> PLC minutes MAP, EM4, and common assessments data, CCC assessment data
4: The number of students meeting or exceeding their MCA target score based on prior year scale score will be 60% in reading and 75% in math.	<ul style="list-style-type: none"> Continue sharing math unit test data with the EM4. Implement CCC with all students 	<ul style="list-style-type: none"> PLC minutes MAP, Common assessments, and MCA data, CCC assessment data
5: The number of students meeting or exceeding their MCA target score based on prior year scale score will be 55% in reading and 55% in math.	<ul style="list-style-type: none"> Continue sharing math unit test data with the EM4. Implement CCC with all students 	<ul style="list-style-type: none"> PLC minutes MAP, common assessments, and MCA data, CCC assessment data
95% of students will receive no more than one fix-it plan for the 18-19 school year following the Bridgewater Behavior Guidelines of Be Respectful, Be Responsible, Be Safe, and Do Your Best.	<ul style="list-style-type: none"> Continue with PBIS to enhance our building wide discipline procedures. Continue with the SEL monthly assemblies. 	<ul style="list-style-type: none"> Fix-it plan data and other school-wide measures from PBIS Tracking Bear Paw data
Conference attendance will be above 95% by one or both parents.	<ul style="list-style-type: none"> Continue inviting / scheduling parents to attend parent-teacher conferences. Use SignUp Genius for parents to choose the time that works best. 	<ul style="list-style-type: none"> Conference attendance data

Summary

The Northfield School District has adopted the CCC curriculum that will be implemented this coming year. We are excited to see how this will positively affect all students in the area of literacy.

The Bridgewater School Climate Committee has implemented many effective strategies to address student behavior. These strategies along with training will continue. The Social-Emotional Learning Curriculum will be used again along with the monthly assemblies lead by our Behavior Coach.

We will continue to address the student achievement improvement results through grade-level PLCs offering support and strategies to assist students at all developmental levels. We will also continue to address the needs of advanced learners to ensure that they are academically challenged at their level. STEAM activities will continue to provide students with unique ways to apply their learning.

Bridgewater Elementary

2018-19 School Improvement Plan Report
August 13, 2018

Continuous Improvement

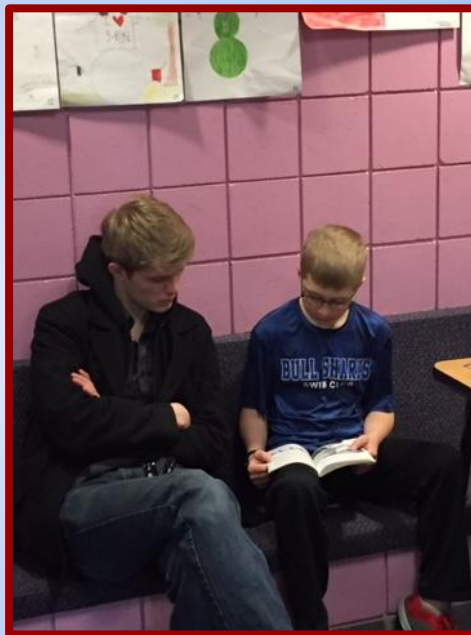


- Bridgewater Elementary teachers focus all practices on the social and academic needs of all students.
- We seek to improve each year by working together, partnering with parents and the community.
- We focus on growth because all students deserve the opportunity to learn and grow.
- We will try a variety of ideas and strategies to meet students where they are at and grow them from there.

2017-18 Bridgewater SIP Goals Review

- Met 2 of 12 grade-level math and reading goals in Grades K-5
- Met climate goal
- Met parent engagement goal

Work to be Done



Key reflections from 2017-18 SIP

If a child can't **learn**
the way *we* teach,
maybe we should
teach the way *they*
learn.

- Ignacio Estrada

- Grade-level SMART goals designed to raise the bar to meet the needs of all learners.
- Student outcomes were solid even when the goal was not met.
- Factors to success: third and fourth-grade Reading Street curriculum, use of data in PLCs, Behavior Coach, partnership with parents, belief in the gifts of all students.
- Social-Emotional Learning is needed for Academic Learning to take place.

2018-19 School Improvement Plan Academic Goals

- **Kindergarten:** 75% of students will score average or above in reading and math on the spring MAP.
- **First Grade:** The number of students meeting their fall to spring MAP target growth will remain at 80% or higher in both reading and math.
- **Second Grade:** The number of students meeting their fall to spring MAP growth target will be 70% in reading and 75% in math.
- **Third Grade:** The percentage of students outperforming the fall MAP predictor of proficiency will be more than 15% in reading and 10% in math.
- **Fourth Grade:** The number of students meeting or exceeding their MCA target score based on prior year scale score will be 60% in reading and 75% in math.
- **Fifth Grade:** The number of students meeting or exceeding their MCA target score based on prior year scale score will be 55% in reading and 55% in math.

2018-19 School Improvement Plan Climate Goals

- 95% of students will receive no more than one fix-it plan for the 17-18 school year following the BW Behavior Guidelines of work, respect, belong and safety.
- Conference attendance will be above 95% by one or both parents.

2018-19 Strategies and Assessments

- Support PLCs to address the needs of all students. SST used to intervene with students academically and behaviorally.
- Use data to inform instruction.
- Implement CCC to all students.
- Build effective partnerships with parents and community.
- Continue with PBIS and SEL.
- Full STEAM ahead!
- Use of MAP, MCA, EM4 and common assessment data.



Questions and Discussion

THE FUTURE
OF THE WORLD IS IN
MY CLASSROOM
TODAY.



NORTHFIELD PUBLIC SCHOOLS HAND IN HAND PRESCHOOL HANDBOOK



Longfellow School
201 Orchard Street Northfield, MN 55057
507-645-1200

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Important Phone Numbers

Longfellow School/Attendance	507-645-1200
Nurse's Line	507-645-1205
Sara Line-Early Childhood Coordinator	507-645-1232
Gabriela Nieves	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. Longfellow School 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.

Removed
Pro-Ladr
as an
assessment
tool.

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. Please call Family Services at **664-3750** to request a brochure!

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)
- 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 **645-1200**. 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 Three Rivers/Head Start 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 Longfellow School 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

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.) 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.

TUITION POLICY

Tuition is to be paid one month ahead and payment is due by the first of each month. Please submit your payment to "Hand in Hand Preschool" in the lock box located near the preschool classrooms on the 1st floor, online or in the front office with Martha. Note: There is a ten-day grace period. However, a \$10 late fee will be charged for any tuition payments received after the 10th of the month. Failure to follow the tuition payment policy jeopardizes your child's enrollment in our program. A termination notice will be provided if your monthly payments are not received. Thank you for following our tuition payment expectations. You can receive information to access your account and pay online! Any questions can be directed to Martha Donohoe at 507-645-1200.

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/milk fee of \$48 for 2 day, \$53 for 3 days, \$90 for 4 days, and \$95 for 5 days. Checks are made payable to "Community Services". 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 an apple orchard, Three Links Care Center, Northfield Library and other neighborhood parks and businesses. 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" or for our letter 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 no longer 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.



EarlyVentures Learning Center



Handbook

EarlyVentures 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 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. There is also a registration fee for each school year session and each summer session. Registration fees will be discounted for those that are also enrolled in Hand in Hand preschool. 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 each week. 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 morning 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.

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, supart 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-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.

POLICY ON 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 SEXUAL HARASSMENT AND SEXUAL VIOLENCE

- I. GENERAL STATEMENT OF POLICY** Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statute 363.01-14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or has a sexual purpose.

It is the policy of Independent School District N. 659 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of religious, racial, or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel. The School District will act to investigate all complaints, either formally or informally, verbally or written, of religious, racial, or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

- II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education

2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education

3. That conduct or communication purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

A. Sexual harassment/violence may include but is not limited to:

1. Unwelcome verbal harassment or abuse
2. Unwelcome pressure for sexual activity
3. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil (s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
6. Unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment-Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance
3. Otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment-Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance
3. Otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence- Definition: Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, including the primary genital area, groin, inner thigh, buttocks or breast, as well as clothing covering these areas.

E. Racial Violence- Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence- Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault- Definition: Assault is:

1. An act done with intent to cause fear in another of immediate bodily harm or death
2. The intentional infliction of or attempt to inflict bodily harm upon another
3. The threat to do bodily harm to another with present ability to carry out the threat.

III. REPORTING PROCEDURES Any person who believes he or she has been the victim of religious, racial, sexual harassment, or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial, or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A. In Each Building: The building principal is the person responsible for receiving oral or written reports of religious, racial, or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment, or violence shall inform the building principal immediately. Upon receipt of a report, the principal must notify the School District Human Rights Office immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District: The School Board hereby designates Denise Griffith as the School Districts Human Rights Officer to receive reports or complaints of religious, racial, or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent. The School District shall conspicuously post the name of the Human Rights Officer including mailing address and telephone number.

C. Submission of a Good Faith Complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

E. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

- IV. INVESTIGATION** By authority of the School District, the District Human Rights Officer(s), upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence shall immediately undertake or authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence. The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

- VI. REPRISAL** The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. HARASSMENT OR VIOLENCE AS ABUSE Under certain circumstance, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. §626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. The School District will develop a method of discussing this policy with students and employees.
- C. This policy shall be reviewed at least annually for compliance with state and federal law.

GRIEVANCE PROCEDURE

Reporting Form: All program participants and parents are encouraged and shall be given opportunities for observation, input, suggestions, and involvement in the program. However, all complaints and special requests shall be made through appropriate channels. Any participant who believes they have a grievance with the program may fill out the form below. Use of the form is not mandatory. If needed, please follow steps of action and report to:

1. Site Leader
2. Ventures Coordinator
3. Community Services Director
4. Superintendent of Schools
5. School Board

Name:

Program:

Date:

Brief description of what has taken place: (who, what, where, when)

Signature: _____ **Date:** _____

A written reply will be given to any written grievance within 10 days.

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 Early Ventures.

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).
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.

Updated: May 7, 2018

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 RESPONSES 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 3 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 Bailly, 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 Bailly, 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@nafrrs.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. EarlyVentures follows the district's policy on closing due to extreme weather. If school is closed for the day, EarlyVentures is also closed for the day. If school has delayed start, EarlyVentures will also open two hours late at 8:30 am. If school dismisses early, EarlyVentures will remain open until 2:30 pm. EarlyVentures staff will always remain on site until the last child has been picked up.</p> <p>EarlyVentures 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. EarlyVentures staff will use common sense and base the amount of outside time on weather.</p> <p>EarlyVentures 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.

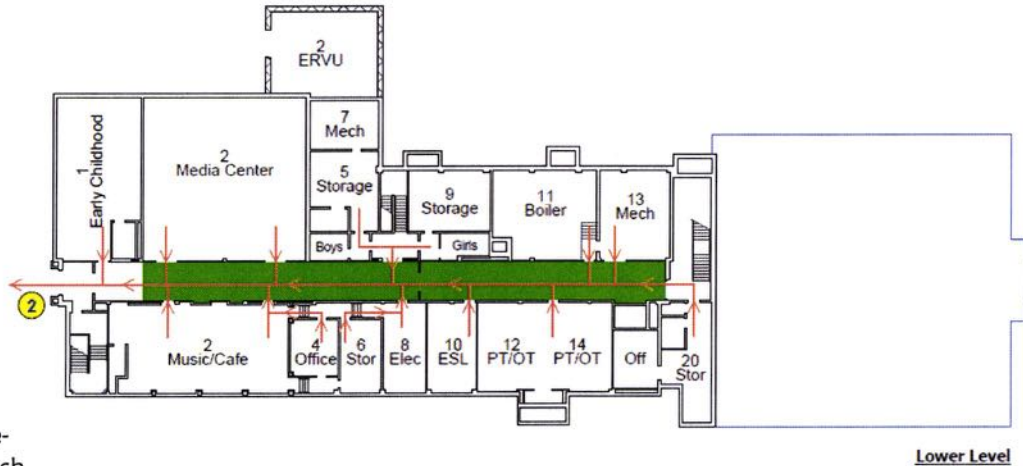
Incident Example(s)	Possible Responses
<ul style="list-style-type: none"> Stranger in the building Bomb threat with credibility Police action in the vicinity of the school campus (search warrant, search for fugitive) Suspicious substance/package 	<ul style="list-style-type: none"> Public address announcements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

Level 4

- Intense response by the District and local law enforcement

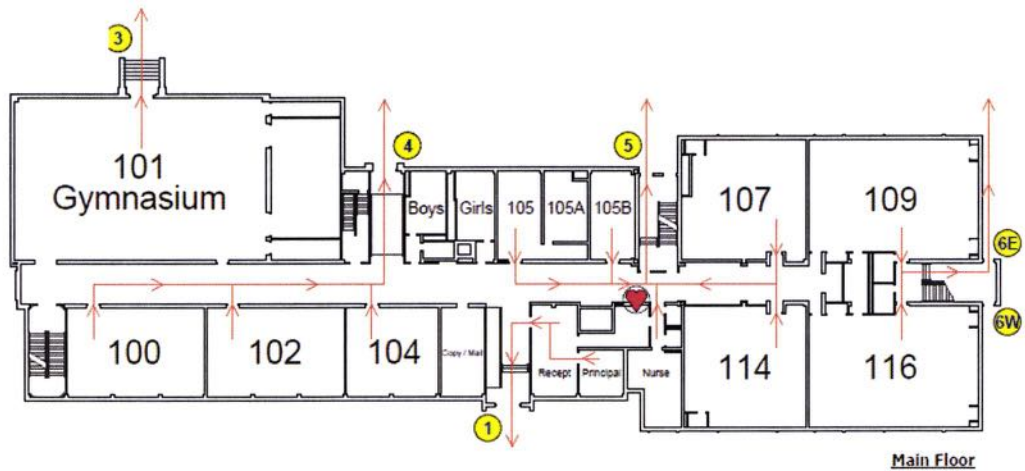
Incident Example(s)	Possible Responses
<ul style="list-style-type: none">• Child abduction• Attempted child abduction• Suicide in building• Attempted suicide in building• Shooter on the premises• Evacuation of the building	<ul style="list-style-type: none">• Public address announcement• Letter home to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

