INDEPENDENT SCHOOL DISTRICT NO. 659 REGULAR SCHOOL BOARD MEETING

Monday, June 12, 2023 ~ 6:00 p.m. ~ Regular Board Meeting Northfield District Office Boardroom

Zoom Link: <u>https://northfieldschools-org.zoom.us/j/86800811582?pwd=UkpSdHZBRWM4dFM2ZDVQY0crWkFHZz09</u> Passcode: 696489

AGENDA

- 1. Call to Order
- 2. Agenda Approval/Table File
- 3. Public Comment
- 4. Announcements and Recognitions
- 5. Items for Discussion and Reports
 - a. Nursing Proposal
 - b. Policy Committee Recommendations
 - c. FY 2023 Audit Engagement Letter
 - d. Superintendent Operations & Strategic Plan Update
- 6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. 2023-24 School Year Calendar
 - d. Co-Curricular Overnight Requests
 - e. Personnel Items
- 7. Items for Individual Action
 - a. Policy Committee Recommendation
- 8. Items for Information
 - a. End of Year Enrollment Report
- 9. Future Meetings
 - a. Monday, July 10, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, August 14, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, August 28, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- 10. Adjournment

NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, June 12, 2023 ~ 6:00 p.m. ~ Regular Board Meeting

Northfield District Office Boardroom

Zoom Link: https://northfieldschools-org.zoom.us/j/86800811582?pwd=UkpSdHZBRWM4dFM2ZDVQY0crWkFHZz09

Passcode: 696489

TO: Members of the Board of Education

FROM: Matthew Hillmann, Ed.D., Superintendent

RE: Explanation of agenda items for Monday, June 12, 2023, regular school board meeting

- 1. Call to Order
- 2. Agenda Approval/Table File
- 3. Public Comment Public comment for this school board meeting may be made in person at the beginning of the meeting and must comply with the district's public comment guidelines.
- 4. Announcements and Recognitions
- 5. Items for Discussion and Reports
 - a. <u>Nursing Proposal</u>. Dr. Hillmann will propose to add a year-round nurse at the NCEC partially funded through recently approved legislation for student support personnel effective for the 2023-24 school year. The board will be asked to vote on the proposal at the July 10 board meeting.
 - b. <u>Policy Committee Recommendations</u>. Superintendent Hillmann will present the policy committee's recommended updates to the Early Ventures, Hand in Hand Preschool, Kid Ventures, and the Student Citizenship Handbook 2023-24 Handbooks.
 - c. <u>FY 2023 Audit Engagement Letter</u>. Director of Finance Val Mertesdorf will present the proposal from CliftonLarsonAllen, LLP Audit Engagement Letter for the audit of the 2022-2023 school year. The engagement letter establishes the parameters and fees associated with the annual audit required by statute.
 - d. <u>Superintendent Operations and Strategic Plan Update</u>. Superintendent Hillmann will provide an update about district operations and examples of work underway to achieve the district's vision, strategic commitments, and benchmarks. This will be the last Superintendent Operations and Strategic Plan Update completed in this format.

6. Consent Agenda

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

- a. Minutes. Minutes of the Regular School Board meeting held on May 22, 2023
- b. <u>Gift Agreements</u>. Gift agreements to be approved are attached.
- c. <u>2023-24 School Year Calendar</u>. The Minnesota Legislature passed a new law during the 2023 session making Juneteenth an official state holiday. The revision to the 2023-24 school year calendar reflects the addition of this holiday. All Northfield School District buildings, programs, classes and services will be closed on June 19.
- d. <u>Co-Curricular Overnight Requests</u>. Director of Activities Bubba Sullivan is requesting board approval for NHS Girls Swim & Dive, Girls Soccer, and Volleyball for overnight trips.

e. <u>Personnel Items</u>

- i. <u>Appointments</u>
 - 1. Sara Bartholomew, 1.0 FTE Special Ed Teacher ASD at the High School, beginning 8/24/2023. MA, Step 10
 - 2. Joseph Benson, Summer Instructor or Swim Lead with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 2-\$15.25/hr.

- 3. Samanta Celis Bermudez, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 6/12/2023-8/31/2023. Step 1-\$14.00/hr.
- Clara Falcon-Geist, Summer Lifeguard with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 4-\$14.75/hr.
- 5. Erick Granquist, Summer Lifeguard with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 1-\$14.00/hr.
- Denise Halvorson, .4 FTE Foreign Language French Teacher at the High School, beginning 8/23/2023. MA10, Step 10
- Inga Johnson, Summer Lifeguard with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 2-\$14.25/hr.
- 8. Michele Knutson, Office Specialist Class III (206 contract days + holidays) at the High School, beginning 8/1/2023. Class III Step 3-\$22.64/hr.
- 9. Beth LaCanne, Summer Instructor or Swim Lead with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 6-\$16.25/hr.
- Simon Lippert, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 2-\$14.25/hr.
- 11. Kellie O'Meara, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 1-\$14.00/hr.
- 12. Linda Perez, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 6/12/2023-8/31/2023. Step 2-\$14.25/hr.
- Brecken Riley, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 6/12/2023-8/31/2023. Step 2-\$14.25/hr.
- Andrea Stowe, 1.0 FTE Long Term Substitute Kindergarten Teacher at Greenvale Park, beginning 8/24/2023-10/5/2023. BA, Step 1 - pending obtaining a MN teaching license.
- Shane Trego, 1.0 FTE Special Education Resource Room Teacher at the High School, beginning 8/24/2023. MA, step 10
- 16. Tatjana Truckses Stephens, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 6/5/2023-9/1/2023. Step 1-\$14.50/hr.
- 17. Winston Vermilyea, Summer WSI with Community Ed Recreation, beginning 6/10/2023-8/31/2023. Step 6-\$17.25/hr.
- ii. Increase/Decrease/Change in Assignment
 - 1. Kari Adelman, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
 - 2. Kelsie Arch, .59 FTE School Psychometrist/EA PCA at the NCEC, change to .30 FTE Psychometrist only at the High School, effective 8/24/2023-6/9/2024.
 - 3. Elizabeth Brewer, Special Ed EA PCA at the Middle School, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
 - Kathleen Casson, .90 FTE German Teacher at the High School, add .10 FTE German Teacher at the High School, effective 8/24/2023-6/6/2024.
 - 5. Margaret Christiansen, Child Nutrition Associate at the Middle School, add EA Bus EA ESY for up to 5 hours/day with the District, effective 7/10/2023-8/3/2023.
 - 6. Thomas Dickerson, Special Ed Teacher at the High School, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
 - 7. Rikki Drewitz, Special Ed EA PCA at the Middle School, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
 - 8. Leah Driscoll, Special Ed Teacher at Bridgewater, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
 - 9. Kelle Edwards, Special Ed EA PCA at the High School, add Special Ed EA PCA, ESY for up to 4 hours/day with the District, effective 6/27/2023-8/10/2023.
 - 10. Sara Gerdesmeier, EarlyVentures Site Assistant for 36.25 hrs/week at the NCEC, change to EarlyVentures Site Assistant for up to 40 hours/week at the NCEC, effective 6/12/2023-8/25/2023.
 - 11. Kay Goodrich, Special Ed EA PCA at the High School, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
 - Erick Granquist, Lifeguard with Community Ed Recreation, add Summer Instructor Assistant at step 1-\$14.00/hr., and Summer Instructor Lead at Step 1-\$15.00/hr. with Community Ed Recreation, effective 6/7/2023-8/31/2023.
 - 13. Leah Grisim, Special Ed Teacher at Spring Creek, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
 - Leah Grisim, Special Ed Teacher at Spring Creek, add KidVentures Site Assistant Substitute at Spring Creek, effective 6/12/23-8/23/2023.
 - 15. Jackie Groth, Special ED EA at Bridgewater, change to Office Administrative Assistant Class IV for 7 hours/day at the ALC, effective 8/2/2023. Step 1-\$22.54/hr.
 - 16. DeEtte Harris, EA for 6.75 hrs/day at Spring Creek, change to EA for 6 hrs/day at Spring Creek, effective 9/5/2023.

- 17. Kelly Hebzynski, Teacher at the Middle School, add Summer Plus/Blast Teacher for up to 6 hours/day Mon.-Thurs. at the Middle School, effective 6/24/2023 8/11/2023. 6-\$40/hr.
- Roger Helgeson Head Custodian at Bridgewater, change to Head Custodian at the High School, effective 6/12/2023. +\$13,500 stipend-prorated
- 19. Mara Hessian, Special Ed EA PCA at Bridgewaterl, add Special Ed EA PCA, Extracurricular/Non academic activities with the District, effective 6/12/2023-8/18/2023.
- 20. Mara Hessian, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/12/2023-6/30/2023.
- 21. Daniel Hollerung, Building Supervisor with Community Education, add Event Worker at the High School, effective 5/27/2023.
- 22. Leanne King, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 23. Melanie Klein, Special Ed Teacher at Spring Creek, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 24. Melanie Klein, Special Ed Teacher at Spring Creek, add Special Ed Teacher Homebound, hours will vary with the District, effective 6/12/2023-8/4/2023.
- Richelle Kruger, EA PCA at the High School, add Special Ed Teacher, Substitute ESY as needed for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 26. Meghan Kuechenmeister, Special Ed EA PCA at the High School, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 27. Delores Larsen, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- Jennifer Link, Special Ed Teacher at the Middle School, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 29. Mackenzie Ludwig, Special Ed Teacher at the NCEC, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 30. Angela Lynch, Special Ed Teacher at the ALC, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- Kristy Malecha, Special Ed EA PCA at Greenvale Park, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 32. Shari Malecha, Child Nutrition Manager II at the Middle School, change to Custodian at the Middle School, effective 6/12/2023. Step 3 \$19.88/hr.
- 33. Tammy McDonough, 1.0 FTE Science Teacher at the High School, change to .90 FTE Science Teacher at the High School, effective 8/24/2023-6/6/2024.
- Kimberly Medin, Special Ed Teacher at Bridgewater, change to Special Ed Teacher Setting 3 ASD/NB at Bridgewater, effective 8/24/2023.
- 35. Nancy Meyers, Child Nutrition at the Middle School, add EA Bus EA ESY for up to 5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 36. Beth Momberg, Special Ed EA PCA at the NCEC, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 37. Amanda Morelan, Special Ed EA PCA at the Middle School, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- Michelle Oaxaca, Community School Site Leader at Greenvale Park, add TS Summer Site Assistant for up to 6 hours/day M-TH at Bridgewater, effective 6/14/2023-8/11/2023. Step 4-\$15.91/hr.
- 39. Ulrika Peterson, EA for 6 hrs/day at Spring Creek, change to EA for 7 hrs/day at Spring Creek, effective 9/5/2023.
- Andrea Redder, EA at the NCEC, add EarlyVentures Assistant Teacher for up to 40 hours/week at the NCEC, effective 6/12/2023-8/25/2023. Step 4-\$18.25/hr.
- Jessica Rushton, Special Ed EA PCA with Portage, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 42. John Sand, Teacher at the High School, add Assistant Girls Basketball Coach at the High School, effective 11/13/2023. Step 10 \$5,078
- Deborah Seitz, Special Ed Teacher at the Middle School, add Special Ed Teacher, ESY for up to 4 hours/day with the District, effective 6/28/2023-8/10/2023.
- Joshua Storm, 1.0 FTE Health/Phy Ed Teacher at the High School, change to .80 High School and .20 ALC, effective 8/22/2023.
- 45. Rebecca Stoufis, Special Ed Teacher at the High School, add Substitute Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 46. Alicia Veltri, Special Ed Teacher at Greenvale Park, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- Winston Vermilyea, WSI with Community Ed Recreation, add Summer Instructor Assistant at step 6-\$15.25/hr., and Summer Lifeguard at Step 6-\$15.25/hr. with Community Ed Recreation, effective 6/5/2023-8/31/2023.

- 48. Katrina Warner, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 49. Jessica Weber, Special Ed Teacher at the High School, change to Special Ed Teacher at Bridgewater, effective 8/24/2023.
- iii. Leave of Absence

1.

iv. <u>Retirements/Resignations/Terminations</u>

- 1. Correction: Katie Bauer, Administrative Support Assistant at the ALC, resignation effective 8/1/2023.
- 2. Elizabeth Brewer, TS Summer Site Assistant, declined position effective 6/6/2023.
- 3. Danielle Crase, Co-Junior senior class advisor, resignation effective 6/9/2023.
- 4. Anna Edwards, Special Ed EA at Spring Creek, resignation effective 6/9/2023. Will continue as a substitute.
- 5. Kelle Edwards, Co-Junior senior class advisor, resignation effective 6/9/2023.
- 6. Kyle Fearing, Health Teacher at the Middle School, resignation effective at the end of the 2022-2023 school year.
- 7. Jackie Groth, Special Ed EA at Bridgewater, resignation effective at the end of the 2022-2023 school year. Will continue in a different position in the District.
- 8. Shari Malecha, Child Nutrition Manager at the Middle School, resignation effective 6/9/2023. Will continue in a different position in the District.
- 9. Kelly Piker, Volleyball Coach at the High School, resignation effective 5/26/2023.
- 10. Michael Sherman, Special Ed Teacher at the Middle School, resignation effective at the end of the 2022-2023 school year.
- 11. Steve Taggart, Technology and Engineering Teacher at the High School, resignation effective at the end of the 2022-2023 school year.

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

- 7. Items for Individual Action
 - a. <u>Policy Committee Recommendation</u>. The board is requested to approve updates to the procedures for Policy 516 Student Medication as presented at the May 22 board meeting.

Superintendent's Recommendation: Motion to approve updates to the procedures for Policy 516 Student Medication.

- 8. Items for Information
 - a. <u>End of Year Enrollment Report</u>. Dr. Hillmann will review the end of year enrollment report. This report will be included in the table file and board members will receive it as soon as it is available.
- 9. Future Meetings
 - a. Monday, July 10, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, August 14, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, August 28, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- 10. Adjournment

Executive Summary: This document outlines a proposal to add a year-round, full-time building nurse at the Northfield Community Education Center (NCEC) to address the limitations of the current nursing model.

💡 Why is it important?

- Each school has one building-level nurse that works during the school year. The building nurse at the NCEC also serves as the district's licensed school nurse (LSN).
- There has been a continued increase in the amount and complexity of health services that building nurses provide. It includes expectations for health services provided during summer programs, like Kid Ventures, PLUS, BLAST, Community School and extended school year for special education students.
- The lack of daily substitute nurses has placed additional pressure when one building nurse is absent. The district also struggled to secure long-term substitute nurses. These absences require building nurses to oversee health services at multiple facilities.
- The K-12 Budget and Policy Bill (<u>Chapter 55 or HF 2497</u>) provides new funds for student support personnel aid. According to the <u>Minnesota Department of Education</u> (MDE), this new revenue is "to support hiring **new** or increasing FTE of current school counselors, psychologists, social workers, licensed school nurses, and chemical dependency counselors." This funding is being phased in over the next three years, beginning with an allocation of \$11.94 per student in 2023-24 and reaching \$48.73 per student in 2025-26.

🛡 Proposed solution and cost

- The proposed solution is a full-time building nurse position that will work year-round at the NCEC.
- The new NCEC nurse will support all early childhood programs and be responsible for summer program nursing services.
- As illustrated below, the district would subsidize the new position in 2023-24 and 2024-25. In 2025-26, the revenue will outpace the expenditure. This funding is "use it or lose it," so additional student support could be considered in 2025-26.

Anticipated Costs and New Revenue			
	2023-24	2024-25	2025-26
Per Pupil Revenue	\$11.94	\$17.08	\$48.73
WADM (students)	4216.6	4158.1	4095
New Revenue	\$50,346.20	\$71,020.35	\$199,549.35
New Expenditures	\$121,347.93	\$124,988.37	\$128,738.02
Net	-\$71,001.73	-\$53,968.02	\$70,811.33

Additional benefits

- Adding this position will relieve the district's licensed school nurse from providing direct health care services at one building. It will allow the LSN to reduce building nurses' responsibilities for tasks like training staff. It will enable stability because the LSN can be a primary substitute when building nurses are gone.
- Adding the position will allow the LSN to take some health services responsibilities from the Director of Special Services position.

Decision

• The administration will ask the board to vote on this proposal at the July 10 board meeting. In the interim, if the board is amenable, an anticipated position will be posted on the district website to facilitate recruitment. No one will be interviewed until the board formally approves the position.



COMMUNITY EDUCATION Learning and Recreation for Life

Early Ventures Handbook 2023-2024

Early Ventures Main Office Northfield Community Education Center 700 Lincoln Parkway Northfield, MN 55057 507-645-1200

Early Ventures Handbook

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Reviewed and Updated June 2022

CHILD CARE PROGRAM PLAN

Philosophy

Early Ventures 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. Early Ventures continuously strives to provide high quality care in a safe, nurturing environment.

Goals

Early Venture'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

Our child-centered, curiosity-based approach uses research based curriculums to support children through their developmental milestones and encourage lifelong learning. A record is maintained for each child and developmental milestones are shared with families who choose to participate in conferences.

Early Ventures works in cooperation with families, the district, and the community to provide year-round infant, toddler, and preschool child care in a nurturing environment. We do this by providing age appropriate activities that foster the development of social, emotional, physical, educational, and independence skills.

We strive to keep parents/guardians actively involved in the care of their children while pursuing their own goals. We invite parents/guardians to review our program plans at any time and contribute their ideas to the Early Ventures Site Leader or the Ventures Coordinator. Parents/Guardians may review our program plan in the Parent/Guardian Handbook, located online and on site at Early Ventures. 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 Early Ventures classroom and in Appendix A.

Enrollment Policy

Early Ventures 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

Early Ventures Learning Center operates 51 weeks per year, Monday through Friday. The center is open daily from 6:30 a.m. to 5:30 p.m. EarlyVentures is CLOSED on the following days:

Labor Day Thanksgiving Day New Year's Day Martin Luther King Jr. Day Friday after ThanksgivingMemorial DayChristmas EveJuneteenthChristmas DayIndependence DayNew Year's EveAt least 2 days before the start of summer programsOne week before the start of the school year

Early Ventures 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 Early Ventures 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

Early Ventures 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 FEES AND PAYMENT POLICIES AND PROCEDURES

Fees

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

Registration Fee

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

Payment

Payment of your childcare account must be made in full by the end of each month. Early Ventures strongly encourages all families to consistently check their accounts online and pay online. A \$20 late fee will be added to accounts for all invoices not paid by the due date. Co-payments for families on child care assistance are due bi-monthly on the 15th and 30th of each month. Parents/Guardians on child care assistance will be responsible for any and all costs not covered by county assistance.

ABSENCE

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

SCHEDULE CHANGES OF SCHEDULES

A permanent change of schedule <u>during the school year</u> requires a one month written notice. and a \$50 change of schedule fee will be charged to your account. <u>Schedule changes will be granted as space and staffing allow.</u>

In February of each year, current families will have the ability to adjust their upcoming summer schedule as space and staffing allow. Current families that wish to not attend in the summer can pay 50% of their fall contract through the summer months to hold their child's spot. For example, if your child is registered for M-F for the following fall, families may pay 50% of a 5 day contract for June, July, and August to hold their child's spot. Children that attend in the summer must be registered for a minimum of 2 days per week.

ARRIVAL & DEPARTURE

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

Upon departure, parents/guardians must sign the child(ren) out and let the Early Ventures staff know that they are leaving. Once the child is signed out, they are no longer the responsibility of Early Ventures staff. All children must be picked up by 5:30 p.m.

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

Late Pick-Up

Early Ventures closes promptly at 5:30 p.m. as staff's day ends at this time as well. All children *must* be picked up by 5:30 p.m. If you will be late, you *must* notify Early Ventures. Parents/Guardians will be charged \$1.00 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/guardians and authorized persons. 911 will be notified at 6:00 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, Early Ventures will be closed that day.
- If school has a delayed starting time, Early Ventures will have a two-hour late start time of 8:30 a.m.
- If school is dismissed early, Early Ventures will close at 2:30 p.m.
- Weather-related announcements will be shared by KYMN (1080 AM), KDHL (920 AM) and WCCO (830) radio stations as well as WCCO-TV, KARE-TV, KSTP-TV, and KMSP-TV.

- Early Ventures families will also receive an email with any emergency closing announcements.
- Credit is not given towards Ventures programs for days or time missed due to emergency closings.

WITHDRAWAL FROM PROGRAM

Once registration is received, Early Ventures 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 charge will automatically be assessed. These costs will appear on the final bill.

PARENT/GUARDIAN INFORMATION

Important parent/guardian 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 photo 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.

CUSTODY ISSUES

Ventures staff will not be involved in custody disputes between parents/guardians. In the event of a divorce, separation, or joint custody ruling, every effort will be made for Early Ventures to treat each parent/guardian equally. If parents/guardians have custody issues, they must provide Ventures staff with a copy of any relevant court orders. It is the parents'/guardians' responsibility to work out the scheduling and payments for child care. The person identified as the primary account user is responsible for making payments associated with the Ventures account, unless a court order states something different.

ENROLLMENT FORMS

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

- 1. Early Ventures contract for services
- 2. Emergency information
- 3. Immunization record
- 4. Healthcare summary (completed by your child's doctor)
- 5. Infant dietary instructions (if applicable)
- 6. Health updates

Children may not attend Early Ventures until all information is in and forms are completed and up-to-date. It is the family's responsibility to keep us informed of changes in your child's file (for example, changes in employment, phone number, address, authorized contacts, etc.) Please submit these changes in writing.