Appendix C: Longfellow Floor Plan & Evacuation Routes

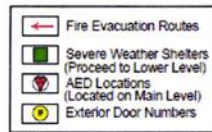
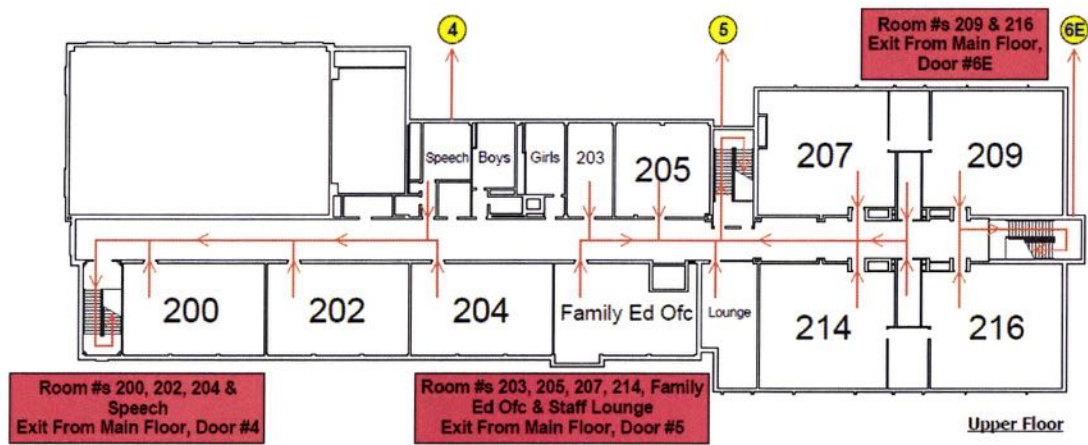


Primary Evacuation Site-
 St. Johns Lutheran Church
 500 3rd St. W.
 507-645-4429
 (Across the playground field)

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



Fire Evacuation Routes Severe Weather Shelters (Proceed to Lower Level) AED Locations Exterior Door Numbers	Northfield PUBLIC SCHOOLS	Longfellow School Main Floor Fire Evacuation & Severe Weather Shelter	11/30/2015	
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	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 1-800-332-0214 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





			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.		



			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 Early Ventures Handbook for more details.
Children leaving the facility without supervision		Children will be supervised at all times. Doors to the classrooms will be closed anytime children are in the room. Please also see pages 13-15 and 28-29 in the Early Ventures Handbook 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 Early Ventures Handbook 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 Early Ventures 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 Early Ventures Handbook 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 Early Ventures Handbook for more details.
Sunburn		Parents must fill out the sunscreen permission form upon registration. Parents are asked to supply a bottle



		<p>of sunscreen for their child. Sunscreen bottles are labeled with the child's first and last names. Early Ventures 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 Early Ventures Handbook 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 Early Ventures Handbook for more details.</p>
Children falling from changing tables		<p>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 Early Ventures Handbook for more details.</p>
Children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products		<p>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</p>



- 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
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 Early Venture 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, Early Ventures 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. 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.



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

- o KARE TV (Channel 11)
- o KMSP TV (Channel 9)
- o KSTP TV (Channel 5)
- o WCCO TV (Channel 4) and Radio (830AM)

Alerts Online

- o KARE11 School Alert – on this site, you can sign up for e-mail alerts when your child's school is closed.
- o KMSP (Fox 9 News) – School closings
- o KSTP 5 – School Alerts

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.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

July 9, 2018

Northfield High School Media Center

- I. Call to Order
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Colangelo, Iverson, Pritchard, Quinnell, Stratmoen, and Goerwitz. Absent: Hardy.
- II. Agenda Changes / Table File
Table File items were added.
- III. Public Comment
City of Northfield Mayor Rhonda Pownell expressed her appreciation for the work the Board has done and continues to do.
- IV. Announcements and Recognitions
There were no announcements and recognitions.
- V. Items for Discussion and Reports
 - A. ALC Continuous School Improvement Plan Presentation
Area Learning Center Director Daryl Kehler presented the continuous school improvement plan to the Board. The presentation included a progress report on the goals set for the 2017-2018 school year as well as new goals set for the 2018-2019 school year.
 - B. High School Continuous School Improvement Plan Presentation
High School Principal Joel Leer presented the continuous school improvement plan to the Board. The presentation included a progress report on the goals set for the 2017-2018 school year as well as new goals set for the 2018-2019 School year.
 - 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 4.9 on a 5-point scale across the 50 areas. The Board thanked Dr. Hillmann for his leadership with the bond referendum and expressed great confidence in his abilities to continue to move the District forward.
 - D. Preliminary Contingency Fund Report
Superintendent Hillmann reviewed the use of contingency funds for 2018-2019 and identified remaining class size concerns. To date, 4.9 of 6.0 FTE has been allocated from the 2018-2019 contingency fund. There are two areas of concern for the 2018-2019 school year. Bridgewater Elementary School's incoming Kindergarten class has 106 students enrolled and is scheduled for four sections; an average of 27 Kindergartners per classroom. Northfield Middle School's incoming 6th grade has more than 340 student enrolled. This could manifest in core subject sections of 30-34 students. Additional FTE may be required if both of these circumstances remain at these levels. It is probable administration may request up to one additional 1.0 FTE for the contingency fund to address these concerns. This may be an item for action at the August 13, 2018 Board meeting.

E. Master Facilities Plan Discussion

Superintendent Hillmann and Chair Pritchard facilitated a discussion about next steps in regard to a potential bond referendum. The discussion began with an update from Mark Hayes with ATS&R Architects. Mr. Hayes reported that the normal inflationary increase in construction costs over the past 15 years has been 4%. In the last six months that rate has risen dramatically to 17.5% resulting in a revised current project cost of \$38.81million, an increase of nearly \$2.0 million since March 2018. Mr. Hayes believes the increase is due to 1) a labor shortage and increased labor costs, 2) hurricane damage repair creating a strain on building material supply chains, and 3) uncertainty at the federal level regarding tariffs and regulations. Director of Finance Val Mertesdorf reviewed three bond structuring options prepared by the District's financial consultants Ehlers, Inc. Option 1 has no capitalized interest; option 2 has \$1.9 million of capitalized interest; option 3 has \$2.6 million of capitalized interest. The differences among the three options are in the use of bond proceeds that are used to finance a portion of the interest payments on the bonds. In Option 3, the annual tax impact on a \$250,000 residential homestead is a \$27/year increase, and on a \$1.0 million commercial/industrial property is a \$219/year increase. Dr. Hillmann reviewed the information collected from the Thoughtexchange projects. The Board agreed they have a complete and comprehensive picture of the cost of the elementary projects, the tax implications, and the thoughts of the community. There is consensus to move forward with the elementary projects with Option 3 financing. A resolution and ballot question(s) will be prepared for approval at the August 13, 2018 School Board meeting. Additionally, informational sessions will be scheduled to engage the community regarding these projects.

VI. Consent Agenda

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

- A. Minutes. Minutes of the June 11, 2018 Regular School Board meeting.
- B. Financial Report - May 2018. Bills totaling \$2,232,450.08, payroll checks totaling \$3,126,578.80, and the financial reports for May 2018.
- C. Additional Co-Curricular Overnight Trips for 2018-2019. Co-curricular overnight trips for the 2018-2019 school year.
- D. Fiscal Year Organization Actions. The School District's financial year runs from July 1 to June 30. The following financial organizational issues were approved.
 - 1. Authorized the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2018-2019.
 - 2. Approved 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 2018-2019.
 - 3. Authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2018-2019.
- E. Memberships for 2018-2019. The School District belongs to several cooperatives, leagues and associations. Membership in the groups listed below were renewed for the 2018-2019 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 Jeff Quinnell.

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. Gift Agreement. The Board approved a gift agreement with Northfield Booster Club for \$18,050 to be used for 2017-18 fee waivers and \$1,000 for 2-\$500 Booster Club scholarships.

G. Personnel Items

a) Appointments

1. Correction: Stephen Sandberg, Special Education LD/EBD Teacher at the ALC .50 FTE and High School .50 FTE, beginning 08/27/2018; MA, Step 15
2. Brooke Bulfer, 1.0 FTE Office Specialist (Class III) at Greenvale Park, beginning 08/22/2018; Step 1-\$18.85/hr.
3. Dorothy Cohan, 1.0 FTE Buildings and Grounds Administrative Assistant (Class IV) at the District Office, beginning 06/21/2018; Class IV-Step 5-\$20.97/hr.
4. Lindsey Draeger, 1.0 FTE Family and Consumer Science Teacher at the Middle School, beginning 08/27/2018; MA, Step 7 (2018-19)
5. Brent Grossman, Targeted Services PLUS Teacher for up to 5.75 hours/day, at Greenvale Park beginning 07/09/2018-08/02/2018; Year 1-\$27.11/hr.
6. Paige Haley, 1.0 FTE Long Term Substitute Kindergarten Teacher at Bridgewater, beginning 08/27/2018-10/16/2018; MA, Step 1
7. Noah Holt, Summer Recreation Position with Community Services, beginning 6/19/2018-08/31/2018; \$9.65/hr.
8. Madison Ims, Summer Recreation Position with Community Services, beginning 6/18/2018-08/31/2018; \$9.65/hr.
9. Brenda Kell, Summer Aquatics Position with Community Services, beginning 6/12/2018-08/31/2018; Lead \$10.50/hr., Swim Aide \$9.65/hr.
10. Matthew Laudenbach, 1.0 FTE Grade 6-8 Choir Teacher at the Middle School, beginning 08/27/2018; BA, Step 1 (2018-19)
11. Deborah Russell, 1.0 FTE Long Term Substitute Grade 2 Compañeros Teacher at Bridgewater, beginning on or about 10/12/2018-on or about 2/24/2019; MA, Step 1
12. Terry Rydberg, .6 FTE Visual Arts Teacher at the High School, beginning 08/27/2018-06/07/2019; BA, Step 2 (2018-19).
13. Ethan Schaffer, Summer Aquatics Position with Community Services, beginning 6/25/2018-08/31/2018; Lifeguard \$10.00/hr., Swim Aide \$9.65/hr., Lead \$10.50/hr.
14. Victoria Voegele, Special Ed EA-PCA for 6.75 hours/day at Sibley, beginning 08/27/2018; Spec Ed Step 3-2018-19 TBD
15. Charles Woida, High School Weight Room Assistant (Summer Season) for 2.5 hours/day at the High School, beginning 06/18/2018-08/18/2018; \$15.00/hr.
16. Summer Recreation Position Hourly Rates #2660, Effective June 13, 2018 – August 31, 2018
Larry Sanftner – General Recreation \$15.00/hr., Building Supervisor \$15.50/hr.
17. Jessica Levy, 1.0 FTE Special Education Resource Room Teacher at Bridgewater, beginning 08/27/2018; BA, Step 3 (2018-19)
18. Deborah Navarro, 1.0 FTE Special Education Resource Room Teacher at Greenvale Park, beginning 08/27/2018; MA, Step 14 (2018-19)

b) Increase/Decrease/Change in Assignment

1. Sohair Abboud, Special Ed EA PCA for 6.05 hours/day at Longfellow, change to Special Ed EA PCA for 5.60 hours/day at Longfellow, effective 08/27/2018.
2. Mark Auge, Science Teacher at the High School, add an overload of Science 1st Semester at the High School, effective 09/04/2018-01/24/2019.
3. Stephanie Balma, EarlyVentures Teacher for 40 hours/wk. at Longfellow, change to EarlyVentures Teacher for 26 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
4. Trish Beacom, EarlyVentures Teacher for 40 hours/wk. at Longfellow, change to EarlyVentures Teacher for 30 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
5. Kathy Beck, Special Ed EA at Sibley, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
6. Allyson Bernstorff, Special Ed EA at Sibley, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/16/2018.
7. Courtney Beumer, EarlyVentures Teacher for 37.75 hours/wk at Longfellow, change to EarlyVentures Teacher for 25.5 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
8. Stefanie Bothun, Elementary Band Teacher with the District, add Summer Band Lesson Instructor at the High School, effective 06/12/2018-08/31/2018; Summer Band Rate.
9. Haanah Braun, EarlyVentures Site Assistant for 36.25 hours/wk at Longfellow, change to EarlyVentures Site Assistant for 18 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
10. Mary Boyum, Special Ed EA at Sibley, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
11. Shari Bridley, Special Ed EA at Longfellow, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/28/2018-08/02/2018.
12. Deb Budin, Special Ed EA PCA Resource Room for 5 hours/day and Read 180 for 2 hours/day at the High School, change to Special Ed EA PCA Resource Room for 6.75 hours/day at the High School, effective 08/27/2018.
13. Anita Corwin, EarlyVentures Site Assistant for 37.5 hours/wk. at Longfellow, change to EarlyVentures Site Assistant for 23.5 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
14. Matthew Crase, Special Ed EA at the Middle School, add Special Ed ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
15. Matthew Crase, Special Ed EA at the Middle School, add Special Ed EA-PCA Eagle Bluff Trip, effective 07/23/2018-07/25/2018.
16. River Ditttrich, Skateboarding Supervisor with Community Services at \$10.90/hr., change to Skateboarding Co-Supervisor with Community Services at \$10.40/hr., effective 06/12/2018-08/31/2018.
17. Kelle Edwards, Gen Ed EA at Greenvale Park, add Gen Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
18. Kelle Edwards, Gen Ed EA for 5.5 hours/day and Supervisory for 1.75 hours/day at Greenvale Park, change to Gen Ed EA for 6 hours/day and Supervisory for 1.25 hours/day at Greenvale Park, effective 09/04/2018.
19. Julie Erickson, EarlyVentures Teacher for 40 hours/wk. at Longfellow, change to EarlyVentures Teacher for 38 hours/wk. at Longfellow, effective 06/13/2018-08/24/2018.
20. Teresa Findley, Special Ed EA at the Middle School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
21. Debbie Foley, EarlyVentures Assistant Teacher for 30 hours/wk at Longfellow, change to EarlyVentures Assistant Teacher for 28.75 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
22. Marilyn Frey, Special Ed EA at the High School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/28/2018-08/02/2018.
23. Sara Gerdesmeier, EarlyVentures Site Assistant for 35 hours/wk. at Longfellow, change to EarlyVentures Site Assistant for 20 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
24. Leah Grisim, Special Ed EA at Sibley, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.