CONFERENCES AND TOURS

Parents/Guardian 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, Early Ventures 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/guardian 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 Early Ventures cannot prohibit employees from providing child care services outside our typical program and hours, it is strongly discouraged. Early Ventures will not be responsible for any acts or omissions of an Early Ventures 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/guardians handle party invitations outside of the program. It is not Early Venture's staff responsibility to hand out invitations.

INSURANCE

Early Ventures 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 a 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/guardians to check periodically. Early Ventures 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/guardians will be notified and required to bring them.

All children in diapers will be checked <u>a minimum of every two hours when awake</u> each hour and changed as needed. Parents/Guardians are required to provide diapers and wipes for their child. Parents/Guardians will be billed \$1.00 per diaper change when diapers have not been provided from home.

<u>For toddlers and preschoolers</u>, please have shoes for your child at the center each day. <u>Infants will need</u> shoes once they are walking independently. 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 returned to Early Ventures 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 old must have yearly exams.

ALLERGY PREVENTION AND RESPONSE

Before a child can attend Early Ventures, parents/guardians must provide documentation of any known allergy. Early Ventures will maintain current information about the allergy in the child's file and an Individualized Child Care Program Plan (ICCPP) 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. Early Ventures 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 at Early Ventures.

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 Early Ventures staff in areas where food is prepared and served.

Early Ventures 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. Early Ventures 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/guardians 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/guardians. 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/guardians for the administration of syrup of ipecac.

CHILD CARE CENTER HEALTH PROCEDURES POLICY

Diapering Procedures: <u>Parents/guardians must provide disposable diapers and wipes for their child's</u> <u>diapering needs</u>. <u>Each child must have their own supply of diapers and wipes</u>. The center has extras only for emergencies. Below is the diapering procedure followed at EarlyVentures:

- 1. **Preparation**: wash hands, assemble supplies within arm's reach, cover diapering surface area, and put on clean gloves
- 2. **Dirty Phase**: place child on diapering surface, remove soiled diaper, cleanse diaper area of child, remove gloves
- 3. **Clean Phase:** apply ointment as directed, apply clean diaper, dress child, wash the child's and provider's hands, and return the child to their activity
- 4. Clean up: dispose of soiled items, clean and disinfect, and wash hands
- 5. Communicate: record and report (time of day, wet, dry, or BM)

Staff check for signs that diapers/pull-ups are wet or contain feces a minimum of every two hours when children are awake and when children wake up from naps. Diapers are changed that are wet or soiled within five minutes of discovery, or as soon as circumstances permit.

Diapers worn by children should be able to contain urine and stool and minimize fecal contamination of children, caregivers/teachers, environmental surfaces, and objects in the child care setting. Disposable diapers with absorbent materials (ex. polymers) should be used unless the child has a medical reason that does not permit the use of disposable diapers (such as allergic reactions). When children cannot use disposable diapers for medical reasons, the reason should be documented by the child's primary health care provider. Early Ventures does not use cloth diapers.

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/guardians 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 into their spare set of clothes. Soiled clothes will be put in a plastic bag for parents/guardians to take home. Should children that are four years or older have more than one accident in a day, parents/guardians 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/guardians before this action takes place. Children may not move up to the Butterfly Room unless they are fully potty trained.

Handling and Disposal of Bodily Fluids: Surfaces that come in contact with potential bodily fluids, including blood and vomit, must be cleaned and disinfected according to MN Rules, part 9503.0005, subpart 11. Per guidelines, Early Ventures 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 NCEC 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 Early Ventures. This policy is strongly enforced to protect others from the potential of exposure to bodily fluids. Early Ventures will change bandages or re-apply them as necessary. Parents/Guardians 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 Early Ventures 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/guardian 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/Guardians that do not wish to have their child placed on his or her back will need a signed physician approval form before Early Ventures will accommodate the request. Early Ventures will also require parents/guardians to sign a waiver stating that ISD No. 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/guardian 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 nap times, 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/guardians 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 first and last name. Food supplements and medications will be given to children only with a signed statement from the parent/guardian and the physician. Whenever a child requires oral or surface medication, parents/guardians must fill out a written authorization form. Parents/Guardians 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 breakfasts and lunches and reduced lunches are available when school is in session 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. Children 12-24 months are served unflavored whole milk and children 2 and up are served unflavored 1% milk. 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/guardian of \$0.75 per item.

Northfield Public Schools Department of Child Nutrition is responsible for providing hot lunches as Early Ventures 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.

Reusable Cups and Water Bottles: All cups used for milk must be treated as single-service cups and be cleaned and sanitized after every use using procedures that comply with the Food Code under MN Rules, chapter 4626.

Cups or water bottles that are used for water only, must be cleaned and sanitized at the end of each day using procedures that comply with the Food Code under MN Rules, chapter 4626. All water bottles/cups used for water are assigned to a specific child and labeled with the child's first and last name. Water bottles/cups are stored in each classroom either in a child's cubby or in a specific classroom spot designated for water bottles. Water bottles do not look the same and are unique to each individual in the classroom to help reduce the risk of a child using the wrong water bottle or cup.

SICK CHILD/ABSENCE

Please notify Early Ventures if your child is ill or will be absent. Parents/Guardians will be billed for all scheduled days. Please remember, if your child is at Early Ventures, 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 Early Ventures, parents/guardians must inform Early Ventures staff. If a child becomes ill while at the center, staff will make arrangements with the parent/guardian for pick-up of the child. Sick children will be isolated, but supervision will be maintained at all times. A parent/guardian is required to inform the center within 24 hours if their child contracts a contagious disease. Early Ventures 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/guardian can pick them up.

Conditions: A contagious illness or condition as specified in Minnesota Statute rule 3 part 4605.7040, or:

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

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

EMERGENCY AND ACCIDENT PROCEDURES 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/Guardians will be informed of any such incidents upon pick up. Accident reports will be filed any time it is necessary to call parents/guardians 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. Early Ventures 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/guardians are delayed in picking up their children, the center will remain open to care for the children until the parents/guardians arrive. Early Ventures will follow ISD #659 school closing policies.

C. Other Natural Disaster: In the event that there is a natural disaster, Early Ventures 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/guardians.

6. Release of Children: Children will be released only to their parents/guardians 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/guardians 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/guardians. If the parents/guardians 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 6:00 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 reoccurring.

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

Early Ventures 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; procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities; and accommodations for infants and toddlers. The Emergency Preparedness Plan is available on site and upon request.

PERMISSION SLIPS

Field trips will be announced in advance and parents/guardians will be asked to sign permission slips for any trip taken by the center that would require transportation. Parents/Guardians 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 Early Ventures for observation, practicum, or student teaching. Parents/Guardians will be asked to sign a form before their child participates in any formal observation. Parents/Guardians will also be asked to sign a form before their child's picture is used for publicity.

PROGRAM QUALIFICATIONS

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

• Appropriate to the child's age, children must be able to independently participate in the general education curriculum.

SERVICES TO CHILDREN WITH SPECIAL NEEDS

Early Ventures 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, Early Ventures 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 Early Ventures, unless it is determined they will need significant assistance beyond our program's capabilities.

Rationale: As a public institution, Northfield Public School's Community Education strives to provide equal access and opportunity for all people. However, since programs offered through Community Education 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/Guardians of a child with special needs who wish to enroll the child in Early Ventures 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/guardians will be informed of the Community Education's 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/guardians 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/guardian. 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/guardians to seek financial assistance to cover increased costs, Early Ventures 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/guardian 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/guardian of the child. Modifications in the service plan will be made as necessary with joint approval of parents/guardians 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/guardians 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, themselves, 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.

Early Ventures 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.

Early Ventures 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.

Early Ventures 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 Early Ventures, 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. They are crying because you bit them. 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 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/guardians 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/guardians 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 Early Ventures preschool classrooms:

1. Parents/Guardians 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/guardians. 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.

Early Ventures 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.

Early Ventures 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.

Early Ventures also prohibits:

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

- Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person.
- 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.
- 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/guardian shall be notified and the parent/guardian 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

Early Ventures will inform parents/guardians and obtain signed permission before any pets are housed at the center or any pets visit the center.

PARENT/GUARDIAN VISITS

Parents/Guardians 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

Early Ventures 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. Early Ventures 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, Early Ventures 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:

٠	Parents Anonymous	1-800-225-4073
٠	Rice County Crisis Hotline	1-800-607-2330
٠	Rice County Child Protection	1-507-332-6214
•	Rice County Crisis Nursery	1-507-332-6255

Department of Human Services, Maltreatment Intake Line 1-651-431-6600

• Department of Human Services, Division of Licensing 1-651-431-6500

Early Ventures 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, Early Ventures 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. For more information on mandated reporting, please see Appendix C.

INTERNAL REVIEW

When an internal or external report of alleged or suspected maltreatment has been made, Early Ventures 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:

- Related policies and procedures were followed
- The policies and procedures were adequate
- There is a need for additional staff training
- The reported event is similar to past events with the children or the services involved
- 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 Education will be responsible for completing the internal review.

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

NORTHFIELD DISTRICT POLICY REGARDING HARASSMENT AND VIOLENCE

Please see Northfield's district Policy 413 Harassment & Violence, the procedures, and the reporting form.

DISMISSAL FROM PROGRAM

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

PARENT/GUARDIAN RELATED PROBABLE CAUSE FOR DISMISSAL FROM PROGRAM:

- 1. Failure to complete, sign, and return appropriate program forms
- 2. Harmful, threatening, or inappropriate behavior toward staff, children, or other parents/guardians
- 3. Consistent late or non-payment of tuition and program fees
- 4. Repeated instances of failure to sign child in and out
- 5. Lack of adherence to Early Ventures policies and procedures
- 6. Repeated instances of late pick up

STAFF POLICIES

1. Children are to be supervised at all times. 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. Staff members are 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. Early Ventures child care center does not discriminate in its hiring practices. Northfield Public Schools is an equal opportunity employer.

8. All Early Ventures staff are required to have standard first aid and CPR training within 90 days of the start of work.

9. All Early Ventures staff will meet annual training requirements set by the Department of Human Services.

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

Early Ventures 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 training sessions in place for all risks determined. The Risk Reduction Plan is available on site at Early Ventures and will be reviewed annually. All Early Ventures 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: Daily Schedules and Curriculum

Caterpillar Room (Infants)

Below is a very general schedule as much flexibility is needed within an infant childcare setting. Each child's schedule will be based around their biological schedule of when they need to eat and sleep.

7:00-8:00 am	Check-in/Report with parent/guardian
8:00 am	Diapers
8:00-9:30 am	Bottles and morning nap
9:30-9:45 am	Morning snack
9:45-10:15 am	Curriculum (circle time, sing-a-song, stories, games, sensory and art)
10:00	Diapers
10:15-11 am	Outside/Gross motor
11:00-11:30 am	Lunch
11:30 am-Noon	Bottles
12:00-3:00 pm	Nap time (diapers as they wake)
1:00-3:00 pm	Gross motor and sensory activities (as kids wake)
3:00-3:30 pm	Afternoon snack and bottles
3:30-4:00 pm	Curriculum (circle time, sing-a-song, stories, games, sensory and art)
4:00-4:30 pm	Outside/Gross motor
4:30-5:30 pm	Bottles, diapers, and check out/Report with parent/guardian

Bee Room (Young Toddlers) and Ladybug Room (Older Toddlers/Young Preschool)

Toddlers range in age from 16 months to three years old. As toddlers may be new to child care environments, we highly encourage families to incorporate some of this routine into their children's daily lives at home. This will establish normalcy and make sure their children do not feel overwhelmed by the change in routine.

Below is a typical daily schedule. Schedules between the two classrooms vary based on the needs of their students.

7:00-8:15 am	Check-in/Report with parent/guardian/Morning stations
8:15-8:30 am	Diapers/Bathroom/Stories
8:30-8:45 am	Circle time/Music
8:45-9:30 am	Gym/Gross motor
10:00-11:00 am	Outside
11:00-11:30 am	Smart room or table activities
11:30 am-Noon	Lunch
12:00-12:15 pm	Diapers/Bathroom/Stories
12:15-3:00 pm	Rest time
1:00-3:00 pm	Gross motor/Sensory (as children wake from rest)
3:00-3:15 pm	Diapers/Bathroom/Stories
3:15-3:30 pm	Afternoon snack
3:30-4:15 pm	Art/Stations
4:15-4:30 pm	Circle time/Music
4:30-5:30 pm	Outside/Gym

Firefly Room (2 Years Before K) and Butterfly Room (1 Year Before K)

7:00-8:00 am	Check-in/Report with parent/guardian/Learning stations
8:00-8:30 am	Gym/Large motor
8:30-8:45 am	Morning meeting
8:45-9:00 am	Snack
9:00-10:00 am	Small group learning stations
10:00-11:00 am	Outside
11:00-11:20 am	Social-Emotional curriculum/Reading corps groups
11:30 am-Noon	Lunch
12:00-12:45 pm	Outside/Gym
12:45-1:00 pm	Bathrooms/Rest time prep
1:00-2:45 pm	Rest time
1:30-2:45 pm	Quiet activities as children wake
2:45-3:00 pm	Wake up/Bathrooms
3:00-3:30 pm	Afternoon snack
3:30-3:45 pm	Circle time
3:45-4:15 pm	Small groups/Stations
4:15-5:00 pm	Choice time
5:00-5:30 pm	Outside/Gym

All classrooms at EarlyVentures Learning Center use Mother Goose Time Curriculum, which is a research-based curriculum that incorporates 33 skills into playful games and discovery projects. The cross-disciplinary model supports a child's on-going social, emotional, physical, language, and cognitive development. Authentic assessment allows staff to capture learning as it happens through observations, work samples, and skill charts.

The preschool rooms at Early Ventures also use Second Step, which is a social emotional curriculum. Second Step helps teach the youngest learners how to listen, pay attention, manage behavior, self-regulate, and get along with others. Skills and concepts are taught through short, daily activities.

Appendix B: Procedures for Children of Area Learning Center (ALC) Students to Access 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 Education Parent Educator.

3. The ALC needs to notify Early Ventures no later than February 1st of how many summer and school year INFANT slots the ALC would like to hold and pay for. A child can be considered an infant and be enrolled in the infant room until they turn 19 months. Due to current families, Early Ventures will not hold TODDLER slots.

4. If a new toddler or preschool spot is needed for the ALC, Early Ventures will determine if space is available after Early Ventures' current family registration (typically held in early-mid February). If space is available for a new toddler or preschooler, the ALC will need to determine if they want to commit and pay for the slot prior to Early Ventures' new family registration (1st week of March). The ALC will be responsible for paying for this slot for the duration of the school year or until EarlyVentures can fill the slot with a community member.

5. If a current ALC student that has a child enrolled in Early Ventures is not graduating at the end of the school year and will need an Early Ventures slot (in any room) the following year, the ALC student will be treated as a current family and will need to follow all current family registration guidelines.

6. If an ALC student is enrolled in Early Ventures' summer program, the ALC will be charged for the entire summer, not just days the ALC is in session. This will also allow the ALC student to access childcare in August or days the ALC is not in session.

7. The ALC will be charged all registration and snack fees for each ALC student's child in Early Ventures. Child Care Assistance typically does not cover these fees.

Appendix C: Mandated Reporting

Clear Form

DEPARTMENT OF HUMAN SERVICES

DHS-7634A-ENG

DHS-7634A-ENG

OFFICE OF INSPECTOR GENERAL - LICENSING DIVISION

Maltreatment of Minors Mandated Reporting

This form may be used by any provider licensed by the Minnesota Department of Human Services, except family child care. The form for family child care providers can be found in eDocs #7634C.

What to report

 Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to <u>Minnesota Statutes</u>, <u>section 260E.03</u>, and pages 3-6 of this document. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

Who must report

- If you work in a licensed facility, you are a "mandated reporter" and are legally required (mandated) to report
 maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your
 licensed facility.
- · In addition, people who are not mandated reporters may voluntarily report maltreatment.

Where to report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Human Services, should be made to the Licensing Division's Central Intake line at 651-431-6600.
- Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, or in a child foster care home, should be reported to the local county social services agency at 1-507-332-6214 or local law enforcement at 911

When to report

 Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

Information to report

A report to any of the above agencies should contain enough information to identify the child involved, any
persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or
possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility,
the report should include any actions taken by the facility in response to the incident.

Failure to report

- A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.
- In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a
 position allowing direct contact with, or access to, persons receiving services from programs, organizations,
 and/or agencies that are required to have individuals complete a background study by the Department of Human
 Services as listed in Minnesota Statutes, section 245C.03.

Retaliation prohibited

- · An employer of any mandated reporter is prohibited from retaliating against (getting back at):
 - an employee for making a report in good faith; or
 - a child who is the subject of the report.
- If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.



Staff training

The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. 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

For licensed child care centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (p. 3-6) is optional to provide to parents.

The following sections only apply to license holders that serve children. This does not include family child foster care per Minnesota Statutes 245A.66, subd. 1.

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:
 - related policies and procedures were followed;
 - the policies and procedures were adequate;
 - there is a need for additional staff training;
 - the reported event is similar to past events with the children or the services involved; and
 - · 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 the Ventures Coordinator . If this individual is involved in the

alleged or suspected maltreatment, the Director of Community Education 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 to correct any current lapses and prevent future lapses in performance by individuals or the license holder.

Definitions

Found in Minnesota Statutes, section 260E.03

Egregious harm (Minnesota Statutes, section 260E.03, subd. 5)

"Egregious harm" means harm under section 260C.007, subdivision 14, or a similar law of another jurisdiction.

Minnesota Statutes, section 260C.007, Subd. 14:

"Egregious harm" means the infliction of bodily harm to a child or neglect of a child which demonstrates a grossly inadequate ability to provide minimally adequate parental care. The egregious harm need not have occurred in the state or in the county where a termination of parental rights action is otherwise properly venued. Egregious harm includes, but is not limited to:

- conduct towards a child that constitutes a violation of sections <u>609.185</u> to <u>609.2114</u>, <u>609.222</u>, <u>subdivision 2</u>, <u>609.223</u>, or any other similar law of any other state;
- 2. the infliction of "substantial bodily harm" to a child, as defined in section 609.02, subdivision 7a;
- conduct towards a child that constitutes felony malicious punishment of a child under section 609.377;
- conduct towards a child that constitutes felony unreasonable restraint of a child under <u>section 609.255</u>, <u>subdivision 3</u>;
- 5. conduct towards a child that constitutes felony neglect or endangerment of a child under section 609.378;
- conduct towards a child that constitutes assault under section <u>609.221</u>, <u>609.222</u>, or <u>609.223</u>;
- conduct towards a child that constitutes solicitation, inducement, or promotion of, or receiving profit derived from prostitution under <u>section 609.322</u>;
- conduct towards a child that constitutes murder or voluntary manslaughter as defined by United States Code, title 18, section 1111(a) or 1112(a);
- conduct towards a child that constitutes aiding or abetting, attempting, conspiring, or soliciting to commit a murder or voluntary manslaughter that constitutes a violation of United States Code, title 18, section 1111(a) or 1112(a); or
- conduct toward a child that constitutes criminal sexual conduct under sections 609.342 to 609.345.

Maltreatment (Minnesota Statutes, section 260E.03, subd. 12)

"Maltreatment" means any of the following acts or omissions:

- 1. egregious harm under subdivision 5;
- 2. neglect under subdivision 15;
- 3. physical abuse under subdivision 18;
- 4. sexual abuse under subdivision 20;
- 5. substantial child endangerment under subdivision 22;
- 6. threatened injury under subdivision 23;
- 7. mental injury under subdivision 13; and
- 8. maltreatment of a child in a facility.

Mental injury (Minnesota Statutes, section 260E.03, subd. 13)

"Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

Neglect (Minnesota Statutes, section 260E.03, subd. 15)

- A. "Neglect" means the commission or omission of any of the acts specified under clauses (1) to (8), other than by accidental means:
 - failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so;
 - failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 - failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in their care;
 - failure to ensure that the child is educated as defined in sections <u>120A.22</u> and <u>260C.163</u>, <u>subdivision 11</u>, which does not include a parent's refusal to provide the parent's child with sympathomimetic medications, consistent with section <u>125A.091</u>, <u>subdivision 5</u>;
 - 5. prenatal exposure to a controlled substance, as defined in section <u>253B.02</u>, <u>subdivision 2</u>, used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child at birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
 - medical neglect, as defined in section <u>260C.007</u>, <u>subdivision 6</u>, clause (5);
 - chronic and severe use of alcohol or a controlled substance by a person responsible for the child's care that adversely affects the child's basic needs and safety; or
 - emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.
- B. Nothing in this chapter shall be construed to mean that a child is neglected solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.
- C. This chapter does not impose upon persons not otherwise legally responsible for providing a child with necessary food, clothing, shelter, education, or medical care a duty to provide that care.

Physical abuse (Minnesota Statutes, section 260E.03, subd. 18)

- A. "Physical abuse" means any physical injury, mental injury under subdivision 13, or threatened injury under subdivision 23, inflicted by a person responsible for the child's care on a child other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized under section <u>125A.0942</u> or <u>245.825</u>.
- B. Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by section <u>121A.582</u>.
- C. For the purposes of this subdivision, actions that are not reasonable and moderate include, but are not limited to, any of the following:
 - 1. throwing, kicking, burning, biting, or cutting a child;
 - 2. striking a child with a closed fist;
 - 3. shaking a child under age three;
 - 4. striking or other actions that result in any nonaccidental injury to a child under 18 months of age;
 - 5. unreasonable interference with a child's breathing;
 - 6. threatening a child with a weapon, as defined in section 609.02, subdivision 6;

- 7. striking a child under age one on the face or head;
- 8. striking a child who is at least age one but under age four on the face or head, which results in an injury;
- 9. purposely giving a child:
 - poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner in order to control or punish the child; or
 - ii. other substances that substantially affect the child's behavior, motor coordination, or judgment; that result in sickness or internal injury; or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances;
- unreasonable physical confinement or restraint not permitted under <u>section 609.379</u>, including but not limited to tying, caging, or chaining; or
- in a school facility or school zone, an act by a person responsible for the child's care that is a violation under section <u>121A.58</u>.

Sexual abuse (Minnesota Statutes, section 260E.03, subd. 20)

"Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child, or by a person in a current or recent position of authority, to any act that constitutes a violation of section <u>609.342</u> (criminal sexual conduct in the first degree), <u>609.343</u> (criminal sexual conduct in the second degree), <u>609.344</u> (criminal sexual conduct in the third degree), <u>609.345</u> (criminal sexual conduct in the fifth degree), <u>609.345</u> (criminal sexual conduct in the fifth degree), <u>609.345</u> (solicitation of children to engage in sexual conduct; communication of sexually explicit materials to children).

Sexual abuse also includes any act involving a child that constitutes a violation of prostitution offenses under sections 609.321 to 609.324 or 617.246. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes child sex trafficking as defined in section 609.321, subdivisions 7a and 7b.

Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation that requires registration as an offender under section 243.166, subdivision 1b, paragraph (a) or (b), or required registration under section 243.166, subdivision 1b, paragraph (a) or (b).

Substantial child endangerment (Minnesota Statutes, section 260E.03, subd. 22)

"Substantial child endangerment" means that a person responsible for a child's care, by act or omission, commits or attempts to commit an act against a child under their care that constitutes any of the following:

- egregious harm under subdivision 5;
- 2. abandonment under section 260C.301, subdivision 2;
- neglect under subdivision 15, paragraph (a), clause (2), that substantially endangers the child's physical or mental health, including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
- murder in the first, second, or third degree under section <u>609.185</u>, <u>609.19</u>, or <u>609.195</u>;
- manslaughter in the first or second degree under section <u>609.20</u> or <u>609.205</u>;
- 6. assault in the first, second, or third degree under section 609.221, 609.222, or 609.223;
- 7. solicitation, inducement, and promotion of prostitution under section 609.322;
- 8. criminal sexual conduct under sections 609.342 to 609.3451;
- solicitation of children to engage in sexual conduct under section <u>609.352</u>;
- 10. malicious punishment or neglect or endangerment of a child under section 609.377 or 609.378;
- 11. use of a minor in sexual performance under section 617.246; or
- parental behavior, status, or condition that mandates that the county attorney file a termination of parental rights petition under section <u>260C.503</u>, <u>subdivision 2</u>.
Threatened injury (Minnesota Statutes, section 260E.03, subd. 23)

- A. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury.
- B. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care, as defined in subdivision 17, who has:
 - subjected a child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under subdivision 5 or a similar law of another jurisdiction;
 - been found to be palpably unfit under section <u>260C.301</u>, <u>subdivision 1</u>, paragraph (b), clause (4), or a similar law of another jurisdiction;
 - committed an act that resulted in an involuntary termination of parental rights under section <u>260C.301</u>, or a similar law of another jurisdiction; or
 - committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative under Minnesota Statutes 2010, section <u>260C.201</u>, subdivision 11, paragraph (d), clause (1), section <u>260C.515</u>, <u>subdivision 4</u>, or a similar law of another jurisdiction.
- C. A child is the subject of a report of threatened injury when the local welfare agency receives birth match data under section <u>260E.14</u>, <u>subdivision 4</u>, from the Department of Human Services.

Updated: June 2022

Northfield Public Schools Hand In Hand Preschool Handbook





Northfield Community Education Center 700 Lincoln Parkway, Northfield, MN 55057 507-645-1200

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Important Phone Numbers

Community Education Center front office	507-645-1200
Nurse's Line	507-645-1205
Attendance line	507-414-8771
Sara Line-Early Childhood Coordinator	507-645-1232
Gabriela Nieves (para Espanol)	507-301-8957
Benjamin Bus	507-645-5720
Marianne Moser ECFE (Early Childhood Family Education)	507-664-3649
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

DISTRICT VISION

We prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

SAFETY

Your children's safety is our main concern. Please check in with the main office staff if you need to pick up your child early or drop something off for them. Although we can often recognize parents/guardians, by making your presence officially known we can be more fully aware of who is in our building at all times. In addition, each family will receive a packet to fill out including **health/emergency forms** as it is very important we have that on file. Hand in Hand practices regular fire, severe weather, and lock-down drills throughout the year.

INTRODUCTION

This handbook is designed to give you specific information regarding Hand in Hand Preschool. We ask that you read through it and keep it 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 <u>Student Citizen Handbook</u>. We believe that open communication between parents/guardians 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 class note/calendar/Seesaw 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 bachelor's degree in 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.

EXAMPLES OF APPROXIMATE SCHEDULE

HALF DAY

Meet/greet, small motor activities 15 minutes Circle time: calendar with counting/patterns, weather, music/movement 30 minutes Flextime: small group skill-building, centers, and choice time 60 minutes Stories/songs, bathroom break/snacks 30 minutes Outside/gym large motor time 30 minutes

FULL DAY

Welcome, sign in, free choice time 60 minutes Snack/Stories 15 minutes Circle time, stations, literacy 60 minutes Large motor/outside time 30 minutes Lunch 30 minutes Second Step (Social/Emotional) and stories 30 minutes Rest time/quiet activities 90 minutes Stories, movement songs 30 minutes Snack 15 minutes Outside time 45 minutes **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, <u>Heggerty</u>, 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 acts as a framework for our instruction.*

At Hand in Hand preschool, we use authentic, observational assessment. The system is not only designed to work with our curriculum, but it is aligned with the Minnesota State standards for early learning, the Early Childhood Indicators of Progress; it helps us get to know what our students know and can do. With this information, we individualize children's learning, flex group, and offer engaging experiences that help build on their strengths and interests. The system is inclusive of children with disabilities, children who are developing typically, and children who demonstrate competencies beyond typical developmental expectations. It also supports the assessment of children who are English learners.

Social/Emotional: To help children feel comfortable in school, trust their new environment, make friends, interact with them, and feel they are part of a group. To help children experience pride and self-confidence, be able to express themselves creatively, 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 by helping them acquire learning skills such as the ability to solve problems, asking 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 the *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*. The students are also introduced to pre-literacy skills such as letters and sounds with <u>Heggerty</u>, <u>Ladders to Literacy</u> in addition to building on the *Second Step* social-emotional concepts. Staff uses the *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 for a great start to the Kindergarten experience.

In order to provide the highest quality early childhood experiences to our families, our co-taught classrooms are capped at 18 students with at least 3 staff in each classroom, and our consult classes are capped at 16 students with at least 2 staff in each class.

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 general 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 typically 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/guardians 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 a time to discuss any issues.

FAMILY INVOLVEMENT

Parent/Guardian 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/guardians have more success in school. We offer many opportunities throughout the year for you to become involved in your child's preschool experience. We utilize Seesaw to communicate regularly with parents/guardians, as well as a folder system that travels back and forth each preschool day. You will receive weekly updates as well as monthly newsletters. Please do not hesitate to connect with your child's teacher at any time. We plan regular parent/guardian education events and family activity nights. Early Childhood Family Education and Adult Basic Education also offer many opportunities for parents/guardians to become involved in their children's education through regular classes, one-time events, or parent/guardian coaching/consultation! Please call Early Childhood Family Education at **507-664-3649 or the Early Childhood Coordinator at 507-645-1232** to request information.

PARENT/GUARDIAN COMPONENT

Parents/Guardians of Hand in Hand students will be asked to participate throughout the year. Examples of parent/guardian involvement may include:

- Early childhood screening (required for all Hand in Hand students)
- Family Consultation/Coaching
- Attending family meetings, fall and spring conferences
- Attend the Community Education Advisory Council
- Parent/Guardian-Child Activities and Lending Library participation
- Guest speakers-Parent/Guardian 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/inappropriate language use will be addressed together with parents/guardians on an individual basis. Hand in Hand staff will complete an incident form signed by parents/guardians following any incident resulting in injury or property damage. The completion of a second incident report will result in a meeting with parents/guardians, the 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 the access to 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 see <u>Policy 515</u> if you need further information. 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 **507-414-8771** If your child receives transportation please inform them of the absence as well, **507-645-5720**. To help assure good health for students and alert health authorities to the presence of a specific disease, parents/guardians 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 school bus or the Hiawathaland Transit bus and will be absent or do not need transportation to/from preschool on any given day, please call Benjamin Bus at 507-645-5720 or Hiawathaland Transit at 1-866-623-7505.

ILLNESS

As most diseases are spread before they are recognized, it is impossible to prevent exposure. Parents/Guardians 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. Please see additional information regarding staying healthy.

HEALTH SERVICES

A licensed nurse is available at the Northfield Community Education Center 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/Guardians are contacted as appropriate. Each child is required to have an updated **immunization record** on file. We know the preschool years are a time of great growth and development; although we do not expect children in our program to be fully potty trained, we do not have adequate staffing to change diapers. Students will be expected to be working on potty training, wearing pull-ups or underwear, and be able to independently take care of bathroom needs (such as trying to use the toilet or changing a wet pull-up.)

CLOTHING

Please dress your child appropriately for the weather. We will be playing outdoors almost every day. Students will be outside when the temperature is at or above 0° F. Students will need **labeled** boots, snow pants, hats, and mittens during the winter months. Please send a backpack with your child each day to transport the extra clothes, fun projects, and communication efforts. Please make sure your child is dressed comfortably for play. If your child is newly toilet trained or in the process of toilet training, we ask that you include a **labeled** change of clothes in their backpack should an accident occur. We find children are most comfortable in their own clothes. Durable, washable clothes and tennis shoes are most appropriate and safe for participation in all preschool activities. Making sure that buckles, buttons, belts, and snaps can be easily managed by your child will help them gain independence and self-esteem.

LATE PICKUP POLICY FEE

Morning preschool ends at 11:30 and afternoon/all-day preschool concludes at 3:45. (With the exception of Wednesday PLC schedules where a.m. preschool is from 9:45-12:00 and afternoon preschool is 1:15-3:45.) **If your child is registered for preschool extended day options, they are open 7:30-8:45 am, 11:30-12:45 pm, or 3:45-5:00 pm. Please be respectful of our teachers' prep time before and after class and be prompt in picking up and dropping off your children for preschool. **Students who have not been picked up within 5 minutes of class end times will be brought to wait in the front office. If you pick up your child later than five minutes after the end of the pre-school day, you will be charged \$1 per minute beginning with the sixth minute. If the tardiness continues, your child's enrollment will be terminated from Hand in Hand on a case by case basis. 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 pickup policy. Children must be picked up by a responsible caregiver. To ensure adequate supervision appropriate to the child's age, and to be consistent with state guidelines, we can only release preschool children to their siblings if they are middle school and older. If the caregiver will be a regular pickup person, they should be added to the pickup list.**

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 pickup and school opening times will be exactly two hours later than normal for elementary schools, however, the **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/Guardians will be expected to pick up Hand in Hand students at the announced closing time.

In each instance, the community will be informed by KYMN (1080AM), KDHL (920 AM) and WCCO (830) radio stations as well as WCCO-TV, KARE-TV, KSTP-TV, and KMSP-TV. If weather conditions are poor or worsening, please listen to one of these radio stations. The decision will also be listed on the homepage of the district website and parents/guardians who have emails on file will receive an email.

TUITION POLICY

Hand in Hand families must stay up-to-date with payments. Each month's tuition must be paid by the last day of the respective month. Payments received after the 5th day of the following month will be charged a \$20 late fee. Preschool slots will be terminated for families that do not follow the payment policy. Please note, families do not receive a hard copy of monthly statements. Please set up online billing/payment access with <u>Martha Donahoe</u> or drop payments off with her in the front office.

SNACKS/LUNCH

Snack time is a favorite time of the school day! Healthy snacks are provided by the school district food service. Please inform your teacher of any food allergies or foods your child may not eat for religious or medical reasons. Milk is provided daily to all students. All families are asked to pay an annual snack fee (fee tied to how many days per week the child attends.) Checks are made payable to "Hand in Hand Preschool". Pathways Scholarships will cover 100% of these fees, and School Readiness scholarships cover a portion.

Lunch is offered to our full-day preschool students only. On Friday, March 17, 2023, Governor Walz signed the Free School Meals bill into law. This will take effect starting in the 2023-2024 school year. This legislation provides the reimbursement for a free lunch to students who receive meals through their school's participation in the National School Lunch Program (NSLP).

FIELD TRIP INFORMATION

Field trips are important to our curriculum, as they help children learn about the world around them. Past field trips have included Three Links Care Center, Northfield Library, and other neighborhood parks and businesses. We also have many fun visitors to our site! Signed permission slips are required for all children attending Hand in Hand Preschool field trips. Check monthly newsletters for additional field trip information.

TOYS FROM HOME

We request that children not bring toys from home; keeping toys at home will prevent hurt feelings and broken toys. Even toys left in backpacks can be distracting to students. Occasionally, the teachers may give the children the opportunity to bring specific toys to school for a special day, such as "Teddy Bear Day", for our letter of the week, or 'Star of the Week". This information will be included in the weekly class notes. Please remember that even on special toy days, only non-violent toys will be allowed in school. Toy guns or weapons are never allowed.

BIRTHDAY OBSERVATIONS

Birthdays are special to children! We will make your child's birthday or special day by providing a birthday crown and singing "Happy Birthday." In accordance with new federal law, families will not be allowed to bring food or small gifts to share with other students but we will still make the day special in other ways. Please speak with your child's teacher at the beginning of the school year if your family does not celebrate birthdays. 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.





COMMUNITY EDUCATION Learning and Recreation for Life

KidVentures Handbook 2023-2024

Kid Ventures Main Office Northfield Community Education Center 700 Lincoln Parkway Northfield, MN 55057 507-645-1200

507.664.3395 (KidVentures at Bridgewater)

507.645.3507 (KidVentures at Greenvale Park)

507.645.3422 (KidVentures at Spring Creek)

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Welcome to Kid Ventures!

Kid Ventures 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.

Kid Ventures offers low staff-to-student ratios and a variety of enrichment opportunities. Kid Ventures 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. Kid Ventures also encompasses the "youth voice" to incorporate a wide range of youth- driven programming.

Kid Ventures 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, Kid Ventures is open from 6:30 am-6:00 pm, Monday– Friday.

Kid Ventures is offered through Northfield Public Schools Community Education. Like all other district programs, we are governed by the policies and guidelines of the Board of Education. Kid Ventures 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 Kid Ventures!

District Vision

We prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

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.

Kid Ventures Sites

Bridgewater Elementary 401 Jefferson Parkway, Northfield, MN 55057 507.664.3395

Greenvale Park Elementary 500 Lincoln Parkway Northfield, MN 55057 507.645.3507

Spring Creek Elementary

Ventures Main Office

Northfield Community Education Center 700 Lincoln Parkway, Northfield, MN 55057 507.645.1200

Breezy Barrett, Ventures Coordinator 507.645.1245 BBarrett@northfieldschools.org

Martha Donahoe, Administrative Assistant

1400 Maple Street Northfield, MN 55057 507.645.3422

507.664.1200 MDonahoe@northfieldschools.org

Erin Bailey, Director of Community Education EBailey@northfieldschools.org

Registration

Kid Ventures registrations are accepted on a space available basis. Registration for the following school year will open each <u>spring April</u>. Registration for the summer program opens in mid-March. Registration information is always available online by following the Community Education tab on the Northfield Public School's website: <u>www.northfieldschools.org</u>

Families may also call the Ventures main office at 507-645-1200 to inquire about availability and the registration process.

Payment of the registration fee must accompany the Kid Ventures registration. All previous balances must be cleared before a child can re-enroll into the Kid Ventures 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.

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 Kid Venture location uses a parent/guardian 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 507-645-1245.

Family Responsibility Checklist

- Read the Kid Ventures 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/guardian 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 Education 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

Kid Ventures 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, and meets the federal smart snack guidelines.

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, Kid Ventures 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. Kid Ventures 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. Kid Ventures 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. Kid Ventures is not responsible for lost or damaged personal belongings.

Transportation

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

Severe Weather

- If school is closed for the day because of severe weather, all Kid Ventures programming will also be closed.
- If school has a delayed starting time, there will be no Kid Ventures before school programming.
- If school is dismissed early, Kid Ventures after school programming will remain open for up to one hour following the dismissal. If children come to Kid Ventures, their parents/guardians 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.
- Kid Ventures closing after 3:00 p.m. -- If the weather becomes severe after children have arrived, Kid Ventures may decide to close early. Kid Ventures will contact families to let them know.
- Non-school days: In case of severe weather, Kid Ventures may be closed for the day, or may close early. You will be notified during the day if KidVentures closes early.
- Credit is not given towards Ventures programs for days or time missed due to emergency closings.

Notification

K-12 families will receive a Skylert message if severe weather impacts a regular school day. KV families receive an email from the Ventures Coordinator if severe weather impacts a non-school day.

Radio and Television Stations

KYMN (1080 AM), KDHL (920 AM) and WCCO (830) radio stations as well as WCCO-TV, KARE-TV, KSTP-TV, and KMSP-TV

Release Days/Late Start/Early Release

Release Days

Kid Ventures is open on most non-school days. Release days are open from 6:30 a.m. until 6:00 p.m. All Kid Ventures sites will be combined into one site for each release day. A calendar of dates can be found on our <u>website at https://northfieldschools.org/communityservices/ventures</u>. Kid Ventures provides field trips and/or on-site enrichment opportunities on release days. Families must register for release days online by the due date. Release day spaces are limited and are filled on a first-come, first-serve basis. Release days are non-refundable unless canceled in writing at least two weeks in advance.

Late Start Wednesdays

All Kid Ventures sites will be open for care during late start Wednesdays. Care for just the late start - at 8:10 a.m. for Bridgewater and Spring Creek and at 8:05 a.m. at Greenvale Park. The late start runs for one hour until school begins. If you are normally contracted on Wednesday mornings, you do NOT need to complete the additional late start registration. If you are not contracted for Wednesday mornings, you must register

online for the additional "Late Start Wednesdays" and pay the designated fee per Wednesday. Late start Wednesday registration can be found on our website.

Summer Programming

The Kid Ventures 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 Kid Ventures is available on the website in early March with registration taking place in mid to late March.

Security and Safety

Child Protection

Kid Ventures must comply with the reporting requirements for abuse and neglect specified in Minnesota Chapter 260 E including:

- Any person may voluntarily report abuse or neglect.
- Kid Ventures 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 the Rice County child protection agency for reporting suspected maltreatment of a child occurring within a family or in the community (1-507-332-6214).
 - o The telephone number of the Department of Human Services, Division of Licensing at 651-431-6500, for reporting possible certification violations.
 - o 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.
- Kid Ventures provides training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (MN chapter 260 E). Kid Ventures documents this training in individual personnel records and monitors implementation by staff.

Signing In and Out

For the safety of each child, Kid Ventures requires that a parent/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 Kid Ventures. 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, Kid Ventures staff will sign them in to the program.

Our program opens at 6:30 a.m.

Although our staff may arrive before 6:30 a.m. 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 in their emergency information, unless Kid Ventures 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/guardians must call to inform Kid Ventures staff if someone other than an authorized person listed in the emergency information will pick up their child. A description of the person and driver's license may be requested for verification. Children will not be released to an unauthorized person until identification and verification can be made.

Custody Issues

Ventures staff will not be involved in custody disputes between parents/guardians. In the event of a divorce, separation, or joint custody ruling, every effort will be made for Kid Ventures to treat each parent/guardian equally. If parents/guardians have custody issues, they must provide Ventures staff with a copy of any relevant court orders. It is the parents'/guardians' responsibility to work out the scheduling and payments for child care. The person identified as the primary account user is responsible for making payments associated with the Ventures account, unless a court order states something different.

Late Pick Up

Children must be picked up by closing time, which is 6:00 p.m. Families will be charged \$1 per child for every minute late. If you have an emergency and must be late, please call your Kid Venture 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/guardian After 20 minutes: Call emergency contacts listed for child After 60 minutes: Call police

Absences

Families *must* notify Kid Ventures site staff if children will be absent at any time for any reason. School offices do not automatically provide Kid Ventures 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 Kid Ventures staff of absences. Increased fees will be imposed for continued occurrences.

Building and Physical Premises

Kid Ventures 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. Kid Ventures 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

Kid Ventures follows the school district's emergency policies. If an accident should occur during Kid Ventures, 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

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

Kid Ventures 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/guardian. Kid Ventures 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/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 Kid Ventures 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 Kid Ventures, 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.

Kid Ventures will post or give notice to the parent/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/guardian 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/Guardians should also keep children home from Kid Ventures:

- 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. Kid Ventures is not linked to a main school office database, so parents/guardians must contact Kid Ventures separately with family information changes, address, absences etc.

Medication

Parents/Guardians must inform the Kid Ventures 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 Kid Ventures, 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/guardian or destroyed. Medication is not accessible from the school nurse's office.

Should medication be administered during program hours, Kid Ventures 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.

Kid Ventures 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, Kid Ventures must obtain written permission from a child's family to administer sunscreen, insect repellent, and hand sanitizer. Kid Ventures 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, Kid Ventures must obtain documentation of any known allergies from the child's parent/guardian. This can be done through the online registration process. Kid Ventures 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 mediation, dosages, and a doctor's contact information.

Kid Ventures 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, Kid Ventures 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 Kid Ventures summer program or Kid Ventures 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 Kid Ventures does not provide care for non NPS students on regular school days.