25. Denise Halvorson, Teacher at the High School, add Targeted Services Summer PLUS Teacher for up to 4.75 hours/day Mon.-Thurs. at Greenvale Park, effective 06/28/2018-08/02/2018; Yr. 1-\$27.11/hr.
26. Jonna Hanek, Custodian Engineer w/license at the High School, change to temporary Head Custodian at the High School, effective 05/18/2018-estimated 6-12 weeks.
27. Shelly Hansen, Social Worker .30 FTE ALC and .25 FTE Longfellow, change to Social Worker .40 FTE ALC and .40 FTE Longfellow, effective 08/27/2018.
28. Karna Hauck, .6 FTE Art Teacher at the High School, change to .8 FTE 1st semester and .6 FTE 2nd Semester Art Teacher at the High School, effective 08/27/2018.
29. Kristi Hayes, Special Ed EA PCA for 6.30 hours/day at Longfellow, change to Special Ed EA PCA for 3.50 hours/day at Longfellow, effective 08/27/2018.
30. Kaci Henry, EarlyVentures Teacher for 40 hours/wk. at Longfellow, change to EarlyVentures Teacher for 28.75 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
31. Lucas Herreid, Skateboarding Supervisor with Community Services at \$9.90/hr., change to Skateboarding Co-Supervisor with Community Services at \$10.40/hr., effective 06/12/2018-08/31/2018.
32. Isabelle Hessian, Softball Coach with Community Services at \$9.65/hr., change to Softball Co-Supervisor with Community Services at \$10.00/hr., effective 06/20/2018-08/31/2018.
33. Rachael Hudson, 1.0 FTE School Psychologist at the Middle School, add an overload for MTSS purposes at the Middle School, effective 08/27/2018-06/07/2019.
34. Craig Johnson, Science Teacher at the High School, add an overload of Science 2nd Semester at the High School, effective 01/28/2019-06/07/2019.
35. Martell Johnson, Tennis Coach at the High School, add Tennis Staff with Community Services, effective 06/19/2018-08/31/2018; \$10.00/hr.
36. Roanne Johnson, Special Ed Teacher at Greenvale Park, change to Special Ed Teacher at Bridgewater, effective 08/27/2018.
37. Jill Kohel, .6 FTE Academy and .4 FTE Social Studies at the High School, change to .4 FTE Academy; .4 FTE English and .2 FTE Social Studies at the High School, effective 08/27/2018.
38. Lisa Krueger-Robb, .80 FTE EL Teacher at the High School, change to 1.0 FTE EL Teacher at the High School, effective 08/27/2018-06/07/2019.
39. Richelle Kruger, Special Ed EA at the High School, add Special Ed ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
40. Delores Larsen, Special Ed EA at Sibley, add Special Ed ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
41. Delores Larsen, Special Ed EA at Sibley, add Special Ed PCA ESY for 3 hours/day Mon.-Thurs. at Sibley, effective 07/30/2018-08/16/2018.
42. Yolanda Loken, Special Ed EA at Longfellow, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/28/2018-08/02/2018.
43. Yolanda Loken, Special Ed EA PCA for 6.08 hours/day at Longfellow, change to Special Ed EA PCA for 6.30 hours/day at Longfellow, effective 08/27/2018.
44. MacKenzie Love, Event Worker with the District, add Targeted Services Site Assistant for up to 4 hours/day Mon. – Thurs. at the Middle School, effective 06/19/2018-08/03/2018; Step 1-\$12.56/hr.
45. Kim Luke, Special Ed EA at the High School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
46. Carolyn Manderfeld, Special Ed EA at the Middle School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
47. Sarah Marohl, Special Ed EA PCA for 4.10 hours/day at Longfellow, change to Special Ed EA PCA for 4.50 hours/day at Longfellow, effective 08/27/2018.
48. Makenzie Mathews, Special Ed EA at Longfellow, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/28/2018-08/02/2018.
49. Makenzie Mathews, Special Ed EA PCA-temporary for 6.0 hours/day at Longfellow, change to Special Ed EA PCA for 6.30 hours/day-ongoing at Longfellow, effective 08/27/2018.
50. Brigid McCabe, Special Ed EA at Head Start, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/19/2018-08/02/2018.

51. Beth McClune, Special Ed EA at the Middle School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
52. Peter McGorry, General Ed EA Literacy for 6 hours/day at Sibley, change to General Ed EA Literacy for 4.09 hours/day at Sibley, effective 08/27/2018-06/07/2019.
53. Kim Medin, Special Ed EA at the Middle School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
54. Jackie Meyer, Special Ed EA at the High School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/28/2018-08/02/2018.
55. Jackie Moon, Special Ed EA at the Middle School, add Special Ed ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
56. Annie Moore, Event Worker with the District, add Targeted Services Site Assistant for up to 4 hours/day Mon. – Thurs. at the Middle School, effective 06/19/2018-08/03/2018; Step 1-\$12.56/hr.
57. Marilyn Morgan-Malecha, Special Ed EA at the High School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
58. Diane Nagy, .50 FTE Instructional Coach and .50 FTE Title 1 at Bridgewater, change to 1.0 FTE Instructional Coach at Bridgewater, effective 08/27/2018.
59. Carol Nick, EarlyVentures Teacher for 35 hours/wk at Longfellow, change to EarlyVentures Teacher for 20 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
60. Kim Norton, Special Ed EA at Longfellow, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/19/2018-08/02/2018.
61. Kim Norton, Special Ed EA PCA for 7.0 hours/day at Longfellow, change to Special Ed EA PCA for 6.30 hours/day at Longfellow, effective 08/27/2018.
62. Mallory Nystuen, Special Ed EA at Sibley, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
63. Jacob Odell, Educational Assistant at the High School, add Camp FRIENDS Coordinator for up to 6 hours/day with Community Services, effective 06/11/2018-08/24/2018; \$15.65/hr.
64. Debra Pack, Special Ed EA at the High School, add Special Ed ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
65. Susan Puppe, Special Ed Teacher at Sibley, add Special Ed Teacher ESY at Sibley, effective 06/12/2018-06/29/2018.
66. Katie Remmey, Special Ed EA at the Middle School, add Special Ed ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
67. Karen Roback, Special Ed EA PCA Resource Room for 6.75 hours/day at the High School, change to Special Ed EA PCA Resource Room for 5 hours/day and Read 180 for 2 hours/day at the High School, effective 08/27/2018.
68. Kathy Roth, EarlyVentures Teacher for 38 hours/wk at Longfellow, change to EarlyVentures Teacher for 39.75 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
69. Jessica Rushton, Special Ed EA at Sibley, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
70. Leah Sand, PE/MTSS/Health/DAPE Teacher at the High School, change to .2 FTE Health, .2 FTE DAPE, .8 FTE PE for 1st semester and .6 FTE PE for 2nd Semester, and add an overload for Phy Ed 1st semester at the High School, effective 08/27/2018-01/25/2019.
71. Bobbi Schmidtko, EarlyVentures Site Leader for 40 hours/wk at Longfellow, change to EarlyVentures Site Leader for 30 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
72. Katie Schuman, EarlyVentures Teacher for 40 hours/wk at Longfellow, change to EarlyVentures Teacher for 30 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
73. Tammy Schwagerl, Special Ed EA at the High School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/19/2018-08/02/2018.
74. Janet Smith, Teacher at the High School, add Assistant Cross Country Coach at the High School, effective 06/19/2018; Level I, Step 1
75. Brynne Stellner, .6 FTE Academy and .4 FTE English at the High School, change to .4 FTE Academy and .6 FTE English at the High School, effective 08/27/2018.

76. Andrea Stowe, EarlyVentures Teacher for 31 hours/wk at Longfellow, change to EarlyVentures Teacher for 39.75 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
 77. Christina Suhsen, Special Ed EA PCA-temporary for 2.2 hours/day at Longfellow, change to Special Ed EA PCA-ongoing for 3.50 hours/day at Longfellow, effective 08/27/2018.
 78. Donna Torgeson, Special Ed EA at the Middle School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
 79. Diana Tyutyunnyk, Assistant Girls Soccer Coach at the High School, change to Assistant Girls Soccer Coach-hourly at the High School, effective 06/22/2018.
 80. Karrie VanZuilen, Special Ed EA PCA-temporary for 2.2 hours/day at Longfellow, change to Special Ed EA PCA-ongoing for 2.10 hours/day at Longfellow, effective 08/27/2018.
 81. Andrea Waldock, Special Ed EA at Bridgewater, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
 82. Katie Waters, ECSE at Longfellow, change to a B-3 flex schedule at Longfellow, effective 07/01/2018.
 83. Mark Welinski, Tennis Coach at the Middle School, add Tennis Staff with Community Services, effective 06/19/2018-08/31/2018; \$11.15/hr.
 84. Travis Wiebe, .6 FTE Academy and .4 FTE Science at the High School, change to .4 FTE Academy and .6 FTE Science at the High School, effective 08/27/2018.
 85. Lisa Williams, Special Ed EA PCA for 6.08 hours/day at Longfellow, change to Special Ed EA PCA for 6.30 hours/day at Longfellow, effective 08/27/2018.
 86. Mary Williams, High School Band Teacher, add Summer Band Lesson Instructor at the High School, effective 06/12/2018-08/31/2018; Summer Band Rate.
 87. Tiffani Wilson, EarlyVentures Teacher for 40 hours/wk at Longfellow, change to EarlyVentures Teacher for 38 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
 88. Mark Woitalla, 1.0 Industrial Tech Teacher at the High School, add an overload of Industrial Tech at the High School, effective 08/27/2018-06/07/2019.
 89. Sarah Woodcock, EarlyVentures Teacher for 37.5 hours/wk at Longfellow, change to EarlyVentures Teacher for 35.5 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
 90. Brigid McCabe, Special Ed EA-PCA temporary for 30 hours/wk. with Headstart, change to Special Ed EA-PCA ongoing for 30 hours/wk. with Headstart, effective 08/27/2018.
- c) Retirements/Resignations/Terminations
1. Alex Gerdes, 9th Grade Soccer Coach at the High School, resignation effective 06/14/2018.
 2. Tyler Hudson, School Play Director at the Middle School, resignation effective 06/16/2018.
 3. Gunnar Olson, Boys Lacrosse Head Coach at the High School, resignation effective 06/13/2018.
 4. Alexi Thompson, Special Education Teacher at Bridgewater, resignation effective 07/01/2018.
 5. Theresa Wilson, Business Education Teacher at the High School, resignation effective at the end of the 2017-18 School year.
 6. Scott Wopata, Head Soccer Coach at the High School, resignation effective 06/21/2018.
- d) Administration Recommended Approval of the Following:
- The Board approved the updated substitute rates of pay. These substitute rates of pay are effective July 1, 2018.
- e) Leave of Absence
1. Jennifer Allison, Family/Medical Leave of Absence for Childcare, effective 08/27/2018- for 8 work weeks.

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

VII. Superintendent's Report

A. Items for Individual Action

1. Approval of Separation Agreement.

On a motion by Colangelo, seconded by Goerwitz, the Board unanimously approved the proposed separation agreement.

2. Long-Term Facilities Maintenance and Ten-Year Plan.

On a motion by Stratmoen, seconded by Iverson, the Board unanimously approved the Long-Term Facilities Maintenance Ten-Year Plan as presented.

3. Resolution Regarding Christopher Columbus Day.

On a motion by Iverson, seconded by Colangelo, the Board unanimously approved the following Resolution Regarding Christopher 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 8, 2018, shall not be a holiday. Voting 'yes' was Colangelo, Iverson, Pritchard, Quinnell, Stratmoen, and Goerwitz. No one voted 'no.' Hardy was absent.

4. Authorize Administration to Submit Review and Comment for Possible Fall Bond Referendum.

On a motion by Goerwitz, seconded by Colangelo, the Board unanimously authorized administration to submit the Review and Comment document as required by the Minnesota Department of Education for the elementary projects associated with the Master Facilities Plan.

VIII. Items for Information

A. First Reading: Policy 533 (Wellness) Update

Superintendent Hillmann presented recommended changes to Policy 533. The recommended changes allow up to two special event exceptions at the Middle School, the High School, and the Area Learning Center per year. Two exceptions per grade level, per year, will be allowed at the Elementary Schools. Additionally, these exceptions and will be documented on our District Wellness procedures form and provided to the Director of Finance to determine if an expense is allowable under the wellness policy guidelines. This will be an item for action at the August 13, 2018 Board meeting.

B. Filing for School Board is July 31-August 14, 2018 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 14, 2018.

C. The National Merit Reception will be held on Tuesday, November 13th at 6:00 PM in the NHS Media Center (immediately preceding the School Board meeting scheduled that evening.)

IX. Future Meetings

- A. Monday, August 13, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, August 27, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, September 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 9:45 p.m.

Noel Stratmoen
School Board Clerk

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, 2018 to June 30, 2020

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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 Fair Share Fee: In accordance with P.E.L.R.A, as amended, any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any employee shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85% of the regular membership dues.

The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the school district and to each unit employee, as defined by Article I, Section 1.06 of this Agreement, to be assessed the fair share fee. The school district will provide the exclusive representative with a list of all unit employees upon request.

A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the Commissioner of the Bureau of Mediation Services, the school district, and the exclusive representative within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The school district shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the school district pending a decision by the Commissioner or Court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the school district harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

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.

2018-19

	1	2	3	4
Gen Ed:	15.03	15.38	15.73	16.19
SpecEd:	15.62	15.96	16.30	16.76

2019-20

	1	2	3	4
Gen Ed:	15.34	15.69	16.05	16.52
SpecEd:	15.93	16.29	16.63	17.10

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: Five per year (proportionate to a work day)

Labor Day
Memorial Day
Thanksgiving Day
Christmas Eve Day
Christmas 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 up to Five Days Without Pay: Requests for leaves of absence without pay of up to five (5) days may be approved by the building principal or immediate supervisor.

Subd. 2. Leave of Absence Without Pay for more than Five Days: Requests for leaves of absence without pay for more than five (5) days may be approved by the Superintendent or designee upon the recommendation of the building principal or immediate supervisor.

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:

2018-19 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

2019-20 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

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.

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 CA) 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, 2018, through June 30, 2020, 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 _____,

_____, 2018

Dated this _____ day of _____,

_____, 2018

**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:

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

Signature

Date

Page Two

LEVEL II - FORMAL

Date Issued: _____

Disposition by Superintendent and Reasons Therefore:

Disposition:

Reasons:

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

Signature of Grievant

Date

LEVEL III – FORMAL

Date Issued: _____

Disposition by Board of Education and Reasons Therefore:

Disposition:

Reasons:

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

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.

CUSTODIANS

**AGREEMENT
BETWEEN
INDEPENDENT SCHOOL DISTRICT No. 659, NORTHFIELD, MINNESOTA
AND
INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL No. 70**

**AGREEMENT EXTENDS FROM
July 1, 2018, to June 30, 2020**

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ARTICLE 1: 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 International Union of Operating Engineers, Local No. 70, 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 custodial personnel during the duration of this Agreement.

Section 1.02 - Recognition of Exclusive Representative: In accordance with the P.E.L.R.A., the school board recognizes the International Union of Operating Engineers, Local No. 70 as the exclusive representative for custodial personnel employed by the school district, 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 III, Section 2 of this Agreement and the P.E.L.R.A. and in certification by the Director of Mediation Services, if any.

Section 1.04 - 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 1.05 - Description of Appropriate Unit: For purposes of this Agreement, the term custodial personnel shall mean all regular maintenance, custodial, and engineer employees of Independent School District No. 659, whose employment service exceeds 67 working days per year and the lesser of 14 hours per week or 35 percent of the normal work week, excluding Director of Buildings and Grounds, Building Head Custodians, Coordinator of District Maintenance, Coordinator of District Grounds, Master Electrician, and seasonal summer employees.

For purposes of administering this agreement the term "School District" shall mean the School Board or its designated representative.

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

SCHOOL BOARD RIGHTS

Section 1.06 - Inherent Managerial Rights: The exclusive representative recognizes that the school board 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 1.07 - 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 1.08 - 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 the laws of the State of Minnesota, 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 the laws of the State. 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 1.09 - 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 this Agreement are reserved to the school board.

EMPLOYEE RIGHTS

Section 1.10 - Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his 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 1.11- 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 district.

Section 1.12 - 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 in twenty-four (24) installments beginning with the first pay period in July.

Section 1.13 - Fair Share Fee: In accordance with M.S. 179.65, Subd. 2, as amended, any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any employee shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85% of the regular membership dues. The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Director, the school district, and to each employee to be assessed the fair share fee.

A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the Director, the school district, and the exclusive representative within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The school district shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the school district pending a decision by the Director, PERB, or Court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the school district harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

ARTICLE 2 - JOB CLASSIFICATIONS, RATES OF PAY AND OTHER COMPENSATION

Section 2.01 – Job Classifications and Rates of Pay

2.01 (a).

	2018-19				
<u>CLASSIFICATION</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Custodian/Auxiliary Custodian	16.84	17.25	17.63	18.02	18.40
Custodian Engineer (without license) – hired prior to 7/1/18	20.95	21.32	21.72	22.10	22.50
Custodian Engineer (without license) – hired after 7/1/18	17.52	17.84	18.18	18.51	18.85
Custodian Engineer (with license)	22.12	22.52	22.92	23.29	23.68

	2019-20				
<u>CLASSIFICATION</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Custodian/Auxiliary Custodian	17.40	17.81	18.21	18.61	19.01
Custodian Engineer (without license) – hired prior to 7/1/18	21.63	22.01	22.43	22.82	23.24
Custodian Engineer (without license) – hired after 7/1/18	18.09	18.42	18.77	19.11	19.46
Custodian Engineer (with license)	22.85	23.25	23.67	24.05	24.46

2.01(b). - Beginning July 1, 2018 all new hire custodian engineers (without a license) will be required to obtain the following licenses within the time frame outlined below:

	<u>Special License</u>	<u>2 C License</u>	<u>1 C License</u>
Employee hired with no license	6 months from date of hire	18 months from date of hire	42 months from date of hire.
Employee hired that already holds a special license	N/A	13 months from date of hire.	40 months from date of hire.

Employee hired that already holds a 2 C License	N/A	N/A	30 months from date of hire.
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2.01(c) – Failure to obtain the required licenses within the required timetable will result in termination of employment.

2.01(d) – The School District may, at their own discretion, extend the above listed timelines. The extension will be put in writing with new timetables listed and signed by the District, the employee and the Union.

2.01 (e) – After obtaining and meeting the licensure requirements outlined in Subd. 1., the custodian engineer (without license) shall move to the custodian engineer (with license) pay scale, upon providing a copy of the license to the Human Resources Office.

2.01(f) - Step placement of entering employees shall be recommended by the Human Resources Office and approved by the Board of Education. Step changes shall take effect at the beginning of the fiscal year. In order for an employee to advance to a succeeding step on the schedule, she/he must have been employed by the district for more than half of the preceding work year.

2.01 (g) - An Auxiliary Custodian who has been requested, in writing, by the Director of Buildings and Grounds to hold a Commercial Driver's License shall receive a \$200 per year stipend. In the event the Auxiliary Custodian obtains the Commercial Driver's License after July 1 the stipend will be prorated for the remainder of that fiscal year.

Section 2.02 - Reclassification of Positions: The District may, at its discretion, reclassify positions as they become vacant.

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 - Supplement for Indoor Swimming Pool Maintenance/Registered Unlicensed Electrician:

Swimming Pool Maintenance \$625/year

In order to qualify for this stipend, the employee must hold current pool and spa operator certification as required by the State of Minnesota and at the written request of the Director of Buildings and Grounds.

Registered Unlicensed Electrician Certification \$500/year

In order to qualify for this stipend, the employee must hold current Registered Unlicensed Electrician certification and provide a copy of the license to the Human Resources Office.

Section 2.04 - Supplement for Middle School/High School Night Lead/Engineer and Morning Lead at High School: The night shift custodial engineer at Northfield Middle School and Northfield High School, as well as the individual custodian that opens the High School in the early morning, will receive an hourly stipend of \$0.30 per hour.

Section 2.05 - Uniforms: Full-time employees shall be annually provided with up to five shirts of the custodian's choice (long or short sleeve) or a combination of other equivalent priced uniform tops as determined by the Buildings and Grounds department. Custodians will receive a \$400 taxable stipend each

year for the purposes of purchasing work pants, work coats and work shoes. School District uniforms must be worn during all shifts. It shall be the responsibility of the custodian to launder his/her uniforms.

HOURS OF WORK AND OVERTIME PAY

Section 2.06 - Work Week: The basic work week shall consist of forty (40) hours. The regular work week shall be five (5) consecutive days - Monday through Saturday except in emergency circumstances or as mutually agreed between the employer and employee. Working hours shall be determined by the school administration.

In the event that school (or schools) is closed all day due to an emergency, employees shall continue to receive compensation for up to a maximum of two days per year. Employees shall be required to perform services if requested to do so by their immediate supervisor and shall earn one and one half 1.5 times the base hourly rate for each hour worked. This additional compensation does not apply for early dismissal or late starts due to an emergency.

Section 2.07 - Overtime:

2.07(a). Custodians shall be paid on the basis of one and one-half (1.5) times the base hourly rate for work beyond the basic work week of forty (40) hours.

2.07(b). When a full-time employee is called back to work outside of his regular working schedule, he will be paid call-back time at one and one-half (1.5) times the base hourly rate with a one-hour guaranteed minimum.

2.07(c). Custodians shall be paid on the basis of two (2) times the hourly rate for work on Sundays or nationally recognized holidays (excluding Presidents' Day, Good Friday, Martin Luther King Day or days designated in lieu of them if not designated as a holiday by the School Board).

2.07(d). An employee shall be on duty for any activity for which a custodian is necessary when the activity takes place beyond normal staff schedules. The employee would receive overtime pay when the hours worked have exceeded 40 for the week.

2.07(e). Overtime shall be rotated by qualified employees within the building whenever the overtime occurs. The rotation may include Head Custodians employed in the building where the overtime occurs. At the beginning of each fiscal year, the District will provide a rotation list of qualified employees in each building, sorted by date of hire. The rotation will start over July 1 of each fiscal year.

All overtime opportunities, whether for the time and one-half or double time, will be based on one rotation schedule. The rotation schedule and the dates of confirmed events which will require overtime work will be posted in the custodians' office. When an opportunity becomes available for overtime, the first person on the list will have the opportunity to accept the overtime assignment. If they choose not to accept the overtime assignment, the opportunity goes to the next person on the list and the employee declining the opportunity waits until they come up on the rotation schedule again.

Individual employees are not guaranteed a certain number of hours of overtime. Each opportunity for overtime may be a different number of hours. The employee accepting the overtime assignment works the assignment and the next overtime opportunity goes to the next person on the list. When no custodian assigned to the building where the overtime occurs is interested in it, the Head Custodian may offer the overtime to custodians in other buildings on a rotating basis. If no one accepts the overtime, the Head Custodian will assign the overtime to the first person on the rotation schedule in the building it occurs for that overtime occurrence.

2.07(f). No overtime shall be paid unless it has been specifically authorized by the immediate supervisor.

2.07(g). An employee on vacation will not be eligible for overtime during his/her vacation period and will not be eligible for overtime until the next time his/her name comes up on the rotation schedule.

2.07(h). When an event extends beyond a normal shift, and there are no custodians regularly scheduled to come to work at that site for the next shift, the custodian on duty will stay to complete tasks after the event is finished. If it is known in advance that the event will extend more than two hours beyond the normal shift, overtime will be assigned based on the overtime rotation schedule.

2.07(i). If a custodian refuses overtime, the rotation schedule will continue and the next opportunity for overtime will be when his/her name appears first on the rotation again.

HOLIDAYS

Section 2.08 - Holidays:

All employees who work twenty hours per week or more shall be granted the following paid holidays or days observed as such provided the days fall within the employee's regular work year: New Year's Day, Presidents' only if designated a holiday by the Board of Education, Good Friday, Memorial Day, Independence day, Labor Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Eve, Christmas Day. If the approved school calendar precludes the use of any of these days as Holidays, an alternate day(s) shall be selected by the employee, with the approval of their immediate supervisor.

Employees who work less than twenty hours per week shall be granted Thanksgiving Day and Christmas Day, prorated to the work day, as paid holidays.

ARTICLE 3 - LEAVES

Section 3.01 - Vacations:

Employees who work twenty hours or more per week and have a 48-week work year will be granted the following vacation days with pay:

1 through 5 years of service	10 work days
6 through 10 years of service	15 work days
11+ years of service	20 work days

Employees who work less than twenty hours per week will be granted two days of paid vacation each year, provided they have completed at least one year of service.

Any earned vacation days not used prior to the completion of the employee's service, will be paid to the employee at the current rate when the employee's service is completed.

Employees may take vacation during the school year subject to the following restrictions:

- a. Requests for vacation shall be submitted to the building head custodian using the District's substitute/leave system at least three days in advance except in the case of emergency circumstances.