Absences/Sick Leave

Call your Kid Ventures 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

Kid Ventures 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, Kid Ventures 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 Kid Ventures can hire additional staff with the skills necessary to meet the child's needs and/or work with school caseworkers to determine the level of care.

Please Note the Following Criteria Children Must Meet to Enroll in Kid Ventures

- All children are expected to be toilet trained. Kid Ventures 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 Kid Ventures 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 507-645-1245. Information regarding a student's needs will not be used to prohibit a child's enrollment in Kid Ventures, 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

Kid Ventures follows the <u>Data Privacy Policy 406</u> 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. Kid Ventures 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 Kid Ventures program.

Billing

Kid Ventures bills are generated at the beginning of every month. All families can access their account online and it is each family's responsibility to make payments by the due date.

Kid Ventures Billing Information

- The registration fee is due when the child's contract is accepted.
- 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 days will be charged upon acceptance of the release day contract.
- Tuition must be paid via check, cash, or online via credit card. Checks and cash should be brought to the Northfield Public Schools Community Education office located at 700 Lincoln Parkway, Northfield, MN 55057, Please make all checks payable to "KidVentures" and put your child(ren)'s name in the memo line.
- Monthly invoices are generated the first week of every month. Invoices must be paid in full by the last day of the respective month.

- There will be a \$20 late fee added to your account for all invoices not paid by the due date.
- Overdraft checks will be processed accordingly by the district's third party vendor and applicable fees may apply. 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.
- Kid Ventures must receive written authorization for families receiving financial assistance from outside agencies before childcare can begin. If financial assistance is canceled, 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).

<u>Kid Ventures tuition is due in full by the last day of the month. Failure to pay tuition will result in</u> termination of child care services.

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/l.

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

Before and/or After School

- Families must register for a consistent schedule.
- A two day per week minimum is required (Ex. 2 am sessions and/or 2 pm sessions.) The only time that children do not need to be registered for two days per week is if they are ONLY registered for the one hour Wednesday late start.
- 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 Kid Ventures office. Complete a change of schedule form, sign, date and return to the Kid Ventures 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.

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 canceled due to low enrollment.

Wednesday Late Start

All Kid Ventures sites will be open for care during late start Wednesdays. Care for just the late start begins at 8:10 a.m. for Bridgewater and Spring Creek and at 8:05 a.m. at Greenvale Park. The late start runs for one hour until school begins. If you are normally contracted on Wednesday mornings, you do NOT need to complete the additional late start registration. If you are not contracted for Wednesday mornings, you must submit the additional "Late Start Wednesday" registration and pay the designated fee per Wednesday. Late start registration is available on our website.

Contract Terms

Schedule Changes/ Add Ons/ Withdrawal

- Additional days may be added **IF** space is available. The additional payment is due by the end of the month.
- Families may make permanent schedule changes by submitting a "change of schedule form" <u>or</u> requesting the schedule change via Eleyo. Sign, date and return the form to the Site Leader or the Community Education 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.
- 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 contract acceptance with any new Kid Ventures session.
- 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 Kid Ventures staff.
- A \$20 late fee will be added to your account for any invoice that is not paid by the due date.

Additional Contract

- Full payment of contracted days is due whether or not children are in attendance.
- No credits for changes will be given for days students are out sick, or on vacation, or absent for any reason.

- Tuition invoices will be generated at the start of each month. Monthly invoices must be paid in full by the end of each respective month. All families are strongly encouraged to view and pay their account online.
- Kid Ventures reserves the right to limit or terminate service due to non-payment.
- All billing is done at the Community Education Office, located at the Northfield Community Education Center. For billing inquiries, contact the Community Education office at 507-645-1200.

Sick/Vacation Leave

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

Staff Responsibilities

- To provide safe, enriching, challenging, engaging, fun, and developmentally appropriate activities for children in the Kid Ventures 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 Kid Ventures happenings and use the parent/guardian table and parent/guardian board as a means of communication.
- To build healthy, positive relationships with students and families.

Staffing

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

Kid Ventures 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. Kid Ventures staff are trained 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 Kid Ventures, 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

Kid Ventures 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.

Kid Ventures 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, they may not attend Kid Ventures 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 Kid Ventures 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/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/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/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/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/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 scheduled day. (Fees will be charged during their absence.) The parent/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/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 preempt other children. The child cannot be placed on a waiting list until the above criteria have been met.

Dismissal from the Program

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

Child-related probable cause for dismissal:

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

Parent/Guardian-related probable causes for dismissal:

- Failure to complete, sign, and return appropriate program forms.
- Harmful, threatening, or inappropriate behavior toward staff, children, or other parents/guardians.
- Consistent late or non-payment of tuition and program fees.
- Refusal to cooperate and work with KidVentures staff to correct behavior concerns.
- Repeated instances of failure to sign child in and out
- Lack of adherence to KidVentures policies and procedures.
- Repeated instances of late pick up.



STUDENT CITIZENSHIP HANDBOOK

2023 - 2024

RIGHTS RESPONSIBILITIES DISTRICT POLICIES

A Policy Guide for Student Expectations for Instructional and Co-Curricular Activities in Northfield Public Schools

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STUDENT DISCIPLINE PHILOSOPHY

It is the responsibility of the school board to make reasonable policies and rules for maintaining a safe and supportive school environment. These policies and rules apply at any time a student is present at a school location, at a school-sponsored activity, participating in school activities through a digital platform, and while traveling on school buses. Students are expected to behave in accordance with federal, state and local laws and rules and in a way that respects the rights and safety of others.

While this policy pertains to all schools in District No. 659, the school board recognizes the uniqueness of each building and classroom in which the policy must be implemented. This policy may be supplemented by additional policies, rules and procedures that recognize those unique needs.

PHILOSOPHY REGARDING LEARNING AND DISCIPLINE

Optimum learning occurs in a positive, safe and secure environment. Students, parents/guardians/<u>caregivers</u>, teachers, administrators and other school staff all share in the responsibility to ensure a positive climate for learning.

The school setting enables students to develop responsible behaviors and habits that will serve them now and later in life. Proper training in discipline Students will learn should lead towards self-control and respect for law, authority, property and the rights of others.

Restorative Practices will be used to address negative situations while restoring the school climate to a respectful one. The approach of restorative practice builds community and strengthens relationships to create safe and supportive environments.

While student self-discipline is the ideal, it is understood that fair and appropriate corrective measures may be required at times. When it becomes necessary to enforce the consequences of discipline violations as outlined in this policy, it should be done in a manner that respects the dignity of the student and promotes healthy and responsible behavior.

Discipline is a learning experience, not just a consequence. Discipline...

- helps the student learn a lesson that will positively affect his or her their present and future behavior.
- is designed to help the student control and change his or her their behavior, thereby guiding the student into adulthood.
- helps the student to grow intellectually and emotionally.
- enhances the student's self-confidence, self-worth and self-image.

ROLES AND RESPONSIBILITIES

School Board

The school board holds all school personnel responsible for maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

Superintendent

The superintendent shall establish guidelines and directives to carry out this policy; hold all school personnel, students and parents/guardians/caregivers responsible for conforming to this policy; and support all school personnel performing their duties within the framework of this policy. The superintendent also shall establish guidelines and directives for using the services of appropriate agencies for assisting students and parents/guardians/caregivers. Any guidelines of directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

Principal and Assistant Principals

The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal and assistant <u>principals</u> shall consult with parents/guardians/caregivers of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents/guardians/caregivers.

Teachers

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the discipline guidelines.

Other School District Personnel

All district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to students' behavior shall be authorized and directed by the superintendent.

All district personnel shall be responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Parents or Legal Guardians

Parents and legal guardians shall be held responsible for the behavior of their children as determined by law, and <u>district policy</u>, and school procedures community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Students

All students shall be held individually responsible for their behavior and for knowing and obeying this policy.

Community Members

Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students who attend District No. 659 have numerous rights and opportunities. Students also have responsibilities to teachers, other staff and fellow students. The following list lays out student rights and opportunities as well as student responsibilities. Applicable district policies are identified where appropriate and can be found in their entirety on the <u>district's website</u>.

ACCESS TO RECORDS

Rights/Opportunities	Responsibilities
Students' parents and students eligible under state law	Students have the responsibility to follow established
generally have the right to view their school records	building and district procedures regarding access to their
according to state and federal laws.	school records.
Students have the right to privacy regarding school	
records. Disclosure of information from student records	
will be consistent with legal requirements and the	
guidelines established by the school district.	

STUDENT APPAREL (DRESS) CODE

Rights/Opportunities	Responsibilities
Students have the opportunity to wear clothing of their	Students are responsible to dress in such a manner that is
choosing and to engage in personal grooming which is	not disruptive nor likely to disrupt the learning
not potentially disruptive to the education process, which	environment, is not a health and safety hazard, is not
does not pose a threat to the health or safety of other	obscene, is not sexually explicit, discriminatory or
students and which is not lewd, vulgar, obscene, sexually	associated with threat/hate groups, including gang
explicit or discriminatory.	and/or hate symbols. Clothing which displays references
	to weapons, alcohol, chemicals, tobacco or other
	products that are illegal for use by minors is not
	permitted.

EQUAL OPPORTUNITY

Rights/Opportunities	Responsibilities
Students have the right to equal opportunity to	Students are responsible to follow the rules and
participate in all school activities and school education	regulations of the school-sponsored activity in which
programs for which they are eligible within legal limits.	they participate or others participate. Students are not to
(Policy 102 Educational & Employment Opportunity)	discourage the participation of other students.

FAIR TREATMENT

Rights/Opportunities	Responsibilities
Students have the right to due process when involved in	Students are responsible to treat all people respectfully
a violation of district rules. Included is the opportunity	and to follow rules and regulations that apply to them.
to hear the nature of the violation and to give their	
account of the situation.	
Students have the right to be informed of current school	Students are responsible to be knowledgeable about and
policies, rules and regulations that apply to them.	to follow school policies, rules and regulations that apply
	to them.
Students have the right to be informed of classroom	Students are responsible to be knowledgeable about and
expectations.	to meet classroom expectations and evaluation
	procedures that apply to them.

Students have the right to be treated respectfully by staff and other students.	Students are responsible to treat others, including other students and staff in a respectful manner. Students are also expected to treat the property of others and the district responsibly.
Students have a right to be free from corporal punishment by staff.	Students have the responsibility to refrain from using force or physical contact for the purposes of inflicting physical and emotional harm on another.
Students have a right to be free from unreasonable physical contact from teachers and other staff except as physical restraint is necessary to prevent the student from injuring self, other persons or property.	Students have the responsibility to respect the space and freedom of those around them. Students also have the responsibility to not engage in conduct that threatens to injure themselves, other persons and property.

FREE SPEECH

Rights/Opportunities	Responsibilities
Students have the right to free speech so long as such	Students are responsible to express opinions, publish
speech does not violate the rights of others.	written materials, distribute literature in such a manner
	that is not libelous, obscene or discriminatory, including
	but not limited to symbols of hate or gang-related
	symbols, that does not interfere with the rights of others
	or disrupt the atmosphere of learning in the school as
	determined by school administration and follows school
	regulations regarding time, place and manner.

HARASSMENT

Rights/Opportunities	Responsibilities
The Northfield School District takes Human Rights	The Northfield School District takes Human Rights
complaints (including Title IX complaints) seriously.	complaints (including Title IX complaints) seriously.
Students have the right to be free from any form of	Students are responsible for maintaining an environment
harassment, arising out of the physical or verbal conduct	free from harassment, intimidation and abuse. Students
of other students, school staff or others.	are also responsible to report incidents of physical, sexual
(Policy 514 Bullying Prohibition; Policy 413 Harassment	and verbal harassment, intimidation and/or abuse that
and Violence; Policy 526 Hazing Prohibition, Policy 522	they have experienced or of which they are aware. Policy
Student Sex Nondiscrimination)	413 and its associated procedures and Policy 522 govern
	the process for addressing these complaints. Such reports
	should be made to:
	Molly Viesselman, Director of Human Resources,
	Human Rights Officer/Title IX Coordinator, Northfield
	Public Schools, 201 Orchard Street South, Northfield,
	MN 55057
	Phone: 507.663.0600
	Email: mviesselman@northfieldschools.org.
	While not required, individuals can make complaints
	using this form.

LEARNING

Rights/Opportunities	Responsibilities	
Students should have the opportunity to receive a	Students are responsible for daily attendance, for	
comprehensive appropriate education. (Policy 102	completing class assignments on time and for bringing	
Educational & Employment Opportunity)	appropriate materials required for class use.	
Students should have the opportunity to attend school in a safe environment that is free from disruptive behavior by others.	*	
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Students have the opportunity to make up schoolwork missed during an excused absence.	Students are responsible to obtain and complete make-up work assigned for periods of absence.	
Students have the right to necessary homebound instruction as regulated by state guidelines when absent for an extended period.	Students are responsible to complete work assigned as	

NONDISCRIMINATION

Rights/Opportunities	Responsibilities	
Students have the right to be free from discrimination	Students are responsible to treat other students and	
based upon race, color, creed, sex, religion, national	district employees in a nondiscriminatory manner.	
origin, marital status, sexual orientation, gender identity,	Violations should be reported to building principals as	
and status with regard to public assistance or disability.	outlined in Policy 522.	
(Policy 522 Student Sex Nondiscrimination)		

PLEDGE OF ALLEGIANCE

Rights/Opportunities	Responsibilities
Students have the right to participate in the reciting of	Students are responsible to either participate in reciting
the Pledge of Allegiance. Students have the right to	the Pledge of Allegiance or respect the rights of those
express themselves by not participating in the pledge	who wish not to participate.
including the right to remain seated.	

PRIVACY

Rights/Opportunities	Responsibilities		
Students generally have the right to privacy in their	Students are responsible to refrain from bringing onto		
persons and personal property when engaging,	school property or to school-sponsored events any item		
participating or pursuing curricular activities on a school	or material that would cause, or tend to cause, a		
location.	disruptive activity or endanger the health and safety of		
	students or other people.		
Students have the opportunity to utilize school lockers,	Students are responsible for keeping their lockers free of		
desks and other designated area for storing appropriate	any items that are illegal or that are prohibited under		
items of personal property subject to the understanding	school rules and district policies.		
that such areas are within the exclusive control of the			
school district and that such areas may be searched for			
any reason, at any time without permission, consent or			
requirement for a search warrant. If conditions warrant			
technology (including drug sniffing dogs, cameras, metal			
detectors, etc.) may be used to ensure the safety of			
students, staff, buildings and grounds. (Policy 502 Search			
of Student Lockers, Desks, Personal Possessions and			
Student's Person)			
Students have the right to confidentiality regarding	Students have the responsibility to inform school		
personal matters in discussion with school personnel.	personnel when a discussion of personal matters is to be		
School personnel are mandated by law to report child or	confidential. Matters of abuse or illegal activity should be		
sexual abuse to the proper authorities. Matters of child or	reported to school personnel.		
sexual abuse must be reported to the proper authorities			
according to state law. Matters involving criminal			
behavior may also be reported to the proper authorities.			

STUDENT GOVERNMENT

Rights/Opportunities	Responsibilities	
Students have the opportunity to participate in student	Student government representatives have the	
government. The purpose of the existence of student	responsibility to communicate and work with student	
government is to represent and to be responsive of the	body, faculty and administration and to be aware of and	
needs of all students.	comply with any policies of the school district that may	
	affect the formation of procedural aspects of the student	
	government.	

STUDENT SAFETY

Rights/Opportunities	Responsibilities	
Students have the right to a safe, inviting school	Students are responsible for cooperating with school	
environment, free of violence, racism, homophobia,	authorities to keep our schools free of violence, racism,	
xenophobia, transphobia, religious intolerance, and	homophobia, xenophobia, transphobia, religious	
chemicals, (drugs, tobacco, e-cigarettes, and alcohol).	intolerance, and chemicals. Students should report any	
Students should expect the schools to utilize a variety of	f safety concerns, including violence racism, homophobia,	
prevention techniques to prioritize their safety.	religious intolerance, and chemicals (drugs, tobacco,	
	e-cigarettes, and alcohol) to the building administration.	
	Students should also understand the use of prevention	
	techniques as a partnership between students, staff, the	
	community, and law enforcement designed to keep our	
	schools safe for everyone.	

DISCIPLINE GUIDELINES & DISCLAIMER

Every student and employee of Northfield Public Schools is entitled to learn and work in a safe school environment. To ensure this, the district and each school has established clear student discipline policies, consequences appropriate with the behavior and a practice to do so with fairness and consistency (<u>Policy 506 Student Discipline</u>).

Students are expected to respect the rights and safety of others. This includes behaving in accordance with federal, state and local laws; district, athletic and activity policies; and school regulations. Corrective action will be taken by staff when a student's behavior does not fall within the guidelines.

The following are district-wide discipline guidelines <u>for administrative use</u>. These guidelines and the potential consequences apply at any time a student is present at a district school location or participating in a school-sponsored activities. Listed are the violations and the **recommended** consequences. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g. a student with a disability whose misbehavior is related to his or her their disability). When appropriate, restitution may be substituted for recommended consequences. These guidelines are based upon school board policies. District policies are located on the <u>district's website</u>.

ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating or that degrades other people is prohibited. Verbal abuse that is also sexual, religious or racial harassment shall be addressed under the guidelines for harassment.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	*	*
Grades 6-12	*	2-3 day suspension	3-5 day suspension

(*) Principal discretion.

ALCOHOL OR CHEMICALS, POSSESSION OR USE

Possession or use of any alcohol, narcotic, controlled substance or drug paraphernalia is prohibited by Minnesota or federal law. Any student in possession of or under the influence of alcohol, a narcotic, a controlled substance or drug paraphernalia at a school location will be reported to the police. Further recommendations such as possible chemical assessment may also be required. A chemical assessment may be required on a second school offense occurrence prior to readmission to school.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-12	 3-5 day suspension Referral for chemical evaluation Police referral 	 Social worker intervention 5-10 day suspension Chemical assessment Police referral Possible recommendation for 	 10 day suspension Recommendation for expulsion Police referral Chemical assessment
		expulsion	

ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic or controlled substance is prohibited.

Grades	First Occurrence	
Grades K-12	• 10 day suspension	
	 Recommendation for expulsion 	
	• Police referral	

ARSON

Intentional destruction or damage to school property or other property by means of fire is prohibited.

Grades	First Occurrence
Grades K-12	• 10 day suspension
	 Recommendation for expulsion
	• Police referral
	• Restitution

ASSAULT, AGGRAVATED

Committing an assault upon another person with a weapon, or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Occurrence	
Grades K-5	• 5-10 day suspension	
	Possible recommendation for expulsion	
Grades 6-12	• 10 day suspension	
	• Recommendation for expulsion	
	• Police referral	

ASSAULT, PHYSICAL

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-12	• 3-5 day suspension	• 5-10 day suspension	• 10 day suspension
	• Police referral	• Police referral	• Possible
			recommendation for
			expulsion
			• Police referral

BODILY HARM, INFLICTING

Committing a reckless or negligent act that inflicts bodily harm upon another person.

Grades K-5	*	*	*
Grades 6-12	*	1 day suspension	3 day suspension

(*) Principal discretion.

BULLYING

Bullying is defined as behavior that is:

- Intimidating, threatening, abusive or hurtful conduct
- Objectively offensive
- Involves an imbalance of power and is repeated, or materially and substantially interferes with a student's education or ability to participate in school activities
- <u>And occurs repeatedly</u>
- Any act of bullying or cyberbullying is strictly prohibited as defined in district Policy 514.

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-5	*	*	*
Grades 6-8	*	<u>*</u>	● 1-3 day OSS Possible
		<u>1-3 day suspension</u>	expulsion
			<u>3-5 day suspension</u>
Grades 9-12	*	Detention	● 1-3 day OSS

	• Possible suspension <u>1-3 day suspension</u>	 Possible expulsion <u>5-10 day suspension</u> <u>Possible</u> recommendation for <u>expulsion</u>
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BURGLARY

Entering any school location without consent and with the intent to commit a crime is prohibited.

Grades	First Occurrence	Second Occurrence
Grades K-12	• 5 day suspension	• 10 day suspension
	• Police referral	• Recommendation for expulsion
		• Police referral

CELL PHONES & PERSONAL DEVICES-SECONDARY (Grades 6-12)

Causing a disruption with personal electronic devices, cell phones, universal remote controls, laser pointers, speakers, headphones, Bluetooth, or similar devices is not permitted. This includes, but is not limited to, causing a nuisance through the non-curricular use of cameras, cell phones or other devices for photographic, audio, video, or digital recording and/or sharing of those recordings without <u>student or</u> staff permission. Students who <u>consistently</u> violate this provision may be prohibited from possessing their devices in school for up to 30 days in addition to the disciplinary responses listed below. While school-issued devices will not be confiscated in most circumstances, they may have various apps or features disabled as a result of misuse.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades 6 - 8 Grades 9 - 12	Confiscate and return at end of day Confiscate and return at end of day	Confiscate and return at end of day Confiscate and hold for two days	 Confiscate and parent/guardian/ caregiver pick up Students who have a fourth violation may be required to turn in their phone to the office each day Confiscate and hold for three days Students who have a fourth violation may be required to turn in their phone to the office each day
Inci	dents involving the unautho	orized photography or record	ding
Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades 6 - 12	1-3 day suspension	3-5 day suspension	5-10 day suspension

CELL PHONES & PERSONAL DEVICES-ELEMENTARY (Grades K-5) Elementary Student Cell Phone/Hand-Held Electronics Guidelines & Procedures:

We recognize that cell phones/hand-held electronic devices (i.e. iPod Touch) are common tools for communication with many families. Our goal is to help students maintain a focus on learning. Please know that most elementary students have no need to carry a cell phone or hand-held electronic device to school and these devices are vulnerable

to theft. We are committed to using technology as an accelerant for student learning and provide the appropriate tools for our students in their classrooms.

Students who need to carry a cell phone or hand-held electronic device to school must have them turned off and stored out of sight during school hours. These devices may not be used to talk, take pictures, play games, record or text during school hours, including recess. Bridgewater, Greenvale Park and Spring Creek Elementary Schools are not responsible for lost, damaged or stolen phones or other electronic devices brought from home.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K - 5	Confiscate and return at	Confiscate and parent/	Students are no longer
	end of day	<u>guardian/caregiver</u> pick up	allowed to bring a device
			to school until a <u>parent/</u>
			guardian/caregiver
			conference is held with the
			building principal.
Inci	dents involving the unautho	orized photography or record	ling
Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades 6 - 12	1-3 day suspension	3-5 day suspension	5-10 day suspension

DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned. Incidents of academic dishonesty will be cumulative for the duration of attendance at each building. The procedures whereby a student will be held accountable for infractions are as follows:

Grades	First Occurrence	Second Occurrence	Third Occurrence or More
Grades K-5	*	*	*
Grades 6-12	 The teacher will address the student with evidence when the infraction occurs and notify parents/guardians/caregivers The student can receive a zero on the assignment, but may arrange a time to meet with the teacher and set up an opportunity to re-do the assignment with supervision 	 All of the disciplinary action of the first offense occurrence will occur The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points The teacher will file an incident referral form with the Assistant Principal, who will conference with the student and notify parents/guardians/caregivers 	 All of the disciplinary action of the first offense occurrence will occur Assistant Principal will initiate a parent/guardian/caregiver-student-counselor conference The student will receive 1 day of ISS

(*) Principal discretion.

DISRESPECTFUL BEHAVIOR

All individuals and groups, whether members of our school community or guests, deserve to be treated with respect. Disrespectful behavior includes engaging in abusive language or in conduct intending to cause alarm or resentment in others. The videoing of staff members or students without permission is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-8	*	*	Same/next day dismissal
Grades 9-12	*	*	1-3 day suspension

(*) Principal discretion.

DISRUPTIVE BEHAVIOR

Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-8	*	*	Same/next day dismissal
Grades 9-12	*	*	1-3 day suspension

(*) Principal discretion.

DRIVING, CARELESS OR RECKLESS

Driving any motorized or nonmotorized vehicle on school locations in such a manner as to endanger people or property is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades 9-12	*	• Revocation of parking	• 3 day suspension
		permit to identified time	• Permanent revocation of
		period	parking permit
		• Police referral	• Police referral

(*) Principal discretion.

FALSE REPORTING/MISREPRESENTING THE TRUTH

Deliberately reporting false information is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-8	*	*	*
Grades 9-12	*	1-3 day suspension	3-5 day suspension

(*) Principal discretion.

FIGHTING

Engaging in any form of physical aggression including fighting where blows are exchanged is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension	 10 day suspension Possible recommendation for expulsion

(*) Principal discretion.

FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	• Suspension	• 2-3 day suspension
		• Restitution	• Police referral
			• Restitution

Grades 6-12	 3-5 day suspension Police referral Restitution 	 5-10 day suspension Police referral Restitution 	 10 day suspension Possible recommendation for expulsion Police referral Restitution
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FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are unacceptable.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	1 day suspension	• 2 day suspension
			• Restitution
Grades 6-12	*	• 3-5 day suspension	• 10 day suspension
		• Police referral	• Police referral
		• Restitution	• Restitution

(*) Principal discretion.

FIREARMS

Firearms are prohibited in all school district locations. A "firearm" is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive charge or element, such as gunpowder. A firearm as herein defined may cause serious injury or death. All offenses will be reported to the Minnesota Department of Education.

Grades	First Occurrence
Grades K-12	• 10 day suspension
	• Recommendation for expulsion
	• Police referral

FIREWORKS OR AMMUNITION

(Snaps, sparklers, firecrackers, smoke bombs, stink bombs, etc.)

Possession, distribution or use of any type of fireworks or ammunition is prohibited. Police referral will be made when state law has been violated.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	1 day suspension	2 day suspension	5 day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension	5-10 day suspension

FREEDOM OF EXPRESSION

Freedom of expression is necessary to promote creativity, teach appreciation of others' cultures and ideas, and to prepare students to participate in our democratic society. However, verbal, written or symbolic speech promoting illegal substances, intolerance and/or causing disruption will not be tolerated, regardless of learning modality (in-person or digital).

Dress and grooming on a school location in the following manner is prohibited.

- Grades K-8 hats or bandanas are not permitted without special permission of the building administrator.
- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promote or advertise weapons, alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups (including but not limited to gang and/or hate symbols).

- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.

The above criteria also apply to school-sponsored forums/events in physical or digital format and the use of school issued devices, and will be used to judge whether a student is in violation of verbal or symbolic speech guidelines.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-12	*	*	*

(*) Principal discretion.

GAMBLING

Gambling, including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	*	Same/next day dismissal
Grades 6-12	*	1-3 day suspension	3-5 day suspension

(*) Principal discretion.

GANG/THREAT GROUP ACTIVITY

Gang/threat group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, wearing colors, etc. are prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	*	*
Grades 6-12	*	 1-5 day suspension Police referral 	 5-10 day suspension Possible recommendation for expulsion Police referral

(*) Principal discretion.

HARASSMENT AND VIOLENCE

Racial, gender, religious, age, disability, sexual orientation, marital status, and public assistance harassment and violence as defined by district <u>policy 413</u> is prohibited. Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. "Harassment" includes all forms of racial, religious and sexual harassment. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct is used as a factor in decisions affecting the student's education or the conduct has the purpose of effect of unreasonably interfering with the student's educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcoming pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching, physical contact, or taking photos/video in locker rooms or bathrooms or soliciting or distributing sexually inappropriate photos. Parents/Guardians/Caregivers and students may also make a direct report to the Human Rights Officer/Title IX coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies 413 and/or 522. Reports should be made to:

Molly Viesselman, Director of Human Resources, Human Rights Officer/Title IX Coordinator Northfield Public Schools, 201 Orchard Street South, Northfield, MN 55057 Phone: 507.663.0600 • Email: <u>mviesselman@northfieldschools.org</u>

Grades	First Occurrence	Second Occurrence	Third Occurrence

Grades K-5	*	Same/Next Day Dismissal	 3-5 day suspension Police referral Possible
			recommendation for expulsion
Grades 6-12	1-3 day suspensionPolice referral	 3-5 day suspension Police referral	 5-10 day suspension Police referral Possible recommendation for expulsion

HAZING

The district maintains a learning environment that nourishes respect for the individual. Hazing activities of any type are prohibited at all times. Principals will enforce <u>Policy 526 Hazing Prohibition</u> vigorously.

Grades	Any Occurrence
Grades K-12	Consequences for any hazing violation will be determined by school administration
	based on the results of the investigation as outlined in Policy 526. Such consequences
	may include, but are not limited to, warning, suspension, exclusion, expulsion, transfer,
	or remediation.

INSUBORDINATION

Deliberate refusal to follow an appropriate direction or identify self when requested.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	*	1 day suspension
Grades 6-12	*	1 day suspension	1-3 day suspension

(*) Principal discretion.

OFFENSIVE BEHAVIOR

Offensive behavior, such as teasing, name-calling, put downs, inappropriate language, coercive behavior or other mean-spirited behavior is prohibited. This includes the removal of another student's clothing. Depending upon the circumstances, these behaviors could constitute harassment.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-8	*	*	1-3 day suspension
Grades 9-12	*	Detention	1-3 day suspension

(*) Principal discretion.

RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, forging notes is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	*	1-3 day suspension
Grades 6-12	*	1-3 day suspension	3-5 day suspension

(*) Principal discretion.

ROBBERY OR EXTORTION

Taking property from another person by use of force, threat of force or under false pretenses is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	Same/next day dismissal	• 3-5 day suspension
			• Police referral

			• Possible recommendation for expulsion
Grades 6-12	1-3 day suspensionPolice referralRestitution	 3-5 day suspension Police referral Restitution 	 10 day suspension Recommendation for expulsion Police referral Restitution

SAFETY

Any behavior that threatens the safety of another person or oneself is not tolerated. Compromising security by propping open doors, letting someone in a secured door or tampering with building security equipment is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-12	*	*	*

(*) Principal discretion.

SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse, or sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Parents/Guardians/Caregivers and students may also make a direct report to the Human Rights Officer/Title IX coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies <u>413</u> and/or <u>522</u>. Reports should be made to:

Molly Viesselman, Director of Human Resources, Human Rights Officer/Title IX Coordinator Northfield Public Schools, 201 Orchard Street South, Northfield, MN 55057

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	10 day suspensionPossible recommendation		
	for expulsionPolice referral		

Phone: 507.663.0600 • Email: mviesselman@northfieldschools.org

(*) Principal discretion.

TECHNOLOGY AND TELECOMMUNICATION MISUSE

Misuse of computer equipment or network/deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, internet sites; deliberate contamination of system; unethical use of information or violation of copyright laws is prohibited. It is expected that students will abide by <u>Policy 524-2 Use of Technology and Telecommunications Systems By Students.</u> Parents/Guardians/Caregivers are expected to read and discuss this policy with their child.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-12	*	*	*

(*) Principal discretion.

THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding or possessing the property of another person without the consent of the owner, or the receiving of such property is prohibited. Restitution, when appropriate, will be required. Felony offenses may result in more severe consequences.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	1-3 day suspension	 3-5 day suspension Restitution
	 1-3 day suspension Police referral Restitution 	 3-5 day suspension Police referral Restitution	 5-10 day suspension Recommendation for expulsion Police referral Restitution

THREAT, DIRECT/INDIRECT

Intentionally making, publishing or conveying in any manner a threat pertaining to an individual or school location is prohibited. Whoever threatens, directly or indirectly, to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly, vehicle or facility of public transportation or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000 or both. Note to parents who elect to keep students home after authorities have determined the threatening situation to be safe: students staying home after an "all clear" may not return that day for school sponsored or co-curricular activities.

Grades	First Occurrence	Second Occurrence
Grades K-5	• 5 day suspension	• 10 day suspension
	• Police referral	• Possible recommendation for
		expulsion
		• <u>Police referral</u>
Grades 6-8	• 5-10 day suspension	• 10 day suspension
	• Police referral	• Recommendation for expulsion
	• Possible recommendation for	• Police referral
	expulsion	
Grades 9-12	• Up to 10 day suspension	
	• Recommendation for expulsion	
	• Police referral	

TOBACCO, SMOKING, AND VAPING

Possession or use of tobacco in any form on school property, in district buses or vehicles, or at district events is prohibited. Students who congregate in an area where smoking/vaping has recently occurred (bathroom stall, etc.) will each be considered smoking. This includes the use and/or possession of e-cigarettes, vaping, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	1 day suspensionPolice referral	 2-3 day suspension Police referral	 3-5 day suspension Police referral

(*) Principal discretion.

TRANSPORTATION-DISTRICT POLICY

All rules that apply to building and/or classroom behavior shall apply while riding or waiting to ride a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with the district's transportation policies.

Students endangering persons and/or property may lose bus-riding privileges immediately and for an indefinite period. (Policies 707, 708, 709, 710, JFCC)

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	Parent <u>/guardian/caregiver</u>	• Parent <u>/guardian/</u>
		contacted	caregiver meeting
			• 1-3 days off the bus
			Additional occurrences are individually considered. Students may be suspended from riding the bus for a longer period of time, including the remainder of the school year.
Grades 6-12	*	• Parent/guardian/	• Parent <u>/guardian/</u>
		caregiver contacted	caregiver meeting
		• Up to 5 days off the bus	• $\overline{\text{Up to } 10}$ days off the
			bus
			Additional occurrences are
			individually considered.
			<u>Students may be</u>
			suspended from riding the
			bus for a longer period of
			time, including the
			remainder of the school
			<u>year.</u>

(*) Principal discretion.

(Further offenses are individually considered. Students may be suspended from riding the bus for a longer period of time, including the remainder of the school year.)

TRESPASSING

Presence at any school location without permission of school personnel is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator. Any student on suspension, expulsion or homebound for disciplinary reasons who goes to any school district location without permission is subject to being charged with trespassing and an increase in suspension time.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	Same/next day dismissal	5 day suspension
Grades 6-12	1 day suspensionPolice referral	1-3 day suspensionPolice referral	5-10 day suspensionPolice referral

(*) Principal discretion.

TRUANCY

Northfield Public Schools have developed attendance policies consistent with current state, and county guidelines. Compulsory attendance policies for students under the age of 18 years will be applied in cases of chronic absences or tardies. Absences or tardies which are not lawful include oversleeping, baby-sitting, missing the bus, staying home to complete class assignments and car trouble. A warning letter will be sent to the parent/guardian/caregiver. A student under the age of 18 years with more than seven unexcused absences may be referred to the student's home county social services programming or Student Attendance Review Board (SARB).

UNAUTHORIZED AREAS

Students in areas that are off-limits or where students are not authorized to be.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-8	*	*	*
Grades 9-12	*	Detention	Detention

UNEXCUSED ABSENCE

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	*	*
Grades 6-12	*	Detention	Detention or ISS

(*) District School Attendance/Diversion Plan procedures will be followed

VANDALISM, MAJOR ACT'S

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. **Restitution, when appropriate, is applied.**

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	• 5-10 day suspension	• 10 day suspension	• 10 day suspension
	 Recommendation for 	• Recommendation for	• Recommendation for
	expulsion	expulsion	expulsion
	• Restitution	• Restitution	• Restitution
	• Police referral	• Police referral	• Police referral
Grades 6-12	• 5-10 day suspension	• 10 day suspension	• 10 day suspension
	• <u>Possible</u>	• Recommendation for	Recommendation
	recommendation for	expulsion	for expulsion
	expulsion	• Restitution	Restitution
	• Restitution	• Police referral	• Police referral
	• Police referral		

VANDALISM, MINOR ACTS

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. **Restitution, when appropriate, is applied.**

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-12	*	 1-5 day suspension Restitution Police referral 	 5-10 day suspension Possible recommendation for
			expulsion • Restitution • Police referral

(*) Principal discretion.

VEHICLE, UNAUTHORIZED PARKING

(Policy 527 – Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches)

Not having a parking permit or parking a motorized vehicle in unauthorized areas on school property is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permit.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades 9-12	Written parking violation	Administrative referral	Loss of parking permit or
	warning		tow at owners expense

(*) Principal discretion.

WEAPONS (EXCLUSIVE OF FIREARMS)

The possession, or implied possession of a real or look alike item which is considered dangerous, illegal, or which is used to imply or possibly cause harm, destruction or disruption is strictly prohibited on school property or at school activities. All offenses occurrences will be reported to the Minnesota Department of Education.

Grades	First Occurrence	Second Occurrence Third Occurrence	
Grades K-5	*	• 3-10 day suspension	• 10 day suspension
		• Police referral	• Police referral
		• Possible	• Recommendation for
		recommendation for	expulsion
		expulsion	
Grades 6-12	• 3-10 day suspension	• 5-10 day suspension	• 10 day suspension
	• Police referral	• Police referral	• Police referral
	• Possible recommendation	• Possible	• Recommendation for
	for expulsion	recommendation for	expulsion
		expulsion	

(*) Principal discretion.

MULTIPLE/CHRONIC VIOLATIONS & UNIQUE SITUATIONS

A student who accumulates excess referrals or several referrals for serious behavior may be disciplined in light of the student's overall record. The student and parent/guardian/caregiver will have a warning conference with a principal and other appropriate staff members to make them aware that the student is accumulating too many referrals. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon his or her their return if he or she they commit additional offenses of the same nature.

Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

ADDITIONAL DISCIPLINE INFORMATION

CORPORAL PUNISHMENT

The district strictly prohibits corporal punishment. Corporal punishment involves the hitting or spanking of a person with or without an object or any unreasonable force that causes bodily harm or substantial emotional harm.

DISCIPLINE PROCEDURES

All disciplinary actions shall be processed pursuant to the district's discipline policy and the requirements of the Minnesota Pupil Fair Dismissal Act,

- Any student who violates a school policy or rule may be subject to the consequences established in this student <u>citizenship</u> handbook.
- Any student who violates a school policy that has a potential consequence of dismissal from school for more than one school day shall have an informal conference with a school administrator. An informal conference is not required where the student is creating an immediate and substantial danger to himself or herself themself or to surrounding persons or property.
- Any student who is being dismissed from school for more than one day will be provided written notice containing: a statement of the facts giving rise to the dismissal (including pertinent statements of staff members and the student), the grounds for dismissal, a copy of the Pupil Fair Dismissal Act and a plan established for the student's readmission. The parents/guardians/caregivers of the dismissed student shall be provided written notice of the dismissal within 2-3 business days. The notice will include all the elements contained in the student's notice.
- Any suspension that exceeds ten days in length will be accompanied by an explanation to the superintendent listing the reasons why the suspension exceeded ten days in length.

All students who violate a school policy or rule that has potential consequences of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accordance with Minnesota law. (See Minnesota Statutes 121A.41 to 121A.55.)

DRUG DOG <u>CANINE</u> SEARCH - PURPOSE AND PROCEDURE

The district will conduct periodic searches of the schools and their adjacent parking lots with the assistance of local and county law enforcement officers and drug-sniffing dogs. Each canine unit will be accompanied by at least one school district staff and when possible, the school resource officer.

In the event of a positive identification by the canines, two school personnel will conduct a search of the locker or vehicle in question. If the search reveals unauthorized or illegal items, district personnel may ask that law enforcement finish the search of the locker or vehicle.

A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of <u>Policy 527</u>.

EFFECT OF DISCIPLINARY ACTION ON STUDENT RECORD

Violations and consequences accumulate for the current school year except for chemical violations leading to expulsions.

MODIFICATION OF CONSEQUENCES

Consequences for a specific violation can be adjusted on an individual basis at the discretion of building administration.

PARENTAL QUESTIONS ABOUT DISCIPLINE

Parents/Guardians/Caregivers may contact building administration to discuss an infraction and consequence assigned if they have questions regarding the situation.

PHYSICAL RESTRAINT

Physical restraint may be utilized by <u>trained</u> administrators, teachers and other staff <u>as allowed by state or federal law</u> <u>and</u> only where it is necessary to use reasonable force to restrain a student from injuring themselves, others or property.

POLICE REFERRAL

Generally, law enforcement will not be present during an administrator's interview of a student. If a student violates a district policy that also violates a law, the student may be referred to the police. A district administrator may be present during a search and related questioning by law enforcement. Law enforcement and other external agencies are permitted to interview students on campus as described in <u>Policy 519</u>.

PUBLICATION OF DISCIPLINE POLICY

Each school will include the district-wide guidelines along with their building-level guidelines to make up their overall building discipline guidelines. Students and parents/guardians/caregivers will be informed of these guidelines at the beginning of the school year or when they enroll in a district school.

SCHOOL DISTRICT LOCKER POLICY

It is the policy of this district (<u>Policy 502</u>) and the State of Minnesota that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of lockers at any time, without notice, without student consent and without a search warrant.

The personal possessions of a student within a locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

As soon as practicable after the search of a student's personal possessions, the school must provide notice of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.

SPECIAL EDUCATION OR DISABLED STUDENTS

Consequences for special education or disabled students will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or accommodation, when necessary. Special Education students and their parents/guardians/caregivers may request modification of those policies and accommodations where appropriate.

UNIQUE SITUATIONS

Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Unique or special circumstances at a particular school may call for an adjustment in the discipline policies to meet the school's needs.

DEFINITIONS

"Dismissal" means dismissing a student from school for less than one school day or less.

"Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

"<u>Expulsion</u>" means a school board action to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond an amount of time equal to one school year from the date up to 12 months from the date the student <u>pupil</u> is expelled.

"Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

"Pupil" means any student:

(1) without a disability under 21 years of age; or

(2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and

(3) who remains eligible to attend a public elementary or secondary school.

(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

"Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

"<u>Removal</u>" means any action taken by a teacher, principal or other school district employee to prohibit a pupil from attending class for a period of time not to exceed five class or activity periods. A student may be removed from class for violating the district's discipline policy or for willful conduct that disrupts the rights of others to an education or which endangers other individuals or the property of the school.

"<u>School location</u>" includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the areas of entrances or departure from school premises or events, and all school related functions.

"<u>School personnel</u>" means any person employed or under the direction/assignment of school personnel and who is acting within the scope of their assignment.

"Suspension" means an action taken by the school administration, under <u>rules promulgated by the school board the</u> district's discipline policy, which prohibitsing a pupil from attending school <u>for a period of no more than ten school</u> days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a <u>reason for the longer suspension</u>. This definition does not apply to dismissal from school for <u>less than</u> one school day, <u>except as provided in federal law for a student with a disability-or less</u>. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented when that suspension exceeds ten days.