- b. Vacation days shall be taken only on days when school is not in session (days not designated as instructional days in session). Approval to take vacation on days when school is in session shall be obtained from the Director of Buildings & Grounds or designee upon the recommendation of the building head custodian.
- c. No more than five (5) employees shall be on vacation district-wide at one time.
- d. No more than one (1) employee shall be on vacation at one time from each elementary school.
- e. No more than two (2) employees shall be on vacation at one time from either the middle school or the high school.
- f. Exceptions may be granted at the discretion of the Director of Buildings & Grounds and shall not be subject to the grievance procedure.

Vacation days will be lost unless they are taken within twelve (12) months after the year in which they were earned. Vacation benefits shall not accrue during any period of absence for reasons other than vacation or military leave which extends beyond one calendar month.

Section 3.02 – Sick Leave:

Employees who work twenty (20) hours per week or more shall earn sick leave at the rate of one (1) day for each month of service in the employ of the school district.

Unused sick leave days may accumulate to a maximum of two hundred twenty-eight (228) days. Accumulated leave days shall be based on the current percentage of the day worked.

Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, or another individual as allowed by Minnesota law which prevented the employee's attendance at work on that day or days.

Up to a total of ten (10) days per year may be used for bereavement leave. Bereavement leave may be used in the case of a death of family members or friends.

If workers' compensation is paid during period of sick leave, the total of the workers' compensation plus sick leave is to be no greater than the employee's salary.

Any use of leave under this Section shall be deducted from sick leave.

Medical Statement: The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness in order to qualify for sick leave pay. Final determination as to the eligibility of an employee for sick leave pay is reserved to the employer.

Sick leave will no longer be used when custodial personnel qualify for income protection insurance.

Section 3.03 - Child Care Leave:

A child care leave without pay may 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 custodian for an extended period of time.

A custodian making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances.

If the reason for the child care leave is occasioned by pregnancy, the custodian shall also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery. If a custodian 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.

The School Board agrees to give the custodian a child care leave of at least six months in length and will grant a maximum leave to the beginning of the fiscal year following the six-month period. Upon signifying his/her intention to return, the custodian 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 fiscal year. If a custodian's child care leave plan does not call for his/her return within the year it is commenced, a custodian shall have the right to be returned to an equivalent position.

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

Insurance and other Benefits: A custodian on child care leave without pay is eligible for all employee benefit plans but must pay the full premium for such benefits as he/she wishes to retain. These benefits are limited to those allowed by the companies concerned.

Sick Leave Accumulation: A custodian 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 ceased working to commence his/her leave.

Section 3.04 - School Conference and Activities Leave: In accordance with the provisions of MS.181.9412, the District will provide each custodian 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. Such leave will be deducted from the custodians sick leave allowance.

Section 3.05 - Personal Leave: Custodians may be granted a leave at the discretion of the school district of no more than two (2) days per year, noncumulative, and with no loss in pay, the days used to be deducted from unused sick leave.

Requests for personal leave must be made using the District substitute/leave system at least three (3) days in advance, except for emergencies.

Section 3.06 – Health Leave: A leave of absence without pay for reason of personal health for periods not to exceed one year, subject to renewal, may be granted by the Board upon presentation of evidence of need and upon exhaustion of the employee's sick leave.

Section 3.07 – 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, the said employee shall receive their regular compensation and other benefits, less the amount received by them as jurors or witness fees.

ARTICLE 4 - GROUP INSURANCE

Section 4.01 - Eligibility: Employees regularly scheduled to work 20 hours per week or more in a position with a minimum work year of the student days in session shall be eligible for group insurances contained in this Article.

Section 4.02- Health and Hospitalization Insurance: Eligible employees and their spouse and dependent children may participate in the district health and hospitalization insurance plan. The school district will

contribute toward the premium according to the schedule below. The selection of the insurance carrier and policy shall be made by the school district as provided by law. The effective date for employer contributions shall be January 1 of each school year.

2018-19 School Year

<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>
<u>SINGLE</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

2019-20 School Year

<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>
<u>SINGLE</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

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

Section 4.03 - Income Protection Insurance: Income protection insurance shall be provided each eligible custodian. This income protection shall be a part of the plan now provided by the school district for certified personnel. The premium will be paid by the school district.

There shall be a 60-day waiting period before the disability income protection goes into effect. The plan will pay 2/3 of the employee's base salary at the time of disability. 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. Additional compensation amounts paid to custodians who are building heads or responsible for the indoor swimming pool will be included in the basic salaries for the purpose of Income Protection Insurance.

Section 4.04 Life Insurance: The employer will provide group term life insurance coverage for each employee working 20 hours per week or more in the amount of \$35,000.00. 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: The rate of Board payment for coverage for eligible employees shall be according to the schedule below. The effective date for employer contributions shall be January 1 of each school year.

<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>
<u>SINGLE</u> 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 claim 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: Upon discontinuance of employment, all district participation and contribution shall cease effective on the last working day. However, employees may be continued in the group for a period following termination determined by the insurance carrier if the employee pays the entire premium amount.

ARTICLE 5 - LONGEVITY

Section 5.01 – Eligibility: Longevity pay for all regular maintenance, custodial, and engineer employees working at least 75% of full-time (30 hours per week), will be paid on the basis of the following schedule:

	<u>2018-19</u>	<u>2019-20</u>
After completion of 6 years of employment:	\$900	\$900
7-12 years of employment inclusive:	\$1,000	\$1,000
13-19 years of employment inclusive:	\$1,100	\$1,100
20 years or more of employment	\$1,200	\$1,200

Section 5.02 – Longevity Pay Schedule: The above stipulated amounts are on an annual basis and are to be paid in addition to the basic salary schedule. Longevity increments will be divided equally over 24 pay periods during the fiscal year, beginning July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

ARTICLE 6 - RETIREMENT

Section 6.01 – 403(b) Matching Plan: Each year by October 1, employees working 75% of full-time (30 hours per week) and who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$1,500 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.

ARTICLE 7 - RESIGNATIONS, DISMISSALS AND SUSPENSIONS

Section 7.01 - Resignations: Employees electing to resign shall be required to give the employer ten (10) working days notice and shall continue in the employer's service during this period with the understanding that the employee may leave sooner if a suitable replacement is obtained. Any earned vacation days not used prior to the completion of the employee's service, will be paid to the employee at the current rate when the employee's service is completed. The employee shall be granted paid sick leave during the last ten working days only if a doctor's statement is provided as evidence of illness. Failure to give such notice shall result in loss of any vacation benefits which the employee might otherwise be entitled to.

Section 7.02 - Dismissal and Suspension:

Probationary Period: An employee under the provisions of this agreement shall have a probationary period of six (6) months of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, dismiss or otherwise discipline such employee; and during this

probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, dismissal or other discipline is concerned. The probationary period for a given employee may be extended by three (3) months if mutually agreed by the union and the school district.

Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay or dismissed only for cause. Except in cases that warrant immediate dismissal (as described in paragraph 2), the school district shall give the employee two weeks notice or pay the employee two weeks wages and terminate him/her immediately.

An employee may be dismissed immediately for the following reasons:

- a. Dishonesty
- b. Drinking or being intoxicated on the job
- c. Immoral conduct which affects ability to work effectively in the school district or which endangers individuals in the school setting
- d. Clear insubordination

ARTICLE 8 - SENIORITY

Section 8.01 - Seniority Date: Employees shall acquire seniority upon completion of the probationary period as defined in this Agreement and, upon acquiring seniority, the seniority date shall relate back to the first date of service. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by the school district. In cases of broken service, the latest date of employment shall be the one used to determine seniority.

Section 8.02 - Reduction in Force: The parties recognize the principle of seniority in the application of this Agreement concerning reduction in force, provided the employee is qualified to perform the duties and responsibilities of the position. An employee on layoff shall retain his/her seniority and right to recall in seniority order for a period of fifteen (15) months after the date of layoff.

The District shall not create light custodian or housekeeper positions while a custodian engineer is on layoff status.

Section 8.03 - Vacancies: In the event of a job opening, the job shall be announced by bulletin for a period of five (5) working days, and the permanent qualified employee shall be given an opportunity in the order of seniority to step up for promotion. The Board of Education or designee shall make the final determination of qualification of employees. The Board shall have the right to select and assign all custodians within the system.

ARTICLE 9 - GENERAL

1. It is understood that the work of a custodian-engineer shall include maintenance work and repair work needed to maintain the building in good condition as well as cleaning. The maintenance work shall include plumbing, repairs, glazing, painting, carpentry, snow removal, maintenance of grounds, and other duties that may be assigned by the employer.
2. Union meetings may be held on school premises but shall be scheduled at a time when they will disrupt the work routine as little as possible.
3. In the absence of a custodian because of a day off or emergency situation, an alternate custodian would be allowed to lock up the building.

ARTICLE 10 - GRIEVANCE PROCEDURE

Section 10.01 - Definitions:

Grievance: A grievance under this procedure is a claim by a covered employee or the exclusive representative that there has been a violation, misinterpretation or misapplication of any term or terms of any covered employee contract required under Minnesota Statutes or any attachment hereto.

Days: "Days" mean calendar days excluding Saturday, Sunday or legal holidays as defined by Minnesota Statutes or those days designated as holidays by the Agreement.

Service: "Service" means personal service or by certified mail.

Reduced to Writing: "Reduced to Writing" means a concise statement outlining the nature of the grievance, the provision(s) of the contract in dispute, and the relief requested.

Answer: "Answer" means a concise response outlining the School Board's position on the grievance.

Section 10.02 - Level I. Informal Conference. Upon the occurrence of an alleged violation of this agreement, the employee involved shall attempt to resolve the matter on an informal basis with the employee's supervisor. This will be done within (10) days of the alleged violation. If the matter is not resolved to the employee's satisfaction in the informal conference, the grievance may be reduced to writing by the exclusive representative and served upon the Superintendent or his/her designee. Such service must be made within ten (10) days of the informal conference.

Section 10.03 - Level II. Within ten (10) days after receipt of such grievance, a meeting shall take place between the Superintendent or his/designee and the exclusive representative of the union. The parties shall endeavor to mutually resolve the grievance. If resolution is results, the terms of the resolution shall be reduced to writing and signed by all parties. If no agreement is reached within ten (10) days of the Level II meeting, the exclusive representative may elect to proceed with the grievance to Level III. He/she will proceed by serving proper notification to the Clerk of the School Board. The notification shall contain a concise statement indicating the intention of the party to proceed with the grievance, an outline of the grievance, the provision(s) of the contract in dispute, and the relief requested.

Section 10.04 - Level III: The School Board shall meet with the designated official of the exclusive representative (or in the appropriate case, covered employee or his/her designee) within twenty (20) days after receiving notice of intention to proceed with the grievance pursuant to Level II. If resolution of the grievance results, the parties shall reduce the resolution to writing and sign the memorandum as provided in Level II. If the parties are unable to reach agreement within ten (10) days after the first Level III meeting, either the school district or the exclusive representative may request arbitration by serving a written notice on the other party of their intention to proceed with arbitration.

Section 10.05 - Level IV: The parties shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If no agreement is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator pursuant to PELRA, a list of arbitrators selected by the Commissioner, providing such request is made within twenty days after request for arbitration. Upon receipt of a list of arbitrators, the parties shall alternately strike names from the list until only one (1) name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of a coin.

Upon appointment of the arbitrator, the covered employee or the exclusive representative shall within five (5) days after the notice of appointment forward to the arbitrator, with a copy to the School Board, the substance 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 developed in the first three levels of the grievance procedure.

The School Board is to make a similar submission of information; it shall also be done within five (5) days after the notice of appointment of the arbitrator, with copies to the covered employee(s) or the exclusive representative.

The Board and the exclusive representative shall not be permitted to assert in such arbitration procedure any grievance or to rely on any evidence not previously disclosed to either party prior to five (5) days of the arbitration hearing.

The arbitrator shall not have the power to add, to subtract from, or to modify in any way the terms of the existing contract.

The decision of the arbitrator shall be final and binding on all parties to the dispute unless the decision violates any provision of the laws of Minnesota or rules or regulations promulgated thereunder, or municipal charters or ordinances or resolutions enacted pursuant thereto, or which causes a penalty to be incurred thereunder. The decision shall be issued to the parties by the arbitrator, and a copy shall be filed with the Bureau of Mediation Services, State of Minnesota.

Each party shall bear its own expenses in connection with arbitration including expenses relating to the parties' 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 of the arbitrator, but the cost of the transcript or recording will be paid by the party requesting the same (or shared if mutually agreeable) and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Processing of all grievances shall occur after the close of the employees' workday whenever possible. If this is not possible, employees shall not lose wages during their necessary participation in the grievance proceeding on the following basis.

- a. The number of covered employees participating may equal the number of administrative representatives participating in the grievance proceeding on behalf of the School Board; or
- b. If the number of said administrative representatives participating on behalf of the School Board is less than three, three covered employees may participate in the proceedings without loss of wages.

The parties, by mutual written agreement, may waive any step and/or extend any time limits in the grievance procedure. Provided, however, that failure to adhere to the time limits shall result in a forfeit of the grievance or, in the case of the School Board or its designees, shall require mandatory alleviation of the grievance as outlined in the last statement by the exclusive representative or covered employee.