POSSIBLE DISCIPLINARY CONSEQUENCES

District staff can use the following consequences or actions when discipline infractions occur. These could include:

- Student conference
- Parent/Guardian/Caregiver conference
- **Restorative practices** This includes community-building circles, norm setting, and restorative conversations.
- **Detention** Requirements for a student to remain in school or attend school outside normal school hours.
- Fine A financial penalty assessed on a student by the school.
- **Restitution** Compensation or compensatory service required of a student who has damaged, taken or destroyed school or personal property.
- Truancy referrals Referral to Rice County authorities when unexcused absences exceed the legal limits.
- **Removal from class** Removal from a particular class for up to five class periods due to inappropriate behavior.
- In-School suspension (ISS) Removal from classes to an in-school suspension room under the direction of staff.
- **Dismissal from school** Dismissing a student from school for one day or less.
- **Out-of-School suspension** Action taken by the school administration, under the district's discipline policy, which prohibits a pupil from attending school. This definition does not apply to dismissal from school for one school day or less. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented to the extent that suspension exceeds ten days. Students may not be on school property during the suspension or they are subject to trespassing. Out-of-school suspension may be served during non-school days at the discretion of the building administrator.
- **Police referral** If a student violates a district policy that also violates a law, the student may be referred to the police.
- School transfer Transfer from the student's home or neighborhood school to another similar district school.
- **Exclusion** Action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year.
- Expulsion Action taken by the school board to prohibit a student from an enrolled pupil from further attendance attending school for a period that shall not extend beyond an amount of time equal up to 12 months one school year from the date a the pupil is expelled.
 - Agreement to Withdraw (in lieu of expulsion) The student and his/her their family and the district sign a document agreeing that the student will enroll in another school district for the duration of the proposed expulsion period. Expulsion proceedings are suspended as long as the student does not attempt to re-enroll in a Northfield district school during that period (up to one calendar year).
 - Abeyance (in lieu of expulsion) The student and his/her their family and the district sign a document agreeing that the student will transfer to the Northfield Area Learning Center for at least the duration of the proposed expulsion period and will abide by the terms and conditions outlined in the abeyance agreement. Expulsion proceedings are suspended as long as the student does not attempt to re-enroll in another district school during that period (up to one calendar year).
 - As the Northfield Area Learning Center is a high school-only program, abeyance is not an option for students in 8th grade and below.
- **Bus suspension** Action taken by a school district administrator to prohibit a student from riding a school bus or other district vehicles ranging from one day to the balance of the school year.
- Restriction or loss of school privileges
- Suspension from co-curricular activities
- Other disciplinary action deemed appropriate by District No. 659.

EXPELLABLE OFFENSES

While it is the district's belief that action to expel a student should be a "last resort," district policy does include expulsion as a possible or automatic response to several behavioral offenses. The following chart is a quick reference to those offenses. Please see a more detailed description of those offenses and the corresponding responses to them in the earlier pages of this handbook.

Offense	1st	2nd	3rd
Alcohol, Chemicals Possession or Use	NO	YES - P	YES - R
Alcohol, Chemicals Intent to Distribute	YES - R	N/A	N/A
Arson	YES - R	N/A	N/A
Assault, Aggravated	YES - R	N/A	N/A
Assault, Physical	NO	NO	YES - P
Bullying	NO	NO	YES - P-H
Burglary	NO	YES - R	N/A
Fighting	NO	NO	YES - P-M-H
Fire Alarm, False	NO	NO	YES - P-M-H
Firearms	YES - R	N/A	N/A
Gang/Threat Group Activity	NO	NO	YES - P-M-H
Harassment and Violence	NO	NO	YES - P
Robbery or Extortion	NO	NO	YES - R-E YES - P-M-H
Sexual Misconduct	YES - P-M-H	N/A	N/A
Theft, Receiving or Possessing Stolen Property	NO	NO	YES - R-M-H
Threat, Direct/Indirect	YES - P-M YES - R-H	YES - P-E YES - R-M	N/A
Vandalism, Major Acts	YES - P	YES - M-H	N/A
Vandalism, Minor Acts	NO	NO	YES - P-E-M-H
Weapons	YES - P-MS	YES - P-E YES - P-M-H	YES - R-E YES - R-M-H

R – Recommended; **P** – Possible; <u>**E** – Elementary</u>; **H** – High School; **M** – Middle School: <u>**N/A** - Means not</u> applicable because a recommendation for expulsion was required for a previous violation

TITLE IX AND HUMAN RIGHTS REPORTING INSTRUCTIONS

Parents/Guardians/Caregivers and students may also make a direct report to the Human Rights Officer/Title IX Coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies 413 and/or 522.

Reports should be made to:

Molly Viesselman, Director of Human Resources, Human Rights Officer/Title IX Coordinator Northfield Public Schools, 201 Orchard Street South, Northfield, MN 55057 Phone: 507.663.0600 • Email: <u>mviesselman@northfieldschools.org</u>

SCHOOLS AND ADMINISTRATION

SCHOOLS AND ADMINISTRATION	Dhomo	
District Office	Phone 507.663.0600	Linan
201 Orchard Street South, Northfield	-507.663.0611 (fax)	_
Superintendent: Dr. Matt Hillmann	-507.663.0629	<u>mhillmann@northfieldschools.org</u>
Executive Admin Asst: Anita Aase	-507.663.0629	<u>aaase@northfieldschools.org</u>
Office Specialist, Rachael Caspers	-507.663.0600	reaspers@northfieldschools.org
Office opecialist, Rachael Caspers	307.005.0000	<u>reaspersuenorumentsenoois.org</u>
Bridgewater Elementary	507.664.3300	-
401 Jefferson Parkway, Northfield	-507.664.3308 (fax)	
Principal: Nancy Antoine	-507.664.3301	nantoine@northfieldschools.org
Admin Asst: Jessica Huebsch	507.664.3301	jhuebsch@northfieldschools.org
<u>Greenvale Park Elementary</u>	-507.645.3500	-
500 Lincoln Parkway, Northfield	507.645.3505 (fax)	
Principal: Sam Richardson	-507.645.3501	srichardson@northfieldschools.org
Admin Asst: Rence Malecha	507.645.3501	rmalecha@northfieldschools.org
Spring Creek Elementary	507.645.3470	-
1400 Maple Street, Northfield	507.645.3469 (fax)	
Principal: Scott Sannes	-507.645.3471	ssannes@northfieldschools.org
Admin Asst: Amy Truman	507.645.3471	atruman@northfieldschools.org
Northfield Middle School	507.663.0650	-
2200 Division Street S., Northfield	-507.663.0660 (fax)	
Principal: Greg Gelineau	507.663.0669	ggelineau@northfieldschools.org
Assistant Principal: Michael O'Keefe	507.663.0667	<u>mokeefe@northfieldschools.org</u>
Admin Asst: Amy Stowe	507.663.0651	astowe@northfieldschools.org
Northfield High School	-507.663.0630	
1400 Division Street S., Northfield	-507.645.3455 (fax)	
Principal: Shane Baier	-507.645.3400	
Assistant Principal: Rico Bohren	-507.645.3401	<u>rbohren@northfieldschools.org</u>
Assistant Principal: Beeca Bang	<u>-507.645.3450</u>	<u>bbang@northfieldschools.org</u>
Admin Asst: Lori Christophersen	<u>-507.645.3473</u>	lehristophersen@northfieldschools.org
Admin Asst. Lon Christophersen	307.043.3473	ternistophersen@nortimetasenoois.org
Area Learning Center	507.645.1201	
201 Orchard Street South, Northfield	-507.645.1250 (fax)	
ALC Director: Daryl Kehler	-507.645.1201	<u>dkehler@northfieldschools.org</u>
Admin Asst: Katie Bauer	507.645.1201	kbauer@northfieldschools.org
Northfield Community Education Center	-507.664.3649	
700 Lincoln Parkway, Northfield	-507.664.3651 (fax)	
Director of Community Education: Erin Bailey	507.664.3652	ebailey@northfieldschools.org
Admin Asst: Lisa Koktavy	507.664.3649	<u>lkoktavy@northfieldschools.org</u>
District Services	-507.663.0600	
201 Orchard Street South, Northfield	-507.663.0611 (fax)	
Director of Instructional Services: Hope Langston	-507.645.3436	<u>hlangston@northfieldschools.org</u>
Admin Asst: Debbie O'Meara	<u>-507.663.0622</u>	domeara@northfieldschools.org
Director of Special Services: Cheryl Hall	<u>-507.645.3410</u>	chall@northfieldschools.org
Assistant Director of Special Services: Sara Pratt	-507.645.1234	spratt@northfieldschools.org
Admin Asst: Jordan Streiff	-507.645.3410	istreiff@northfieldschools.org
Director of Technology Services: Nate Knutson	<u>-507.664.3399</u>	<u>nknutson@northfieldschools.org</u>
Admin Asst: Debbie O'Meara	-507.663.0622	domeara@northfieldschools.org
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Master Services Agreement

ISD #659 Northfield 1400 S Division St Northfield, MN 55057-2299 MSA Date: June 6, 2023

This master service agreement ("MSA") documents the terms, objectives, and the nature and limitations of the services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for ISD #659 Northfield ("you," or "your"). The terms of this MSA will apply to the initial and each subsequent statement of work ("SOW"), unless the MSA is changed in a communication that you and CLA both sign or is terminated as permitted herein.

1. Scope of Professional Services

CLA will provide services as described in one or more SOW that will reference this MSA. The SOW will describe the scope of professional services; the nature, limitations, and responsibilities related to the specific services CLA will provide; and the fees for such services.

If modifications or changes are required during CLA's performance of requested services, or if you request that we perform any additional services, we will provide you with a separate SOW for your signature. Such SOW will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

Our services cannot be relied upon to disclose all errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this MSA or any applicable SOW, we have no responsibility to identify and communicate deficiencies in your internal controls as part of any services.

2. Management responsibilities

You acknowledge and understand that our role is to provide the services identified in an SOW and that management, and any other parties engaging CLA, have responsibilities that are fundamental to our undertaking to perform the identified services.

3. Fees and terms

See the applicable SOW for the fees for the services.

Work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagements will be deemed to have been completed even if we have not completed the services. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Payments may be made utilizing checks, Bill.com, your online banking platform, CLA's electronic payment platform, or any other client-initiated payment method approved by CLA. CLA's electronic online bill pay platform claconnect.com/billpay accepts credit card and Automated Clearing House (ACH) payments. Instructions for you to make direct bank to bank wire transfers or ACH payments will be provided upon request.

4. Other Fees

You agree to compensate us for reasonable time and expenses, including time and expenses of outside legal counsel, we may incur in responding to a subpoena, a formal third-party request for records or information, or participating in a deposition or any other legal, regulatory, or other proceeding relating to services we provide pursuant to a SOW.

5. Finance charges and collection expenses

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

6. Dispute Resolution

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

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

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

7. Limitation of remedies

These limitation of remedies provisions are not applicable for any audit or examination services provided to you.

Our role is strictly limited to the services described in an SOW, and we offer no assurance as to the results or ultimate outcomes of any services or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party").

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or

damage, whether based on warranty, tort, contract, or other law, arising from or related to this MSA, the services provided under an SOW, the work product, or for any plans, actions, or results of an SOW, except to the extent authorized by this MSA. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this MSA and the specific SOW thereunder, but any recovery on any such claims shall not exceed the fees actually paid by you to CLA pursuant to the SOW that gives rise to the claim.

8. Governing Laws, Jurisdiction, and Venue

The MSA is made under and shall be governed by the laws of the state of Minnesota, without giving effect to choice-of-law principles. This includes dispute resolution and limitation of remedies.

9. Time limitations

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this MSA or the services performed under an SOW, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within these periods ("Limitation Period"), which vary based on the services provided, and may be modified as described in the following paragraph:

Service	Time after the date we deliver the services or work product*
Tax Consulting Services	36 months
Tax Return Preparation	36 months
Examination, compilation, and preparation services related to prospective financial statements	12 months
Audit, review, examination, agreed-upon procedures, compilation, and preparation services other than those related to prospective financial information	24 months
All Other Services	12 months

* pursuant to the SOW on which the dispute is based

If the MSA is terminated or your ongoing relationship with CLA is terminated, then the applicable Limitation Period is the lesser of the above periods or 12 months after termination of MSA or your ongoing relationship with CLA. The applicable Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

10. Confidentiality

Except as permitted by the "Consent" section of this MSA, CLA will not disclose any of your confidential, proprietary, or privileged information to any person or party, unless you authorize us to do so, it is published or released by you, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law, regulation, or professional standard. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us. You also consent to our disclosure of information regarding the nature of services we provide to you to another independent network member of CLA Global, for the limited purpose of complying with professional obligations regarding independence and conflicts of interest.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

The workpapers and files supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers and files to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers and files in accordance with our record retention policy that typically provides for a retention period of seven years. After this period expires, our workpapers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The workpapers and files of our firm are not a substitute for your records.

Pursuant to authority given by law, regulation, or professional standards we may be requested to make certain workpapers and files available to a regulator for its regulatory oversight purposes. We will notify you of any such request, if permitted by law. Access to the requested workpapers and files will be provided to the regulator under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers and files to such regulator. The regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

11. Other provisions

You agree that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this MSA, except as may be assumed in an SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, any sensitive data, including protected health information and personally identifiable information, must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all sensitive data, please contact us to discuss other potential options for transmitting the document or file.

CLA and certain owners of CLA are licensed by the California State Board of Accountancy. However, CLA has owners not licensed by the California State Board of Accountancy who may provide services under this MSA. If you have any questions regarding licensure of the personnel performing services under this MSA, please do not hesitate to contact us.

During the course of the engagement, there may be communication via fax or email. You are responsible to ensure that communications received by you or your personnel are secured and not shared with unauthorized individuals.

12. Consent to use financial information

We regularly aggregate anonymized client data and perform a variety of analyses using that aggregated data. Some of these analyses are published to clients or released publicly. However, we are always careful to preserve the confidentiality of the separate information that we obtain from each client, as required by the AICPA Code of Professional Conduct and various laws. Your acceptance of this MSA will serve as your consent to our use of ISD #659 Northfield anonymized data in performing and reporting on these cost comparison, performance indicator and/or benchmarking analyses.

Unless authorized by law or the client consents, we cannot use a client's tax return information for purposes other than the preparation and filing of the client's tax return. By signing and dating this MSA, you authorize CLA to use any and all information furnished to CLA for or in connection with the preparation of the tax returns under this MSA, for a period of up to six (6) years from the date of this MSA, in connection with CLA's preparation of the types of reports described in the foregoing paragraph.

13. Consent to send you publications and other materials

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your tax return information. Such tax information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this MSA, you authorize CLA to use the information that you provide to CLA during the preparation of your tax returns to determine whether to offer you relevant materials. Your consent is valid until further notice.

14. Subcontractors

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

15. Technology

CLA may, at times, use third-party software applications to perform services under this MSA. You acknowledge the software vendor may have access to your data.

16. Termination of MSA

This MSA shall continue for five years from June 6, 2023, unless terminated earlier by giving appropriate notice. Either party may terminate this MSA at any time by giving 30 days written notice to the other party.

Upon termination of the MSA, the provisions of this MSA shall continue to apply to all services rendered prior to termination.

17. Agreement

We appreciate the opportunity to be of service to you and believe this MSA accurately summarizes the significant terms of our relationship. This MSA, along with the applicable addendum(s) and SOW(s), constitute the entire agreement regarding services to be performed and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our relationship as described in this MSA, please sign, date, and return.

CliftonLarsonAllen LLP

Craig W. Popenhagen Principal 507-280-2327 craig.popenhagen@claconnect.com **Response:** This MSA correctly sets forth the understanding of ISD #659 Northfield.

CLA

CLA Craig W. Popenhagen

Craig W. Popenhagen, Principal SIGNED 6/6/2023, 3:15:42 PM CDT

Client

ISD #659 Northfield

SIGN:

Val Mertesdorf, Director of Finance

DATE:

ISD #659 Northfield

SIGN:

Claudia Gonzalez-George, Board Chair

DATE:



Statement of Work - Audit Services

June 6, 2023

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated June 6, 2023, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and ISD #659 Northfield ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended June 30, 2023.

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

Scope of audit services

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of ISD #659 Northfield, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements including the schedule of expenditures of federal awards, and the schedule of expenditures of state awards in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- · Preparation of your financial statements and the related notes.
- · Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.

 \cdot Preparation of schedule of expenditures of federal awards and schedule of expenditures of state awards.

· Preparation of adjusting journal entries

• Consulting and assistance with your adoption of Governmental Accounting Standards Board Statement No. 96, Subscription-Based Information Technology Arrangements (SBITDA / GASB 96)

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the Wisconsin School District Audit Manual issued by the Wisconsin Department of Public Instruction. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major state program(s) in accordance with the Wisconsin School District Audit Manual, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Reporting on internal control over compliance related to major state programs and expressing an opinion (or disclaimer of opinion) on compliance with state statutes, regulations, and the terms and conditions of state awards that could have a direct and material effect on each major state program in accordance with the Wisconsin School District Audit Manual.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe

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

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major state programs.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or the Wisconsin School District Audit Manual compliance opinion are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

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

It is our understanding that our auditors' report will be included in your annual report which is comprised of the introductory section and that your annual report will be issued by the date of our reports on your financial statements. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Wisconsin School District Audit Manual.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

• Identify and assess the risks of material misstatement of the basic financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

• Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit.

• Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the basic financial statements, including the amounts and disclosures, and whether the basic financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

• Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Revenue recognition
- Complex accounting requirements

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, Government Auditing Standards, and the Wisconsin School District Audit Manual. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

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

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

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

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, Government Auditing Standards, and the Wisconsin School District Audit Manual.

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

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

The Wisconsin School District Audit Manual requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with state statutes, regulations, and the terms and conditions of state awards that may have a direct and material effect on each of the entity's major state programs. Our procedures will consist of tests of transactions and other applicable procedures described in the Wisconsin School District Audit Manual for the types of compliance requirements that

could have a direct and material effect on each of the entity's major state programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major state programs in our report on compliance issued pursuant to the Wisconsin School District Audit Manual.

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

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

Management responsibilities

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

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

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with state statutes, regulations, and the terms and conditions of state awards applicable to the entity's state programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

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

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

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

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Wisconsin School District Audit Manual; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

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

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

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

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

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

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

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

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

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

Engagement administration and other matters

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

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

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Minnesota Department of Education, Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

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

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could

impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

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

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

Fees

Our professional fees are detailed in the table below. We will also bill for expenses (including travel, internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. **Service**

Service	Professional Fee
Audit of financial statements	\$19,600
Uniform Grant Guidance compliance audit of federal program expenditures, if needed	\$4,000 per audited federal program
Consulting assistance : SBITDA preparation tools and templates, including SBITDA calculator	\$1,500
Consulting assistance : initial input and computation of the SBITDA schedule	Time involved

Financial Statement Audit (Prior year fee + 15% market increase)
Additional audit testing for the new NAME Accounting Standards (Leases \$1.5k-\$15k (all); SBITAS \$1.5k-\$15k 6/30/23 and thereafter (GASB))
Assistance in implementing the new NAME Accounting Standards (Leases/SBITA \$800 per agreement)
Implementation of the New Risk Auditing Standards which includes an increase in information technology testing (SAS 143-145 \$2k-40k for 12/31/2023 audits and beyond)
Significant Organizational Change

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a

substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

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

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of ISD #659 Northfield.

CLA

CLA Craig W. Popenhagen

Craig W. Popenhagen, Principal

Client

ISD #659 Northfield

SIGN:

Val Mertesdorf, Director of Finance

DATE:

ISD #659 Northfield

SIGN:

Claudia Gonzalez-George, Board Chair

DATE:

Executive Summary: This report provides an overview of the district's operations, bright spots, anti-racism work, and progress toward the district's vision, commitments, and benchmarks outlined in the <u>2027 strategic plan</u>.

Legislative update...again

The packet includes a copy of the slide decks that the <u>Minnesota</u> <u>Department of Education</u> and the <u>Minnesota School Boards</u> <u>Association</u> have been using in their regional presentations following the legislative session. The key takeaways from the presentations include:

• Significant structural changes in school finance, including indexing the formula to inflation, reducing the special education cross subsidy by 44%, and a one-time school board renewal of operating levy using the same terms and conditions approved by the voters



- There are dozens of changes included in the new law that will be implemented over the next several years. Some changes were effective the day that Governor Walz signed the law, some go into effect this summer, and some have effective dates over the next three years.
- There are 27 MSBA model policies that are expected to be modified as a result of the legislative session.

Retirees

At the end of each school year, we prepare for new staff to join our team and say goodbye to staff leaving the district. Those retiring after serving the district for many years hold a special place in our organization. Congratulations to David Piper, Paul Ousley, Kathleen Beck, Diane Frederick, Denise Halvorson, Elizabeth Valentine, Curt Mikkelson, Susan Eidenschink, and Cheryl Hall on their careers with the Northfield School District!

Graduate parade

NHS principal Shane Baier started a "parade of graduates" this year. Graduating seniors visited the elementary schools that they attended in the school district — wearing their caps and gowns — on May 30. Benjamin Bus donated the transportation for this event.



NASA scientist speaks to NHS and NHS students

Dr. Valerie Fox, Carleton College visiting professor for physics and astronomy, presented to students at Northfield High School and Northfield Middle School this spring. Dr. Fox worked with NASA on the Dr. Fox Mars rover projects "Opportunity" and "Curiosity." These lectures are examples of the amazing partnerships with our two prestigious colleagues that have a direct benefit to our students.



Farms Days at Greenvale Park and Spring Creek

"Farm Day" expanded from Greenvale Park to Spring Creek this school year. Students involved in the FFA program through Randolph and local professionals organized activities for students to engage with animals, equipment, and other age-appropriate agricultural experiences. Greenvale Park teacher Tiffany Kortbein and Spring Creek teacher Rich Guggisberg helped coordinate the event at the site level.



Final operations update

I've been using this framework to share information at each board meeting since April 2020. The updates began as a formal way to consolidate information about COVID-19, distance learning, continuous changes to public health guidance, and the operational impact. The update evolved into a regular update about COVID-19 case rates and pandemic-related updates. The next iteration included vignettes about district activities, anti-racism work, and school operations with a specific connection to the district's strategic plan.