The provisions of this grievance procedure shall be severable, and if any provision or paragraph thereof or application of any such provision or paragraph under any circumstance is held invalid, it shall not affect any other provision or paragraph of this grievance procedure or the application of any provision or paragraph thereof under different circumstances.

Section 10.06 - Expiration: Notwithstanding the expiration of this contract, any claim or grievance arising hereunder may be processed through the grievance procedure until resolution.

Section 10.07 - No Reprisals: No reprisals of any kind shall be taken by the Board or the school administration against any covered employee because of his/her participation in this grievance procedure.

ARTICLE 11 - DURATION

Section 11.01 - Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2018, through June 30, 2020, and thereafter until modifications are made pursuant to the P.E.L.R.A. of 1971, as amended. If either party desires to modify or amend this Agreement commencing on July 1, 2020, it shall give written notice of such intent no later than May 1, 2020. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 11.02 - Effect: This Agreement constitutes the full and complete Agreement between the School District and the International Union of Operating Engineers, Local 70 representing the maintenance, custodial, and engineer employees of the district. 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 11.03 - Finality: Any matters relating to the current contract terms, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement unless mutually agreed upon by both parties.

Section 11.04 - Severability: The provisions of this Agreement shall be severable, and if any 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 THEREOF, the parties have executed this Agreement as follows:

For Local 70 International Union of
Operating Engineers AFL-CIO:

For Independent School District #659,
Northfield, Minnesota:

President

Chairperson

Secretary

Clerk

Business Manager

Dated this ____ day of _____, 2018.

Steward

Business Agent

Dated this ____ day of _____, 2018.

To: Members of Board of Education
From: Julie Pritchard, Board Chair
Date: August 13, 2018
RE: Superintendent Contract Provisions for the 2018-19 Contract Year

Under our current employment contract with Superintendent Hillmann, each year we set salary and benefits for the current contract year.

The summary of the Superintendent's annual performance review presented at the July 9, 2018, Board of Education meeting described Dr. Hillmann's outstanding performance as recognized by all Board members. Board members cited several of his accomplishments including his exceptional work administering all aspects of the District's November operating levy and bond election, the successful implementation of the social/emotional Learning curriculum as well as the launch of the new literacy curriculum. In addition, board members also acknowledged his outstanding communication and relationship building skills and exemplary management of the district's finances. The Board expressed great confidence in his leadership and abilities to move the district forward. It is important that the Board recognizes and awards Dr. Hillmann's excellent job performance.

With respect to the current 2018-19 contract, I recommend a total compensation package increase of 3.38%, which is line with the settlement we have negotiated with the Northfield Education Association. Dr. Hillmann's package would include:

- A salary increase of 2.47%
- Dr. Hillmann was accepted into the ASSA National Superintendent Certification Program. This two-year program with its robust curriculum will allow him to further develop his leadership abilities, knowledge and skill set. The significant personal and professional development Dr. Hillmann will gain from this program will serve the district well. The cost of this program will be covered by the district over the next two contract periods in the amount of \$3000 each year.

This package allows us to recognize the outstanding performance of Dr. Hillmann for the review period.

**2016-2019 CONTRACT
BETWEEN
INDEPENDENT SCHOOL DISTRICT 659, NORTHFIELD, MINNESOTA
AND
SUPERINTENDENT OF SCHOOLS**

The School Board of Northfield School District 659, Northfield Minnesota (School District) enters into this contract with Matthew J. Hillmann (Superintendent), a legally qualified and licensed superintendent, who agrees to perform the duties of Superintendent of Schools of the School District.

The School District and the Superintendent agree as follows:

I. Applicable Statute:

This contract is entered into between the School District and the Superintendent in conformance with Minnesota Statutes 123b.143, Subd.1.

II. Licensure:

The Superintendent shall furnish throughout the life of this contract a valid and appropriate license to act as Superintendent in the State of Minnesota as provided by applicable state laws, rules and regulations.

III. Duration, Expiration, Termination and Mutual Consent:

A. Duration.

This contract is for a term of three years commencing July 1, 2016, and ending June 30, 2019. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent, or unless terminated as provided herein.

B. Subsequent Contract:

1. **Notice by Superintendent.** The notice provisions of this contract shall obligate the School Board only if no later than September 1 immediately prior to the expiration of this contract the Superintendent provides written notice to each member of the School Board calling to the attention of members of the School Board the notice requirements as contained in this section of the Superintendent's contract; provided that if the Superintendent provides this notice after September 1, the November 1 and December 31 deadlines in subparagraphs 2 and 5 shall be extended by the same number of days that the Superintendent's notice is delayed beyond September 1.
2. **Preliminary Notice – School Board.** In the event the School Board is contemplating not offering the Superintendent a subsequent contract, the School Board shall give preliminary written notice of such intent not to offer a subsequent contract no later than September 1 immediately preceding the date of expiration of this contract.

3. **Request for Meeting.** Within ten calendar (10) days after receipt of an intent not to renew as provided in Paragraph 2 hereof, the Superintendent may request, in writing, a meeting with the School Board to discuss its intentions, the reasons therefore, and ways in which any concerns of the School Board might be addressed by the parties.
 4. **Meeting Between the Parties.** Upon receipt of such request, the School Board shall within fifteen (15) calendar days hold a meeting with the Superintendent.
 5. **Final Action – School Board.** The School Board shall delay taking final action on a subsequent contract for at least seven (7) calendar days after the meeting between the parties. However, the School Board shall take final action on a subsequent contract no later than October 31 and shall notify the Superintendent of such action in writing.
 6. **Effect.** The timeline provided herein is intended to provide both the School Board and the Superintendent with an appropriate process to address the subsequent contract issue and is intended to bind both parties unless the parties mutually agree to extend the timeline in writing. The timeline provided herein may be extended by written agreement between the School Board Chair and the Superintendent. In such event, the School Board Chair shall confer with and notify School Board members, in writing, of such extension.
- C. **Expiration.** This contract shall expire at the end of the term specified in Paragraph A hereof. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Superintendent shall cease, unless a subsequent contract is entered into in accordance with Minnesota Statutes 123B.143, Subd. 1.
- D. **Termination During the Term.** The Superintendent's employment may be terminated during the term of this contract only for cause as defined in Minnesota Statutes 122A.40 Subds. 9 or 13. Except for purposes of describing grounds for discharge, the provisions of Minnesota Statutes 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the contract term for cause as described in Minnesota Statutes 122A.40 Subds 9 or 13, it shall notify the Superintendent in writing of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator provided the Superintendent makes such a request in writing within fifteen (15) calendar days after receipt of the written notice of proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS Rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by the arbitrator. If the Superintendent fails to request a hearing as provided herein within a fifteen (15) calendar day period, it shall be deemed acquiescence by the Superintendent to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.
- E. **Mutual Consent.** This contract may be terminated at any time by the parties by mutual consent.

IV. **Duties.** The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School Board; shall direct and assign teachers and other employees of the schools under the Superintendent's supervision; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall from time to time suggest policies, regulations, rules and duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules and procedures established by the School Board and the State Board of Education. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees and provide administrative recommendations on each item of business considered by each of these groups.

V. **Duty Year and Leaves.**

A. **Basic Work Year.** The Superintendent's duty year shall be for the entire 12-month contract year as provided herein and the Superintendent shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy. For purposes of computing a per diem salary, the Superintendent's annual salary shall be divided by 260.

B. **Vacation.** The Superintendent shall be entitled to twenty-five (25) days of paid vacation for each year. The Board encourages the Superintendent to use his vacation time. Each year's vacation shall be taken during the contract year or within twelve months following the end of the contract year. If the Superintendent is unable to use his accrued vacation days within the twelve months following the end of the contract year, up to five (5) days of unused vacation that would otherwise be lost will be reimbursed to the Superintendent at the current per diem rate. If, during his last year of employment with the School District, the School Board wishes to have the Superintendent work to the end of the contract year, the School Board shall pay the Superintendent at the end of that year an amount equal to the salary for the number of accumulated vacation days. There will be no reimbursement for unused vacation days if the Superintendent is released from this contract.

C. **Holidays.** The Superintendent is entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Good Friday (if designated as a school holiday). If the approved school calendar precludes the use of any of these days as holiday, an alternate day(s) shall be determined by the Superintendent subject to approval by the School Board.

D. **Sick Leave.** Any sick leave balance currently accumulated in the individuals Director of Administrative Services contract will be carried over to the new contract outlined herein. At the beginning of each subsequent year of employment, the Superintendent will be credited with thirteen (13) days of sick leave, accumulative to a maximum of 247 days. Sick leave for the Superintendent will be administered in accordance with the policy for such leaves affecting the administrative staff.

- E. **Emergency Leave.** The Superintendent may be granted paid emergency leave at the discretion of the School Board. Unless the School Board directs otherwise, the Board Chairperson may grant the leave on behalf of the Board.
- F. **Professional Leave.** The Board recognizes the importance of encouraging the Superintendent to attend or participate in educational conferences or meetings as a necessary part of professional growth. The Superintendent is encouraged, with the consent of the School Board, to attend appropriate professional meetings at the local, state and national level, the expenses of such attendance to be paid by the district. The Board expects the Superintendent to continue his professional development on an annual basis and expects him to participate in relevant learning experiences consistent with the budget adopted by the Board. The Superintendent shall file an itemized expense statement with the Finance Office of the District, to be processed as provided by law. The Superintendent shall from time to time advise and report to the Board on the meetings and conferences he will be attending or has attended.

The Board will pay tuition for the Superintendent's participation in the American Association of School Administrators (AASA) National Superintendent Certification course. A total of \$3,000 will be allocated for each year of the two-year program.

- G. **Disability.** If the Superintendent is unable to perform regular duties because of personal illness or disability and has exhausted all accumulated sick leave, the School District shall provide additional paid sick leave until the expiration of the waiting period for long-term disability insurance.

H. **Medical Leave.**

1. The Superintendent and School District agree to incorporate by reference and be bound by the provisions of Minnesota Statutes 122A.40, Subd. 12 relating to suspension and leave of absence for health reasons.
2. If the Superintendent is unable to perform regular duties because of personal illness or disability and has exhausted all sick leave credit available or has become eligible for long-term disability compensation and has not been suspended or placed on leave of absence pursuant to Minnesota Statute 122A.40 Subd. 12, the Superintendent shall, upon request, be granted a medical leave of absence, without pay, up to one year in duration. The School Board may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written statement from a physician outlining the condition of health and estimated time at which the Superintendent is expected to be able to resume normal responsibilities. The Superintendent when on medical leave of absence is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but the Superintendent shall pay the entire premium for such programs as the Superintendent wishes to retain commencing with the beginning of the leave. If the medical leave of at least one full year is granted pursuant to this section, the Superintendent voluntarily waives any right to a leave of absence to which the Superintendent might otherwise be entitled pursuant to Minnesota Statute 122A.40, Subd. 12.

- I. **Judicial Leave.** If the Superintendent is called to serve on jury duty, or subpoenaed to appear as a witness (not a defendant) in a criminal court case, Northfield Public Schools will make up the difference between the Superintendent's basic salary and the fees (but not reimbursed expenses) received by the employee. The

Superintendent shall submit to the Finance Office an itemized certification of fees and expenses for judicial duty.

VI. Insurance.

- A. Health and Hospitalization Insurance.** The School Board shall provide the Superintendent and his dependents with coverage through the District health and hospitalization insurance plan. The School Board will contribute the amount received by teachers in the District's Master Agreement with the Northfield Education Association for single or family health and hospitalization insurance.
- B. Retirement Insurance Provision.** If the Superintendent retires upon attaining age fifty-five (55) or thereafter, he may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The Superintendent may continue participation in the district's group term life insurance plan according to provisions of section D at the Superintendent's own expense until the Superintendent is eligible for Medicare. The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for nine (9) years from the date of retirement. Coverage will be available to a retired Superintendent who has group medical insurance available to him/her from another employer; however, such other employer's coverage shall be considered primary.

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

- C. Dental Insurance.** The employer shall provide the superintendent and his dependents with coverage through the District dental insurance plan. The School Board will contribute the amount received by teachers in the District's Master Agreement with the Northfield Education Association for single or family dental insurance.
- D. Life Insurance.** The School Board shall provide and pay the cost of a group term life insurance plan providing \$225,000.00 as the amount of coverage for the Superintendent, payable to the Superintendent's designated beneficiary. The Superintendent 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 Superintendent through payroll deduction.

- E. **Long-Term Disability Insurance.** The Board shall pay the full premium for long-term disability insurance for the Superintendent. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings. Benefit payments shall continue in accordance with federal regulations.

Up to thirty (30) accumulated sick leave days may be used on a pro-rata basis while receiving disability income; however, the total income generated from using sick leave with disability benefits may not exceed the Superintendent's basic annual earnings.

The School District shall continue its contribution for health and hospitalization insurance for up to six months (180 consecutive days) after the last day worked for absence due to total disability. Thereafter, the Superintendent may continue in the district's group insurance plans at his expense while receiving long-term disability insurance benefits.

- F. **Claims Against the School District.** The parties agree that the eligibility of any person for insurance benefits shall be governed by the terms of the insurance policies purchased by the School Board pursuant to this section. It is further understood that the School Board's obligation is to purchase the insurance policies and pay such amounts as agreed to herein and no claims shall be made against the School Board as a result of a denial of insurance benefits under said policies by an insurance carrier.

VII. **Other Benefits.**

- A. **Tax Sheltered Contributions.** The Superintendent shall be eligible to participate in a tax sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District shall contribute \$9,000.00 annually to the Superintendent's tax sheltered annuity, as allowed under Minnesota Statute and matched by the Superintendent.
- B. **Automobile.** The School District shall provide the Superintendent with a monthly allowance of \$500 for business use of the Superintendent's private automobile, pursuant to Minnesota Statutes 471.665, Subd. 3.
- C. **Conferences and Meetings.** The School District shall pay all legally valid expenses and fees for the Superintendent's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the School Board Chair. The Superintendent shall periodically report to the School Board relative to meetings and conferences attended. The Superintendent shall file itemized expense statements to be processed and approved as provided by law.

VIII. **Salary.**

- A. **Salary.** The Superintendent shall be paid an annual salary of \$174,642 for the 2018-19 contract year (July 1, 2018 - June 30, 2019). The annual salary in subsequent years will be set by the School Board based upon its evaluation of the Superintendent's performance. The Superintendent shall devote, with due diligence, full time efforts to the

affairs and activities of the School District. The annual salary may be modified, but shall not be reduced, during the term of this contract.

- B. Other Compensation.** The School District shall continue to pay \$2,889.00 to the Superintendent as a payment in lieu of insurance contributions which was the result of a reduction in benefits through previous contract negotiations. This amount is ineligible for TRA contributions.

IX. Other Provisions.

- A. Outside Activities.** While the Superintendent shall devote full time and due diligence to the affairs and activities of the School District, the Superintendent may serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if such activities do not impede the Superintendent's ability to perform the duties of the Superintendent. The superintendent shall not engage in other employment, consultant service or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board.
- B. Indemnification and Provision of Counsel.** In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with the Superintendent's employment, and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District herein shall be subject to the limitations as provided in Minnesota Statutes, Chapter 466.
- C. Dues.** The Superintendent is encouraged to belong to and participate in appropriate professional educational and civic organizations where such membership will serve the best interests of the School District. Accordingly, the School District will pay such membership dues for organizations as are required, directed or permitted, by the School Board Chair. The Superintendent shall present appropriate statements for approval as provided by law.
- D. Physical Examination.** The Superintendent shall have a comprehensive medical examination from time to time, but not less frequently than bi-annually, conducted by the physician of his choice. The Superintendent shall file with the Clerk a report from the doctor of clinic conducting such examination which will describe the physical condition of the Superintendent and state whether, in the opinion of the examiner, the Superintendent continues to be physically and mentally capable of fully performing the duties of his office. The Board shall pay an amount not to exceed \$250.00 of the cost of the examination, plus the cost of the written report. The Board is not precluded from requiring other medical examinations in accordance with Minnesota law. The report filed with the Clerk shall be confidential to the extent provided by law unless its use is essential in any termination proceedings.
- E. Severance Plan.** When the Superintendent has completed six (6) years of full time continuous service under this employment agreement, or combined with other administrative positions within the district as identified in the Principals Association Master Agreement and/or Non-Union Administrators-Director or Non-Union Administrator -Cabinet employment agreements, the Superintendent shall be eligible for payment upon separation of employment based on the following.

- a. Payment shall be equivalent to his basic daily rate of pay times a number of days determined by multiplying eight (8) days times the number of years' employment with the Northfield School District at the time of separation of employment.
- b. The maximum number of paid days shall be 130 days, and shall not exceed the number of sick leave days accumulated by the Superintendent at the time of separation of employment.
- c. If the Superintendent dies after separation from the School District, but before disbursement of the severance pay has been made, the payment will be made to the Superintendent's named beneficiary.
- d. Severance pay shall not be granted in the event of discharge by the School District pursuant to Section III, paragraph D herein.

F. Severability. If any provision of this contract is held to be invalid by operation of law the remainder of the contract shall not be affected thereby and shall remain in full force and effect.

G. Vandalism Reimbursement. The School District shall reimburse the Superintendent for vehicular vandalism, which occurs on school property or in the course of the Superintendent performing his required duties, in an amount up to \$500.00 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

This contract shall be effective only upon signatures of the Superintendent and of the officers of the School Board after authorization for such signatures by the officers is given by the School Board in appropriate action in its minutes.

IN WITNESS WHEREOF, I have subscribed
my signature this 13th day of August, 2018.

IN WITNESS WHEREOF, I have subscribed
my signature this 13th day of August, 2018.

Matthew J. Hillmann, Superintendent

Julie Pritchard, Chair

Noel Stratmoen, Clerk

**2019-22 CONTRACT
BETWEEN
INDEPENDENT SCHOOL DISTRICT 659, NORTHFIELD, MINNESOTA
AND
SUPERINTENDENT OF SCHOOLS**

The School Board of Northfield School District 659, Northfield Minnesota (School District) enters into this contract with Matthew J. Hillmann (Superintendent), a legally qualified and licensed superintendent, who agrees to perform the duties of Superintendent of Schools of the School District.

The School District and the Superintendent agree as follows:

I. Applicable Statute:

This contract is entered into between the School District and the Superintendent in conformance with Minnesota Statutes 123b.143, Subd.1.

II. Licensure:

The Superintendent shall furnish throughout the life of this contract a valid and appropriate license to act as Superintendent in the State of Minnesota as provided by applicable state laws, rules and regulations.

III. Duration, Expiration, Termination and Mutual Consent:

A. Duration.

This contract is for a term of three years commencing July 1, 2019, and ending June 30, 2022. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent, or unless terminated as provided herein.

B. Subsequent Contract:

1. **Notice by Superintendent.** The notice provisions of this contract shall obligate the School Board only if no later than September 1 immediately prior to the expiration of this contract the Superintendent provides written notice to each member of the School Board calling to the attention of members of the School Board the notice requirements as contained in this section of the Superintendent's contract; provided that if the Superintendent provides this notice after September 1, the November 1 and December 31 deadlines in subparagraphs 2 and 5 shall be extended by the same number of days that the Superintendent's notice is delayed beyond September 1.
2. **Preliminary Notice – School Board.** In the event the School Board is contemplating not offering the Superintendent a subsequent contract, the School Board shall give preliminary written notice of such intent not to offer a subsequent contract no later than September 1 immediately preceding the date of expiration of this contract.

3. **Request for Meeting.** Within ten calendar (10) days after receipt of an intent not to renew as provided in Paragraph 2 hereof, the Superintendent may request, in writing, a meeting with the School Board to discuss its intentions, the reasons therefore, and ways in which any concerns of the School Board might be addressed by the parties.
 4. **Meeting Between the Parties.** Upon receipt of such request, the School Board shall within fifteen (15) calendar days hold a meeting with the Superintendent.
 5. **Final Action – School Board.** The School Board shall delay taking final action on a subsequent contract for at least seven (7) calendar days after the meeting between the parties. However, the School Board shall take final action on a subsequent contract no later than October 31 and shall notify the Superintendent of such action in writing.
 6. **Effect.** The timeline provided herein is intended to provide both the School Board and the Superintendent with an appropriate process to address the subsequent contract issue and is intended to bind both parties unless the parties mutually agree to extend the timeline in writing. The timeline provided herein may be extended by written agreement between the School Board Chair and the Superintendent. In such event, the School Board Chair shall confer with and notify School Board members, in writing, of such extension.
- C. **Expiration.** This contract shall expire at the end of the term specified in Paragraph A hereof. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Superintendent shall cease, unless a subsequent contract is entered into in accordance with Minnesota Statutes 123B.143, Subd. 1.
- D. **Termination During the Term.** The Superintendent's employment may be terminated during the term of this contract only for cause as defined in Minnesota Statutes 122A.40 Subds. 9 or 13. Except for purposes of describing grounds for discharge, the provisions of Minnesota Statutes 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the contract term for cause as described in Minnesota Statutes 122A.40 Subds 9 or 13, it shall notify the Superintendent in writing of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator provided the Superintendent makes such a request in writing within fifteen (15) calendar days after receipt of the written notice of proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS Rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by the arbitrator. If the Superintendent fails to request a hearing as provided herein within a fifteen (15) calendar day period, it shall be deemed acquiescence by the Superintendent to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.
- E. **Mutual Consent.** This contract may be terminated at any time by the parties by mutual consent.

IV. **Duties.** The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School Board; shall direct and assign teachers and other employees of the schools under the Superintendent's supervision; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall from time to time suggest policies, regulations, rules and duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules and procedures established by the School Board and the State Board of Education. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees and provide administrative recommendations on each item of business considered by each of these groups.

V. **Duty Year and Leaves.**

- A. **Basic Work Year.** The Superintendent's duty year shall be for the entire 12-month contract year as provided herein and the Superintendent shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy. For purposes of computing a per diem salary, the Superintendent's annual salary shall be divided by 260.
- B. **Vacation.** The Superintendent shall be entitled to twenty-five (25) days of paid vacation for each year. The Board encourages the Superintendent to use his vacation time. Each year's vacation shall be taken during the contract year or within twelve months following the end of the contract year. If the Superintendent is unable to use his accrued vacation days within the twelve months following the end of the contract year, up to five (5) days of unused vacation that would otherwise be lost will be reimbursed to the Superintendent at the current per diem rate. If, during his last year of employment with the School District, the School Board wishes to have the Superintendent work to the end of the contract year, the School Board shall pay the Superintendent at the end of that year an amount equal to the salary for the number of accumulated vacation days. There will be no reimbursement for unused vacation days if the Superintendent is released from this contract.
- C. **Holidays.** The Superintendent is entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Good Friday (if designated as a school holiday). If the approved school calendar precludes the use of any of these days as holiday, an alternate day(s) shall be determined by the Superintendent subject to approval by the School Board.
- D. **Sick Leave.** Any sick leave balance currently accumulated in the individuals Director of Administrative Services contract will be carried over to the new contract outlined herein. At the beginning of each subsequent year of employment, the Superintendent will be credited with thirteen (13) days of sick leave, accumulative to a maximum of 247 days. Sick leave for the Superintendent will be administered in accordance with the policy for such leaves affecting the administrative staff.

- E. **Emergency Leave.** The Superintendent may be granted paid emergency leave at the discretion of the School Board. Unless the School Board directs otherwise, the Board Chairperson may grant the leave on behalf of the Board.
- F. **Professional Leave.** The Board recognizes the importance of encouraging the Superintendent to attend or participate in educational conferences or meetings as a necessary part of professional growth. The Superintendent is encouraged, with the consent of the School Board, to attend appropriate professional meetings at the local, state and national level, the expenses of such attendance to be paid by the district. The Board expects the Superintendent to continue his professional development on an annual basis and expects him to participate in relevant learning experiences consistent with the budget adopted by the Board. The Superintendent shall file an itemized expense statement with the Finance Office of the District, to be processed as provided by law. The Superintendent shall from time to time advise and report to the Board on the meetings and conferences he will be attending or has attended.

The Board will pay tuition for the Superintendent's participation in the American Association of School Administrators (AASA) National Superintendent Certification program. A total of \$3,000 will be allocated for each year of the two-year program.

- G. **Disability.** If the Superintendent is unable to perform regular duties because of personal illness or disability and has exhausted all accumulated sick leave, the School District shall provide additional paid sick leave until the expiration of the waiting period for long-term disability insurance.

H. **Medical Leave.**

1. The Superintendent and School District agree to incorporate by reference and be bound by the provisions of Minnesota Statutes 122A.40, Subd. 12 relating to suspension and leave of absence for health reasons.
2. If the Superintendent is unable to perform regular duties because of personal illness or disability and has exhausted all sick leave credit available or has become eligible for long-term disability compensation and has not been suspended or placed on leave of absence pursuant to Minnesota Statute 122A.40 Subd. 12, the Superintendent shall, upon request, be granted a medical leave of absence, without pay, up to one year in duration. The School Board may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written statement from a physician outlining the condition of health and estimated time at which the Superintendent is expected to be able to resume normal responsibilities. The Superintendent when on medical leave of absence is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but the Superintendent shall pay the entire premium for such programs as the Superintendent wishes to retain commencing with the beginning of the leave. If the medical leave of at least one full year is granted pursuant to this section, the Superintendent voluntarily waives any right to a leave of absence to which the Superintendent might otherwise be entitled pursuant to Minnesota Statute 122A.40, Subd. 12.

- I. **Judicial Leave.** If the Superintendent is called to serve on jury duty, or subpoenaed to appear as a witness (not a defendant) in a criminal court case, Northfield Public Schools will make up the difference between the Superintendent's basic salary and the fees (but not reimbursed expenses) received by the employee. The

Superintendent shall submit to the Finance Office an itemized certification of fees and expenses for judicial duty.

VI. Insurance.

- A. Health and Hospitalization Insurance.** The School Board shall provide the Superintendent and his dependents with coverage through the District health and hospitalization insurance plan. The School Board will contribute the amount received by teachers in the District's Master Agreement with the Northfield Education Association for single or family health and hospitalization insurance.
- B. Retirement Insurance Provision.** If the Superintendent retires upon attaining age fifty-five (55) or thereafter, he may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The Superintendent may continue participation in the district's group term life insurance plan according to provisions of section D at the Superintendent's own expense until the Superintendent is eligible for Medicare. The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for nine (9) years from the date of retirement. Coverage will be available to a retired Superintendent who has group medical insurance available to him/her from another employer; however, such other employer's coverage shall be considered primary.