As we continue moving forward, the content typically included in this report will be presented in different ways — some will return to the "Announcements and Recognition" segment of the meeting and some will be be individual presentations as part of the "Items for Discussion and Reports" section of the agenda. It will be my responsibility to explicitly connect these items to the strategic plan.

DEPARTMENT OF EDUCATION

2023 Legislative Session Update

Cathy Erickson | Director of School Finance

Shana Morse | Assistant Director of Government Relations

Adosh Unni | Director of Government Relations

Ten Minnesota Commitments to Equity

- 1. Prioritize equity.
- 2. Start from within.
- 3. Measure what matters.
- 4. Go local.
- 5. Follow the money.
- 6. Start early.
- 7. Monitor implementation of standards.
- 8. Value people.
- 9. Improve conditions for learning.
- 10. Give students options.





- Legislative Overview
- School Finance
- Grants and Policy
- Questions?

2023 Education Bills

Where It Started	Where It Ended
Governor – late January	Passed into Law
 E–12 Budget: HF2497/SF2684, as introduced 	Universal School Meals: <u>Chapter 18</u>
 E–12 Policy: HF1269/SF1311, as introduced 	• Early Education Budget & Policy: <u>Chapter 54</u>
• House – mid-April	• K–12 Education Budget & Policy: <u>Chapter 55</u>
 Early Education Budget & Policy: HF2292 	Passed House
 K–12 Education Budget & Policy: HF2497 	 Early Education Budget & Policy: May 15
 Senate – mid-April 	 K-12 Education Budget & Policy: May 16
• E–12 Budget: SF2684	Passed Senate
	 Early Education Budget & Policy: May 15
• E-12 Policy: SF1311	 K-12 Education Budget & Policy: May 17

Education Spending Targets

E-12 Spending					
\$ millions	Governor	House	Senate	Agreement	Result
FY 2024–25 Biennium	\$2,927.2	\$2,514.1	\$2,514.1	\$2,514.1	\$2,564.1
FY 2026–27 Biennium	\$4,149.7	\$3,300.0	\$3,300.0	\$3,300.0	\$3,300.0

Note: \$300M in FY24–25 and \$100M in FY26–27 reserved for early childhood; does not account for the funding for Universal Meals



School Finance

Major Spending Categories (1)

General Fund – FY24-25 Biennium State Appropriations				
\$ in Thousands	Governor	House	Senate	Agreement
General Education Formula	714,659	709,142	925,401	709,142
Special Education Cross Subsidy	729,863	729,863	653,627	662,823
English Learner Aid and Cross Subsidy	24,479	81,770	92,942	86,909
Voluntary Prekindergarten	48,980	93,300	34,838	34,789
Universal Meals	387,208	Enacted	Enacted	Enacted
Unemployment Insurance Aid	135,574	0	0	135,000
Transportation Sparsity Aid	0	14,011	0	9,895
American Indian Education Aid	12,974	12,974	12,974	12,974
Student Support Personnel Aid	53.835	85,000	55,922	74,408
School Library Aid	0	0	59,273	45,234
State Agencies	47,307	55,567	35,023	57,409
All Other Programs, Aids and Grants	585,760	433,974	342,274	437,017
Total Increase Over Base	2,740,729	2,215,601	2,212,274	2,265,600

Major Spending Categories (2)

General Fund – FY26-27 Biennium State Appropriations				
\$ in Thousands	Governor	House	Senate	Agreement
General Education Formula	1,365,210	1,354,482	1,372,428	1,358,589
Special Education Cross Subsidy	843,726	843,726	1,077,511	821,218
English Learner Aid and Cross Subsidy	33,259	272,015	224,586	171,877
Voluntary Prekindergarten	549,342	169,145	35,801	163,494
Universal Meals	418,977	Enacted	Enacted	Enacted
Unemployment Insurance Aid	270,748	0	0	0
Transportation Sparsity Aid	0	20,209	0	11,655
American Indian Education Aid	14,751	14,751	14,751	14,751
Student Support Personnel Aid	58,319	160,000	104,277	127,730
School Library Aid	0	0	62,373	47,594
State Agencies	45,326	50,705	28,995	50,527
All Other Programs, Aids & Grants	363,2321	314,967	278,978	426,565
Total Increase Over Base	3,962,889	3,200,000	3,198,525	3,200,000

General Education Formula Allowance (1)

Fiscal Year (FY)	Formula Increase %	Formula Increase Amount	Formula Change per APU from PY
FY24	4.00%	\$7,138	\$275
FY25	2.00%	\$7,281	\$143
FY26	2.00% estimated (CPI est. 1.98%, subject to floor)	\$7,427	\$146
FY27	2.17% estimated (CPI est. 2.17%)	\$7,589	\$162

FY26 and FY27, and beyond: actual increase equal to Consumer Price Index – Urban (CPI-U) with a floor of 2.00% and cap of 3.00%. CPI-U determined based upon prior two fourth quarter totals. Language including inflationary increases does not prevent future legislatures from additional increases in the formula.

Impact of 4% and 2% on Basic Formula on General Education Revenue per ADM by District Type

	FY 2024			FY 2025		
District Type	Base Revenue per ADM (average daily membership)	Increase (\$)	Percent Increase	Base Revenue per ADM	Increase (\$)	Percent Increase
Minneapolis and St. Paul	13,280	390	2.93%	13,296	592	4.45%
Other Metro, Inner	11,834	348	2.94%	11,848	526	4.44%
Other Metro, Outer	11,104	328	2.96%	11,120	497	4.47%
Nonmetro ≥ 2K	10,434	339	3.25%	10,429	516	4.95%
Nonmetro 1K-2K	10,196	344	3.37%	10,194	522	5.12%
Nonmetro < 1K	11,152	377	3.38%	11,145	566	5.08%
Charter Schools	9,826	374	3.80%	9,752	565	5.79%
Average	11,013	348	3.16%	11,011	527	4.79%

E–12 Education Bills Special Education Cross Subsidy

Aid Factor Change:

FY24–26: 44%

FY27: 50%

Increase from FY23 at 6.43%

Cross Subsidy Reduction Aid: FY24–25: \$662,823,000 FY26–27: \$821,218,000

- The "Initial Cross Subsidy" is defined as:
- the nonfederal cost of special education, including transportation, minus
- the state special education aid received after tuition adjustments, minus
- the general ed revenue attributable to students receiving SpEd services outside of the regular classroom for more than 60% of the school day (portion attributable to instruction outside of the regular classroom).

E–12 Education Bills Special Education

- **Special Instruction Extended until Age 22**. Allows students to generate ADM until their 22nd birthday; previously provided through June 30 after age 21. Funded at \$34,000 in FY25, and \$78,000 in FY26–27.
- **Transportation for Students in Foster Care**. Reimbursement for costs incurred in prior year added to special education aid. Funding for FY25 at \$519k, and FY26–27 at \$1.2M.
- **Special Education Homeless Pupil Aid** established. Funding for FY24–25 at \$2.4M, and FY26–27 at \$2.9M.
- **Special Education Separate Sites and Programs Aid** established; approximate increase of \$1,689 per pupil in setting IV or higher. Funding for FY24–25 at \$9.4M, funding for FY26–27 at \$10.9M.

E–12 Education Bills English Learner Aid and Cross Subsidy

English Learner Aid, EL Concentration Aid and EL Cross Subsidy Reduction Aid:

- **FY24–26:** \$1,228 times the greater of 20 or total English Learner ADM; and \$436 times English Learner Pupil Units (concentration).
- FY27: \$1,775 times the greater of 20 or total English Learner ADM; and
 \$630 times English Learner Pupil Units (concentration); and
 25% EL Cross Subsidy Aid Reduction based on second prior year qualifying services

Current Aid Calculations FY23: \$704 for English Learner Aid, \$250 EL Concentration

English Learner and Concentration Aid + Cross Subsidy Reduction Aid: FY24–25: \$86,909,000 FY26–27: \$171,877,000

E-12 Education Bills Early Learning

Voluntary Pre-Kindergarten (VPK)

- FY24: 7,160 permanent seats (funding for 4,000 expiring temporary seats)
- FY25: 10,160 permanent seats (\$50M set aside for an additional 3,000 seats)
- FY26–27: 12,360 permanent seats (an additional 2,200 seats)
- All seats remain funded at .60 ADM.
- VPK seats are included in the calculation of General Education Revenue.

Voluntary Pre-Kindergarten (rolled into Gen Ed Aid): FY24–25: \$41,342,000 + \$50,000,000 (FY25 3,000 seats) FY26–27: \$181,883,000

Developmental screening aid funded at FY24–25: \$1.0M – FY26–27: \$2.0M; Aid increased by 30% for each age; Virtual screening option required for certain health conditions.

E–12 Education Bills Free School Meals Program – Universal Meals

- Session Law 2023, Chapter 18, created the Free School Meals program
- MDE must provide to every Minnesota school participating in the free school meals program state funding for each school lunch and breakfast served to a student, with a maximum of one breakfast and one lunch per student per school day.
- State aid equals the difference between the applicable federal reimbursement rate at that school site for a free meal, as determined annually by the United States Department of Agriculture, and the actual federal reimbursement received by the participating school for the breakfast or lunch served to the student. Districts will continue to receive the 12.5 cent state contribution per meal (as in prior years).
- Districts should review the law to understand the Community Eligibility Provision (CEP) program impacts to funding. Chapter 18 also includes the Compensatory Revenue provision for FY25.

School Meals:		Lunch:	Breakfast:
	FY24–25:	\$190,863,000	\$25,731,000
	FY26–27:	\$197,902,000	\$26,538,000

E–12 Education Bills Compensatory Revenue – Required and Eligible Uses

Compensatory Revenue for FY24 is calculated under current law and will be subject to a recalculation based on a new FY24 basic allowance increase.

For **FY25, Compensatory Revenue will be calculated under current law** but subject to a revenue hold harmless to FY24 final revenue to avoid a potential revenue loss for districts related to the impact of fewer submitted free and reduced-price lunch applications.

Districts must allocate at least **80% of their compensatory revenue to the site that generated** the revenue, an increase from 50%.

New uses of funds **eliminate costs related to all-day kindergarten** and an assurance of a mastery program.

FY26 and later will use direct certification eligible students as the **new base calculation for compensatory** along with a statewide revenue floor through FY27.

Districts must report whether compensatory-funded programs raise student achievement.

E–12 Education Bills Summer Term Unemployment Insurance

- Eligible non-certified hourly school workers may qualify for "between term" summer unemployment benefits starting May 28, 2023. Total Reimbursement Aid is \$135,000,000 in FY24 (available until FY27 or depletion).
 - Staff will apply and be subject to the terms and qualifications through the Unemployment Insurance Program managed through DEED.
 - Districts will see these new costs on their quarterly UI billings from DEED.
 - Districts will be eligible for Unemployment Reimbursement Aid for expenses incurred starting in FY24 and ongoing until the reimbursement aid is exhausted. Between term UI costs are **not** eligible for levy reimbursement.
 - MDE will provide guidance and procedures for aid calculations and disbursements to all eligible LEAs in the coming weeks.
 - Once aid has been exhausted, districts must still allow and fund between term UI costs. Some UI between-term employees may qualify as special education costs which can generate additional special education funding.

E–12 Education Bills Transportation Sparsity Adjustment Aid

Qualifying districts with eligible expenses greater than their qualifying revenue defined in Minnesota Statutes, section 126C.10, subdivision 18(a), will receive an **increase in additional revenue** from 18.2% to 35% of calculated unfunded pupil transportation expenses. The increase will begin in FY24.

Transportation Sparsity Adjustment Aid: FY24–25: \$9,900,000 FY26–27: \$11,700,000

E–12 Education Bills American Indian Education Aid

- American Indian Education Aid funding increased, and cooperative units included in the American Indian school aid formula.
- Increase to minimum American Indian Education Aid per district from \$20,000 to \$40,000 per year.
- Increase the minimum per-pupil amount of American Indian Education Aid from \$358 to \$500 per student.
- Districts allowed to carry forward unspent American Indian Education Aid into the first six months of the following fiscal year if certain conditions are met.

American Indian Education Aid: FY24–25: \$12,970,000 FY26–27: \$14,800,000

E–12 Education Bills Student Support Personnel Aid and Workforce Pipeline

- Student Support Personnel Aid is new revenue to support hiring new or increasing FTE of current school counselors, psychologists, social workers, licensed school nurses and chemical dependency counselors.
- Eligible LEAs will receive the lesser of their calculated aid or actual expenditures.
 - Calculated aid equals the greater of student support personnel allowance times current year adjusted pupil units or \$20,000 for charter schools or \$40,000 for type 1 and type 3 school districts, eligible cooperatives and intermediates.

District/Charter SSP allowance:	Cooperative SSP allowance:
FY24: \$11.94	FY24: \$.60
FY25: \$17.08	FY25: \$.85
FY26 and Later: \$48.73	FY26 and Later: \$2.44

- Student Support Personnel Aid: FY24–25: \$ 64,400,000 FY26–27: \$117,700,000
- \$5,000,000 yearly ongoing for Student Support Personnel Workforce Pipeline to develop and increase staff aligned with student support needs as well as recruitment and retention efforts.

E–12 Education Bills School Library Aid

- New aid funding beginning in FY24. Districts and charter schools will receive the greater of \$16.11 per APU or \$40,000 for school districts and \$20,000 for charter schools for school library aid.
- Uses of funds include salaries and benefits of a school library media specialist; electronic, computer and audiovisual equipment; information technology infrastructure and digital tools; electronic and material resources; and furniture equipment or supplies.

School Library Aid: FY24–25: \$45,200,000 FY26–27: \$47,600,000

E–12 Education Bills Libraries

- Base aid distribution increased from 5 to 15 percent.
- Regional library system aid distributed on Adjusted Net Tax Capacity (ANTC) reduced from 25 to 15 percent. Formula calculation modified as well.
 - Most recent population estimates should be used to calculate portions of this aid.
- Library systems **basic system support aid increased** by one plus the percent increase in the basic formula allowance from the previous year to the current.
- Increase to both aid streams above funded at \$8M in FY24–25, and \$8.9M in FY26–27.

E-12 Education Bills General Education (1)

- **Kindergarten ADM alignment** for students with disabilities funded at \$140K in FY24–25, and \$152K in FY26–27.
 - Eliminates disparity in hours kindergartners with a disability need instruction to generate the same ADM as kindergartners without a disability.
- English learner and breakfast funding for ESCE students funded at \$298,000 in FY24-25 and \$310,000 in FY26-27.
- Extended time revenue for residential care and treatment facilities funded at \$1.28M in FY24–25, and \$1.4M in FY26–27.
- Menstrual Products and Opiate Antagonists in Schools funding provided at \$3.5M in FY24– 25 and \$3.7M in FY26–27. \$2/Adjusted Pupil Unit (APU) to provide free access to menstrual products and at least two doses of opiate antagonists at each school site.
- Area Learning Center Transportation Aid, a new aid source, funded at \$2M per biennium.

E-12 Education Bills General Education (2)

- The school board and nonpublic school can mutually agree to a written plan for nonpublic pupil transportation. Districts must report the number of nonpublic students transported under a contract.
- Districts must report class size ratios under learning and development revenue by grade to MDE starting in 23–24 school year.
- School boards can renew an operating referendum previously voter-approved one time for a maximum of 10 years without voter approval.
- Modifies the appeals process for certification of a vendor's products for the education tax credit.
- MDE must report to the legislature on whether paper meal eligibility forms can be eliminated.

E-12 Education Bills Education Excellence

Paid Paraprofessional Training

- Aid provided at \$7.2M in FY24–25, \$16.6M in FY26–27.
- Starting FY24, LEAs must provide a **minimum of eight hours** of annual paid paraprofessional professional development, provided the following are met:
 - Professional development or training must be relevant to their employment;
 - Six of the hours must be before first instructional day or within 30 days of hiring;
 - Districts and charters must certify annually to the commissioner.
- **Reimbursement**, starting in FY25, equals prior year compensation expenses associated with eight hours of paid orientation and professional development.

E–12 Education Bills Community Education and Lifelong Learning

- Increase to state total Adult Basic Education (ABE) aid of \$2.8M in FY24–25 and \$4.1M in FY26–27.
- State total **ABE aid growth factors modified** and established.
- ABE program aid **contract hour cap increased** from \$22/hour to \$30/hour.
- Increase to the general community education revenue allowance from \$5.42 per capita to \$6.35 per capita beginning FY25.
- Total community education levy lowered to adjust for other net tax capacity levy changes.
- Community Education Adults with Disabilities programs funding formula replaced with \$0.34 per capita population of the participating school districts. Holds levy constant for additional revenue.

Facilities – Funding (1)

Long-Term Facilities Maintenance Revenue (LTFM)

- Allows all types of joint powers to issue deferred maintenance bonds backed by the member district.
- Adds updating air handling systems to eligible costs when more cost effective than new construction between January 1, 2019, and June 30, 2023.

• Gender-neutral, single-user restrooms

- \$2.0M/biennium grant funding available.
- Requires 10-year facility plans to address provisions for providing one at each school site.
- Added as allowable use for LTFM revenue, for both remodeling or new construction.
- Added as allowable use for operating capital revenue (and other spaces with privacy features).
- Projects required to be included in review and comment.

Facilities – Funding (2)

- Building and Cyber Security Grant Program established and funded with onetime \$24.3M. Funds may be used for security-related facility improvements, cybersecurity insurance premiums and associated costs.
- Lease Levy Authority modified to permit districts to levy up to \$65 per pupil per year for all cooperative and joint powers units for facility needs.
- Safe Schools Revenue statute modification to add cyber security expenditures as allowable use.

Facilities – Policy

- Districts must **publish a review and comment** on a construction project at least 48 days before the referendum or bid solicitation.
- All schools using lease purchase authority to fund projects are subject to review and comment.


Grants and Policy

Education Excellence

Education Excellence – Academic Standards

- Makes arts a statewide standard and adds media arts as a fifth arts area for elementary and middle schools.
- Updates standards and grad requirements statutes to reflect the academic standards that need to be met in math and science.
- **Delays the review and revision of the physical education** standards until 2026–27 and clarifies that physical education must be offered for credit.
- Clarifies that MDE has ongoing rulemaking authority to review and revise academic standards.
- Requires local CTE standards to align with CTE frameworks.

Education Excellence – Course Content and Credits

- **Civics**: 11th or 12th grade students (for 9th graders beginning in SY24–25) must take a course for credit.
- **Personal finance**: 10th, 11th or 12th grade students (for 9th graders beginning in SY24–25) must take a course for credit in personal finance.
- Holocaust and Genocide education: provide definitions; requires districts to offer Holocaust and genocide education as part of social studies for middle and high school by SY24–25 in alignment with social studies standards; and establishes a work group to develop implementation resources.
- **Computer Science**: provides definitions, requires MDE to hire a computer science supervisor, creates a working group to develop a state strategic plan, grants for teacher recruitment and training, requires a teacher prep program and requires districts to report computer science course offerings and enrollment. \$1M/biennium in grants to advance computer education.
- Consistent with CTE pathways, 11th and 12th graders **can earn up to two elective credits for working** in an assisted-living facility, services and supports provider, hospital/clinic or childcare center.

Education Excellence – Ethnic Studies

- Ethnic studies must be embedded across all academic standards through the normal standards review and revision process.
- Districts must offer an ethnic studies course starting in SY26–27 for high school and SY27–28 for elementary and middle school. Course can fulfill a social studies, language arts, arts, math or science credit.
- MDE must hire **dedicated ethnic studies staff** and support districts in implementing ethnic studies courses.
- Ethnic studies work group will advise commissioner on ethnic studies resources and will recommend professional learning requirements.
- Funding of \$1.4M/biennium in grants provided for schools to develop, evaluate and implement ethnic studies courses. \$300,000/biennium for community consultation to develop resources and support.
- Provides definitions, including "ethnic studies," to guide WBWF strategic plans, district advisory committees and Achievement and Integration plans to create more inclusive teaching and learning environments.

Education Excellence – Safe and Inclusive Schools (1)

- **Prohibition on K–3 dismissals** unless nonexclusionary discipline (NED) has been exhausted and there is an ongoing safety threat.
 - **Does not prohibit** sending a child home for less than a day.
- **Defines NED** as alternatives to dismissal from school and requires it to be used before beginning dismissal proceedings or pupil withdrawal agreements, except where there is an immediate or substantial threat to person or property. Must be implemented starting in SY23–24.
- **Defines pupil withdrawal agreements** and requires them to be reported.
- Requires alternative education services for a student that is suspended more than five consecutive school days. A suspended student must be allowed to complete schoolwork for full credit.
- Written notice of intent to exclude/expel must describe NED used. MDE must post a legal assistance resource list for families.

Education Excellence – Safe and Inclusive Schools (2)

- **Readmission plans must include measures** to improve behavior and require reasonable attempts to obtain parental involvement in readmission.
- Districts must report NED practices used in **response to an assault**.
- Districts must establish NED policies and practices with minimum requirements for exclusion/expulsion, readmission and access to resources.
- District discipline policy must include procedures for students, parents and staff to file a complaint about the application of the Pupil Fair Dismissal Act.
- Updates to district discipline policy to reflect various changes in bill.
- Funding of \$3.5M/biennium in grants for schools to provide training for staff.