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

- C. Dental Insurance.** The employer shall provide the superintendent and his dependents with coverage through the District dental insurance plan. The School Board will contribute the amount received by teachers in the District's Master Agreement with the Northfield Education Association for single or family dental insurance.
- D. Life Insurance.** The School Board shall provide and pay the cost of a group term life insurance plan providing \$225,000.00 as the amount of coverage for the Superintendent, payable to the Superintendent's designated beneficiary. The Superintendent 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 Superintendent through payroll deduction.

- E. Long-Term Disability Insurance.** The Board shall pay the full premium for long-term disability insurance for the Superintendent. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings. Benefit payments shall continue in accordance with federal regulations.

Up to thirty (30) accumulated sick leave days may be used on a pro-rata basis while receiving disability income; however, the total income generated from using sick leave with disability benefits may not exceed the Superintendent's basic annual earnings.

The School District shall continue its contribution for health and hospitalization insurance for up to six months (180 consecutive days) after the last day worked for absence due to total disability. Thereafter, the Superintendent may continue in the district's group insurance plans at his expense while receiving long-term disability insurance benefits.

- F. Claims Against the School District.** The parties agree that the eligibility of any person for insurance benefits shall be governed by the terms of the insurance policies purchased by the School Board pursuant to this section. It is further understood that the School Board's obligation is to purchase the insurance policies and pay such amounts as agreed to herein and no claims shall be made against the School Board as a result of a denial of insurance benefits under said policies by an insurance carrier.

VII. Other Benefits.

- A. Tax Sheltered Contributions.** The Superintendent shall be eligible to participate in a tax sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District shall contribute \$9,000.00 annually to the Superintendent's tax sheltered annuity, as allowed under Minnesota Statute and matched by the Superintendent.
- B. Automobile.** The School District shall provide the Superintendent with a monthly allowance of \$500 for business use of the Superintendent's private automobile, pursuant to Minnesota Statutes 471.665, Subd. 3.
- C. Conferences and Meetings.** The School District shall pay all legally valid expenses and fees for the Superintendent's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the School Board Chair. The Superintendent shall periodically report to the School Board relative to meetings and conferences attended. The Superintendent shall file itemized expense statements to be processed and approved as provided by law.

VIII. Salary.

- A. Salary.** The Superintendent shall be paid an annual salary determined by the School Board. The 2019-20 salary will be based on the 2018-19 evaluation of the Superintendent's performance and will not be less than the salary paid in the 2018-19 contract year. The annual salary in subsequent years will be set by the School Board based upon its evaluation of the Superintendent's performance in subsequent contract years. The Superintendent shall devote, with due diligence, full time efforts to the affairs and activities of the School District. The annual salary may be modified, but shall not be reduced, during the term of this contract.

- B. Other Compensation.** The School District shall continue to pay \$2,889.00 to the Superintendent as a payment in lieu of insurance contributions which was the result of a reduction in benefits through previous contract negotiations. This amount is ineligible for TRA contributions.

IX. Other Provisions.

- A. Outside Activities.** While the Superintendent shall devote full time and due diligence to the affairs and activities of the School District, the Superintendent may serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if such activities do not impede the Superintendent's ability to perform the duties of the Superintendent. The superintendent shall not engage in other employment, consultant service or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board.
- B. Indemnification and Provision of Counsel.** In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with the Superintendent's employment, and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District herein shall be subject to the limitations as provided in Minnesota Statutes, Chapter 466.
- C. Dues.** The Superintendent is encouraged to belong to and participate in appropriate professional educational and civic organizations where such membership will serve the best interests of the School District. Accordingly, the School District will pay such membership dues for organizations as are required, directed or permitted, by the School Board Chair. The Superintendent shall present appropriate statements for approval as provided by law.
- D. Physical Examination.** The Superintendent shall have a comprehensive medical examination from time to time, but not less frequently than bi-annually, conducted by the physician of his choice. The Superintendent shall file with the Clerk a report from the doctor of clinic conducting such examination which will describe the physical condition of the Superintendent and state whether, in the opinion of the examiner, the Superintendent continues to be physically and mentally capable of fully performing the duties of his office. The Board shall pay an amount not to exceed \$250.00 of the cost of the examination, plus the cost of the written report. The Board is not precluded from requiring other medical examinations in accordance with Minnesota law. The report filed with the Clerk shall be confidential to the extent provided by law unless its use is essential in any termination proceedings.
- E. Severance Plan.** When the Superintendent has completed six (6) years of full time continuous service under this employment agreement, or combined with other administrative positions within the district as identified in the Principals Association Master Agreement and/or Non-Union Administrators-Director or Non-Union Administrator -Cabinet employment agreements, the Superintendent shall be eligible for payment upon separation of employment based on the following.
- a. Payment shall be equivalent to his basic daily rate of pay times a number of days determined by multiplying eight (8) days times the number of years' employment with the Northfield School District at the time of separation of employment.

- b. The maximum number of paid days shall be 130 days, and shall not exceed the number of sick leave days accumulated by the Superintendent at the time of separation of employment.
- c. If the Superintendent dies after separation from the School District, but before disbursement of the severance pay has been made, the payment will be made to the Superintendent's named beneficiary.
- d. Severance pay shall not be granted in the event of discharge by the School District pursuant to Section III, paragraph D herein.

F. Severability. If any provision of this contract is held to be invalid by operation of law the remainder of the contract shall not be affected thereby and shall remain in full force and effect.

G. Vandalism Reimbursement. The School District shall reimburse the Superintendent for vehicular vandalism, which occurs on school property or in the course of the Superintendent performing his required duties, in an amount up to \$500.00 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

This contract shall be effective only upon signatures of the Superintendent and of the officers of the School Board after authorization for such signatures by the officers is given by the School Board in appropriate action in its minutes.

IN WITNESS WHEREOF, I have subscribed
my signature this 13th day of August, 2018.

IN WITNESS WHEREOF, I have subscribed
my signature this 13th day of August, 2018.

Matthew J. Hillmann, Superintendent

Julie Pritchard, Chair

Noel Stratmoen, Clerk

**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 three (3) 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 6th day of November, 2018.

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 6, 2018

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**

- | | |
|-----------------------|------------------------|
| <input type="radio"/> | Candidate U |
| <input type="radio"/> | Candidate V |
| <input type="radio"/> | Candidate W |
| <input type="radio"/> | Candidate X |
| <input type="radio"/> | _____ Write in, if any |
| <input type="radio"/> | _____ Write in, if any |
| <input type="radio"/> | _____ Write in, if any |
| <input type="radio"/> | _____ 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 13, 2018

(Noel Stratmoen, School Board Clerk)

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 659
(NORTHFIELD PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: AUGUST 13, 2018

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 659 (Northfield Public Schools), State of Minnesota, was duly held in said school district on August 13, 2018, at 7:00 o'clock p.m., for the purpose, in part, of calling an election to authorize the issuance of school building bonds.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION RELATING TO THE ISSUANCE OF
SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON**

BE IT RESOLVED by the School Board of Independent School District No. 659, State of Minnesota, as follows:

1. The board hereby finds and determines that it is necessary and expedient for the school district to borrow money in an aggregate amount not to exceed \$40,975,000 and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of a new elementary school facility; the construction of additions to and renovations of the Bridgewater and Sibley Elementary School sites and facilities; the construction of renovations and improvements to the Longfellow School; and the construction of renovations and improvements to the Greenvale Park Elementary School to convert that facility for use as an early childhood center. The question on the borrowing of funds for these purposes shall be School District Question 1 on the school district ballot at the special election held to authorize said borrowing.

2. The actions of the administration in consulting with the Minnesota Department of Education, causing a proposal to be prepared for submission on behalf of the board to the Commissioner of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby ratified and approved in all respects. The actual holding of the special election on School District Question 1 specified herein shall be contingent upon

the receipt of a positive Review and Comment from the Commissioner of Education on the projects included in that question.

The clerk is hereby authorized and directed to cause the Commissioner's Review and Comment to be published in the legal newspaper of the school district at least twenty (20) but not more than sixty (60) days prior to the date of the special election as specified in paragraph 3 of this resolution.

The school board must hold a public meeting to discuss the Commissioner's Review and Comment before the referendum for bonds.

3. The ballot question shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held in conjunction with the state general election on Tuesday, November 6, 2018.

4. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special 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 those for the state general election.

5. The clerk is hereby authorized and directed to cause written notice of said special election to be given to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education, at least seventy-four (74) days prior to the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special 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 special election and to cause two sample ballots to be posted in each polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special 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 each question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby 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.

6. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election and generally to cooperate with state, city, township and county election authorities conducting the state general and 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 municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

7. The clerk is further authorized and directed 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 instructions as may be necessary to accommodate an optical scan voting system:


[Form of Ballot on the following page]

Special Election Ballot

Independent School District No. 659 (Northfield Public Schools)

November 6, 2018

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

School District Question 1 Approval of School District Bond Issue

☐

Yes

☐

No

Shall the board of Independent School District No. 659 (Northfield Public Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed \$40,975,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of a new elementary school facility; the construction of additions to and renovations of the Bridgewater and Sibley Elementary School sites and facilities; the construction of renovations and improvements to the Longfellow School; and the construction of renovations and improvements to the Greenvale Park Elementary School to convert that facility for use as an early childhood center?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

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.

8. The individuals designated as judges for the state general election shall act as election judges for this special 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 the results to the school board for canvass in the manner provided for other school district elections. The board shall canvass the election between the third and tenth day following the special election.

9. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02 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.

The motion for the adoption of the foregoing resolution was duly seconded by

_____. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

CERTIFICATION OF MINUTES RELATING

TO

SCHOOL BUILDING BONDS

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 659
(NORTHFIELD PUBLIC SCHOOLS)
NORTHFIELD, MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held August 13, 2018, at 7:00 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION RELATING TO THE ISSUANCE OF
SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of August, 2018.

School District Clerk

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the child nutrition department, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the child nutrition department, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified child nutrition personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]

A. School Meals

[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 C.F.R. § 210.10 and the meal requirements for breakfasts set forth in 7 C.F.R. § 220.8.]

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Child nutrition personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Child nutrition personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Child nutrition personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Child nutrition personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Child nutrition personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of

foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.

2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all child nutrition personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
[**Note: Up to two special event exceptions will be allowed ~~per building~~ **at the Middle School, the High School, and the Area Learning Center** per year. **Two exceptions per grade level, per year, will be allowed at the Elementary Schools.** These events will be determined by the building administrator and Wellness Committee Coordinator. These exceptions will be documented on our District Wellness procedures form **and provided to the Director of Finance to determine if an expense is allowable under the wellness policy guidelines.**]
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. ***[Note: See accompanying document for suggested lists.]***
 - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards. ***[Note: See accompanying document for suggested lists.]***
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas. *[Note: See accompanying document for suggested lists.]*

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will permit parents, students, representatives of the child nutrition department, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

[Note: Per Minn. Stat. § 121A.215, when available, a school district must post its current local school wellness policy on its website.]

B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Policy 533 – Wellness

Adopted: 5.22.2006, Revised 3.11.2013, Updated 5.2013, Updated May 8, 2017, **Updated DATE**

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References:

Minn. Stat. § 121A.215 (Local School District Wellness Policy)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)

42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources:

Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov

2018-19 Contingency Fund Update
Superintendent Matt Hillmann, Ed.D. | 08.13.2018

Class size continues to be a topic of concern across Northfield Public Schools. One of the District's near-term priorities is to *develop a long-term solution that allows for reasonable class sizes while maintaining financial stability*. The Board has approved expanding its contingency fund for 2018-19 from 4.0 FTE to 6.0 FTE. The District's contingency fund pre-approves FTE that allows administrators to strategically address specific class size concerns. Despite this increase in contingency, we have some class size concerns that may eclipse the 6.0 FTE already planned for 2018-19.

How does it work? Principals request contingency FTE to address specific class size concerns at their building. This ranges from using a full 1.0 FTE to add an elementary section to a 0.2 FTE (one class period) at a secondary school for a particular subject area. Almost all contingency positions at the secondary schools manifest as an overload assignment -- assigning a class period to a teacher's schedule in lieu of a supervision. The Master Agreement with the Northfield Education Association governs the compensation. Positions funded by contingency FTE are not guaranteed beyond one school year and all the FTE returns to the District for redistribution the next year.

How is this funding planned to be spent in 2018-19? The table below demonstrates the FTE already allocated from the 2018-19 contingency fund:

School	Contingency FTE Allocated	Notes
Area Learning Center	0.0	
Bridgewater Elementary	1.0	Grade 4 - 120 students, Kindergarten 100 students
Greenvale Park Elementary	0.0	
Northfield High School	3.5	1,388 total students to start 2018. 2017: 1,341, 2016: 1,300, 2015: 1,316, 2014: 1,252, 2013: 1,245
Northfield Middle School	1.5	344 Grade 6 students (988 total to start 2018 including St. Dominic's) 2017: 975, 2016: 970, 2015: 938.5, 2014: 968.5, 2013: 929
Sibley Elementary	0.0	
Totals	6.0 of 6.0	

Where are the additional concerns?

There are two areas of concerns for the 2018-19 school year that could cause a need for more contingency FTE that is remaining. As of June 28, 2018, Bridgewater Elementary School's incoming Kindergarten class has 100 students enrolled and is scheduled for four sections - an average of 25 Kindergarteners per classroom. Northfield Middle School's incoming 6th Grade has more than 340 students enrolled. This could manifest in core subject sections of 30-34 students. The administration is requesting an additional 1.1 FTE to address these two issues.