Education Excellence – Safe and Inclusive Schools (3)

- Limits the use of recess detention and requires parent notification within 24 hours. Requires districts to compile recess detention statistics. Prohibits withholding or excessively delaying participation in mealtime.
- Prohibits a district employee or agent from using prone restraint. Provides definitions and examples of prohibitive holds/pressure. For purposes of maltreatment proceedings, prone restraints are not per se corporal punishment.
- Districts must **support staff to use tiered interventions** and are encouraged to adopt policies to promote constructive staff responses to student behavior.

Education Excellence – Safe and Inclusive Schools (4)

- MDE must develop resources for implementing strategies to create a positive school climate and support social-emotional learning.
- School boards must adopt a policy prohibiting malicious and sadistic conduct and sexual exploitation by staff and contractors or students against staff and contractors or students.
- Active Shooter Drills: provides definitions, parameters and limits for active shooter drills, prohibits student participation in simulations, prior notice of drills and board public follow-up, required student education, debriefing periods and MDE and DPS created trainings development.
- Districts that issue **studentIDs must include suicide prevention and crisis** contact information on the cards.

Education Excellence – Safe and Inclusive Schools (5)

- Establishes the MTSS framework for supporting students' social, emotional, behavioral, developmental and academic outcomes. Framework includes:
 - Team-based approach based on professional learning and continuous improvement;
 - Family engagement;
 - Culturally and linguistically responsive instruction and tiered support;
 - $\,\circ\,$ Valid and reliable assessment tools;
 - $\,\circ\,$ Data-based decision making.

• Fund COMPASS and MTSS (\$27M per biennium)

- \$10M for grants to LEAs to implement MTSS;
- \$10M to MDE and service cooperatives for implementation support;
- \$6M to establish regional math network and summer math institute;
- \$1M to CAREI (UMN) to support implementation and evaluation of MTSS framework.
- Separate one-time \$5M for BARR Center to support 18 schools in implementing evidencebased practices that provide support, professional development, and curriculum and resources.

- Post-secondary institutions (PSI) may not require a faith statement during the PSEO application process or base an admission decision on a candidate's protected class.
- A **PSI must notify the pupil's school** if the pupil withdraws or stops attending a course.
- A student must provide their school with the interim or nonfinal PSEO grades during the academic term.
- Time shortened for a **student to withdraw or be absent** from a PSEO course to trigger MDE stopping payments to PSI.

Education Excellence – Online Instruction

- Online Instruction Act replaces and repeals existing online learning language:
 - **Definitions created** for blended instruction, digital instruction and online instruction.
 - All LEAs can provide online learning to their own enrolled students with a limit of 40 students per course.
 - Entities must **apply to MDE to provide online instruction to non-enrolled** students (supplemental online instruction).
 - Establishes **procedures to determine** if supplemental online instruction meets academic standards.
 - Courses that include **blended instruction and online instruction** must be reported to MDE.
 - MDE must **support districts in continuous improvement** and review complaints.
 - Creates **special revenue fund for application fees** and ADM calculation for supplemental online instruction.

Education Excellence – Misc. (1)

- Modifies definition of student with limited or interrupted formal education (SLIFE) to having at least two fewer years of schooling than their peers.
 - Retains prior SLIFE definition to allow for continued participation in Early-Middle College.
- Modifies MDE authority to guide a district's development of an improvement plan if they don't meet their achievement and integration plan goals.

Education Excellence – Misc. (2)

- Eliminates obsolete competency exam requirement for those providing homeschool instruction.
- Adds "services" to statute on gifted programs.

• Assessments:

- Eliminates requirements to provide adaptive state assessments (above-grade and below-grade questions).
- Requires districts to publish testing calendars at least one week before tests are administered or no later than Oct. 1.
- Requires MDE to implement an appropriate growth model comparing test scores over time.
- Shortens the time period within which a **parent must notify a nonresident district** whether the student intends to open enroll.

Education Excellence – Competitive Grants

Grant Title (Alphabetical)	FY24–25 (000s)	FY26–27 (000s)
Computer Science Education Advancement Grants	\$1,000	\$1,000
CTE EMS Training Grants	\$1,000	\$1,000
CTE Transportation Pilot Program	\$450	\$0
Ethnic Studies School Grants	\$1,400	\$1,400
Full-Service Community Schools	\$15,000	\$10,000
Innovate Service-Learning Grants	\$1,000	\$0
MN Service Cooperatives CTE Consortium Grants	\$4,000	\$4,000
MTSS Grants to Schools	\$10,000	\$10,000
Non-Exclusionary Discipline Grants	\$3,500	\$3,500

Education Excellence – Named Grants (1)

Grant Title (Alphabetical)	FY24–25 (000s)	FY26–27 (000s)
Alliance of Chicanos, Hispanics, and Latin Americans (ACHLA)	\$500	\$0
Educational Outcome & Accountability Pilot	\$300	\$0
Girls Taking Action	\$1,500	\$0
Junior Achievement North	\$1,000	\$0
MacPhail Center for Music Online Music Instruction	\$300	\$0
Minnesota Alliance of Boys and Girls Clubs	\$5,000	\$0
Minnesota Association of Alternative Programs (MAAP) STARS	\$50	\$0
Minnesota Center for the Book	\$400	\$400
Minnesota Council on Economic Education	\$400	\$0
Minnesota Foundation for Student Organizations	\$632	\$632
Minnesota Math Corps Program	\$1,000	\$1,000

Education Excellence – Named Grants (2)

Grant Title (Alphabetical)	FY24–25 (000s)	FY26–27 (000s)
Museums and Education Centers	\$1,562	\$2,662
Sanneh Foundation	\$3,000	\$3,000
Walkabouts Program	\$500	\$0

Read Act

Read Act (1)

- Sets **goals and interventions** for LEAs to improve literacy:
 - Literacy Goal
 - Every child must be reading at or above grade level based on individualized reading goals
 - By SY26–27, LEAs must provide evidence-based reading instruction based on structured literacy
 - Teachers and instructional support staff with responsibility for teaching reading be provided MDE-approved training starting July 1, 2024. All others required to receive training must complete it no later than July 1, 2027.
 - Districts strongly encouraged to adopt MTSS framework.
 - Identification
 - Districts must screen K-3 students twice a year with MDE-approved screening tool for mastery of foundational skills and characteristics of dyslexia. Must screen students in grades 4 and above not demonstrating skills.
 - Districts must report data in annual local literacy plan.

Read Act (2)

- **Parent Notification.** Districts must administer screener to K-3 students within first six weeks of school year and within last six weeks of school year and biannually provide parents with results, services offered and strategies for parents to use at home.
- Intervention. By SY25–26, intervention programs must be taught by an approved-program trained teacher.
- **Staff Development.** Districts must provide training on evidence-based reading instruction to teachers, including those in early childhood programs.
- Local Literacy Plan. Plans must be annually reported to MDE and now include curricula used by site and grade, whether MTSS framework was used, student data, and teachers trained.
 - MDE must develop a template for local literacy plans by March 1, 2024.

Read Act (3)

Implementation

- Screening twice a year for students K-3.
- Progress monitoring for students not reading at grade level.
- Districts must use evidence-based literacy curriculum and interventions.
- Districts encouraged to use MTSS framework.
- Districts must have all main reading staff trained by 2025 and then others by 2027.
- Districts must employ/contract a literacy lead by August 30, 2025.
- MDE must identify approved screeners, provide info about PD opportunities, identify training required for literacy specialist, employ a literacy specialist, and develop the literacy plan template.

Read Act (4)

- MDE Implementation Partnership with University of Minnesota's Center For Applied Research and Educational Improvement (CAREI)
 - Partnership must be from July 1, 2023, until August 30, 2025.
 - Identify at least five evidence-based curricula by January 1, 2024. Necessary because a district is only required to use approved curriculum if purchased with state funds with requirement.
 - Identify at least three PD programs by Aug. 15, 2023.
 - Identify evidence-based intervention materials.
 - Identify literacy specialist training programs.
 - Identify measures of foundational literacy skills and mastery districts must report.
 - Provide guidance to districts in literacy instruction.
 - Develop MTSS model plans.
 - Ensure PD and MTSS trainings are geographically equitable.

Read Act (5)

Reconsideration Process

• Districts can appeal to MDE to reconsider curricula and PD to be approved, which must be approved or denied within 60 days.

Partnership Support

• MDE and CAREI must provide various implementation supports to districts.

Literacy Incentive Aid

 Districts must use literacy incentive aid to support implementation of evidence-based reading instruction. Eligible uses are trainings, employing/contracting a literacy lead, supports to ensure reading interventions are evidence-based, and costs of substitutes to allow teachers to complete trainings.

Read Act - Funding

- CAREI work and partnerships funded at \$4.2M one time.
- **Reimbursement for curriculum and intervention materials** funded at \$35M one time, funds available until June 30, 2028.
- MDE and Service Cooperatives to create Regional Literacy Networks funded at \$18M in FY24–25 and \$13M in FY26–27.
- **Statewide training** costs funded at \$16.7M in FY24–25 and \$2.5M in FY26–27.
- **MDE literacy specialist** funded at \$500K per biennium.

American Indian Education

American Indian Education – Funding

- Native Language Revitalization Grants established and funded at \$15.0M/biennium. Grants to districts and charter schools to offer language instruction in Dakota and Anishinaabe languages or another language indigenous to the United States or Canada. Eligible expenses include costs for teachers, program supplies and curricular resources.
- Pupils attending Tribal contract schools eligible to generate online learning aid.
- Minnesota Indian Teacher Training Program special revenue fund account created; provides grants for American Indian teacher candidates. \$1.6M in FY24–25.

American Indian Education – Policy (1)

- Districts may share educational data on Tribally enrolled or descendant students with Tribal Nations.
- Sacred tobacco permitted on school grounds as part of religious or cultural practices.
- Replace Columbus Day with Indigenous Peoples' Day in schools.
- History and contributions of American Indian Tribes and communities (Indigenous Education for All) embedded in all academic standards; MDE will provide support.
- Items of Cultural Significance allowed at Graduation.
- **Prohibition on mascots** depicting American Indians or culture without Tribal Nations exemption.

American Indian Education – Policy (2)

- American Indian Parent Advisory Councils (AIPACs) statute update to ensure that AIPAC representation is majority parents of American Indian students, and how that membership is defined.
- **State definition**/state count of American Indian students used throughout statute.
- MDE required to have Tribal Nations Education Committee (TNEC) representative in all academic standards review processes.

American Indian Education – Policy (3)

- Makes clear in statute that American Indian Education programs have requirements to be met before funds are used for other purposes.
- Provides flexibility in the location of American Indian Education programs.
- Requires districts receiving American Indian Education aid with an American Indian student population at a certain threshold to provide American Indian culture and language courses.
- MDE required to provide technical assistance on American Indian Education Aid reporting.
- Modifies the statutory duties of the MDE Director of the Office of American Indian Education.

Charter Schools

Charter Schools – Policy (1)

- Statutory definitions of Charter Management Organization (CMO) and Educational Management Organization (EMO).
- Charter schools are **required to comply** with alternatives to suspension statute and Education for English Learners Act.
- Clarifies in statute that a **charter authorizer term** is until they formally withdraw or until the commissioner revokes their authorization.
- Market need and demand study required in various aspects of charter school applications and affidavits.

Charter Schools – Policy (2)

- Charter school contract must contain information on the specific school's admission policies and procedures.
- Minnesota charter schools must be free to eligible Minnesota residents.
 Charter schools should give enrollment preference to Minnesota residents over out-of-state applicants.
- Statutory correction to definition of "teacher" to clarify that charter school teachers are directly employed by the school or under contract with a cooperative.

Charter Schools – Policy (3)

- Modified admissions preferences for charter schools serving at least 90% of enrolled students who are eligible for special education services and have a primary disability of deaf, deafblind or hard-of-hearing.
- Affiliated Building Corporation (ABC) must not support more than one charter school at the same time.
- Charter school leases must be from the **owner of the space, not a sublessor.**
- Updated expectations and requirements for charter school annual audit reports.

Teachers

Teachers – MDE Funding and Grants

- Grow Your Own grant programs investment increased by \$37.0M in FY24–25 and \$50.9M in FY26–27. Grant funds usages expanded, two new Grow Your Own pathways for teacher candidates meeting a current shortage area or if the candidate is from an underrepresented community.
- **Statewide Teacher Mentoring grants.** One-time funding of \$9.9M, available to spend through June 30, 2027, for districts to implement mentoring programs.
- Special Education Teacher Pipeline grant program established. \$30.0M in FY24–25 and \$10.0M in FY26–27 to support current Tier 1 or 2 teachers, or current school employees, to become Tier 3 or 4 special education teachers.
- **Teacher licensing and exam fees** to be covered by MDE. Funded at \$1.4M in FY24.
- **Come Teach in Minnesota** hiring bonuses eligibility expanded, and eligibility expansion effective retroactively. Also increases the bonus amounts per teacher. \$200,000 in FY24–25 and \$400,000 in FY26–27.

Teachers – PELSB Funding and Grants

- **Closing educational opportunity gaps** grant program established. \$6.0M in FY24–25 to support collaborative efforts that close opportunity gaps by the following methods:
 - 1. Ensuring school environments and curriculum validate, affirm, embrace, and integrate cultural and community strengths from all racial and ethnic backgrounds; and
 - 2. Addressing institutional racism with equitable school policies, structures, practices, and curricular offerings.
- Heritage Language and Culture licensure pathway program established by PELSB. \$416,000/biennium.
- Licensure via Portfolio \$300,000/biennium to complete the platform and streamline the process.
- Mentoring, induction and retention incentive program grants for teachers of color and American Indian teachers funded at \$1M in FY24–25 and \$3M in FY26–27.
Teachers – Policy (1)

- Establish state goal of increasing the percentage of teachers in Minnesota who are of color or American Indian by at least 2% each year; goal of having a teaching workforce that more closely reflects the state by 2040. PELSB required to report on progress every two years.
- Tier 1 teachers permitted to join **collective bargaining units.**
- ABE and ECFE teachers may obtain **tenure or continuing contract rights.**
- School board required to meet and negotiate with representative of teachers before adopting an e-learning day.
- School board prohibited from discriminating or disciplining a teacher or principal for incorporating into curriculum contributions by persons in a protected class if the contributions are in alignment with adopted standards and benchmarks.
- Teacher and principal evaluation processes must include evaluation of their cultural responsiveness and methodologies.

Teachers – Policy (2)

- List of applicants exempt from requirement to hold bachelor's degree for a Tier 1 license to include persons teaching world languages and culture, and the performing or visual arts. Extends the same exemption to Tier 2 candidates meeting coursework requirement and to Tier 3 applicants.
- Temporary carve out for Tier 2 teachers who would otherwise be ineligible to renew their license based on changes in these laws to renew their license for the 23–24, 24–25 and 25–26 school years only.
- More requirements satisfactory to **meet Tier 3 license standards** for applicants who received teacher preparation programs from other states.

Teachers – Policy (3)

- Statutory definitions and duties updated to align with **licensure modifications**.
- PELSB encouraged to expand alternative pathways for licensing career and technical education teachers.
- PELSB required to prepare reports on teacher and administrator preparation programs providers and teacher candidates and report to the legislature on their findings.
- Limit on licensure via portfolio process to initial Tier 3 license applicants, or to add a licensure field to a Tier 3 or Tier 4 license.
- PELSB required to collect data on educators' employment and assignments from all districts and charters; report allowed to include data on educators' demographics and licensure.

- Eliminates Tier 4 basic skills test, pedagogy and content exams for applicants who completed a PELSB-approved preparation program or other pathway and reading instruction for Tier 3 and 4 licenses to teach elementary students.
- PELSB must adopt rules requiring all licensed teachers to have professional development in the cultural heritage and contemporary contributions of American Indians to renew their licenses.
- Short-call substitute teacher pilot program established for 23–24 and 24–25 school years. Allows PELSB flexibility in issuing licenses; sets minimum rate of pay for substitute teachers under the pilot program.

Teachers – Policy (5)

- Requires a district to annually report to PELSB all new teacher hires and terminations by race and ethnicity, and the reasons for all teacher resignations and requested leaves of absence.
- Reduces from 120 to 90 the number of days of teaching service a teacher must complete during the probationary period; modifies probationary period for teachers who have taught for three consecutive years in Minnesota or another state.

Competitive Grants

Grant Title (Alphabetical)	FY24–25 (000s)	FY26–27 (000s)
Closing Educational Opportunity Grants	\$6,000	\$0
Collaborative Urban and Greater Minnesota Educator of Color Grants [PELSB]	\$8,880	\$8,880
Come Teach in Minnesota Grants	\$200	\$400
Heritage Language & Culture Teachers Grants [PELSB]	\$416	\$416
Grow Your Own	\$37,000	\$50,908
Licensure Shortage Areas/Special Education Pipeline Grants	\$30,000	\$10,000
Licensure Pathways Preparation Grants [PELSB]	\$800	\$800
Statewide Mentoring Program	\$9,940	\$0
Student Support Personnel Workforce Pipeline Grants	\$10,000	\$10,000
Teacher Licensing and Exam Fees	\$1,400	\$0
Teacher Residency Program	\$6,000	\$6,000
Teachers of Color Mentoring and Retention Incentive Grants [PELSB]	\$1,008	\$3,008
Teacher Recruitment Marketing Campaign Grants [PELSB]	\$500	\$500

Named Grants

Grant Title (Alphabetical)	FY24–25 (000s)	FY26–27 (000s)
Black Men Teach	\$1,000	\$1,000
Coalition to Increase Teachers of Color and American Indian Teachers	\$200	\$200

Nutrition and Libraries

Nutrition and Libraries – Policy (1)

- Statutory prohibition for a participant in the National School Lunch Program to provide a student with an alternative meal (not specifically related to dietary needs) because of outstanding lunch debt.
- MDE required to evaluate the financial eligibility of Child and Adult Food Care Program (CACFP) and Summer Food Service Program (SFSP) applicants as part of the application process.
- Limit legally distinct CACFP and SFSP sites from transferring sponsoring organizations more than once per year, except under extenuating circumstances.
- Require sponsoring organizations to provide documentation that staff members have completed program-specific training before application is approved.
- Statutory references to "free lunch" or "reduced-price lunch" replaced with "free meals" etc.

Nutrition and Libraries – Policy (2)

- Statutory definition of school library and media center. Certain characteristics expected under this definition include
 - Providing equitable access to resources,
 - Having a collection development plan,
 - Being housed in a central location that provides for expanded learning,
 - Providing technology and internet access, and
 - Being served by a licensed school library media specialist or licensed school librarian.

• Terminology updates:

- References to "citizen" replaced with "resident"
- References to "Spanish-speaking" replaced with "multilingual learners"

Community Education and Lifelong Learning

Community Education and Lifelong Learning – Funding

- After-School Community Learning grant program. Grants to a range of eligible organizations that provide culturally affirming and enriching after-school and summer learning programs. Set-aside for an organization to serve as statewide after-school network. Funded in FY24–25 at \$30.0M.
- **High school equivalency test fees** for individuals to be paid for by the state for FY23–27.
- Minimum age to participate in Adult Basic Education (ABE) programs and courses increased to 17 from 16.

Community Education and Lifelong Learning – Policy

• Renames the Tier 1 education partnership grants "neighborhood partnership grants" and renames Tier 2 grants "regional neighborhood partnership grants."

Early Childhood

Early Childhood – Funding (1)

• Early Learning Scholarships

- Increased \$252.1M in FY24–25 and \$58.9M in FY26–27.
- Expanding access to children age birth–3 and new prioritization.
- 3 or 4-star requirement eliminated, with 4-star program scholarship amounts required to be set at full cost of care at 75th percentile.
- Families required to select program within three months (reduced from 10).

Great Start Scholarship Program

- Goal: integrate administrative and funding structures of early care and learning programs, including Early Learning Scholarships and Childcare Assistance Program, and caps family contributions at 7% of income.
- Funding provided for planning and implementation.

Early Childhood – Funding (2)

• Grow Your Own Early Childhood and Family Educators' Program

- Funded at \$2.5M/year in FY24–25 and \$500,000/year ongoing (in SRF).
- To host, build or expand an early childhood preparation program and fund student stipends, tuition scholarships or student teaching/field placement.
- Open to licensed childcare, school districts and charter schools, Head Start, higher education institutions and other non-governmental organizations.
- Early Childhood and Family Education Teacher Shortage
 - Funded at \$500,000/year ongoing (transfer to OHE).

Early Childhood – Funding (3)

• ECFE

• MDE required to add two positions to support ECFE programming.

Head Start

- Increase of \$10M/year.
- Eligible uses expanded to include operations and infrastructure.
- Set aside initially of 10.72% for Tribal Head Start programs.

Early Childhood – Policy (1)

Teacher Licensure

- Required for school-based early education programs beginning July 1, 2028.
- Teachers who have taught for five years prior to effective date are exempt.

Kindergarten Entry Assessment

- Purpose: to measure percentage of kindergartners who meet or exceed end-of-year prekindergarten standards.
- Required statewide by 2025–26 school year, with phase-in and engagement before.
- Funding for district tools, statewide support and MDE to publicly report results.

Early Childhood – Policy (2)

• Early Childhood Special Education

- Enrollment in non-resident district where child is enrolled in Head Start or childcare in same manner as resident student clarified.
- Tuition agreements no longer required.

Continued Enrollment

- School districts must only provide continued enrollment to VPK/SRP participants and may provide continued enrollment to non-resident early childhood program participants.
- Charter schools must only provide continued enrollment to participants in free preschool or prekindergarten programs and *may not* provide continued enrollment for participants in fee-based programs.

Early Childhood – Competitive Grants

Grant Title (Alphabetical)	FY24–25 (000s)	FY26–27 (000s)
Grow Your Own Early Childhood and Family Educators' Program	\$5,000	\$1,000
Early Childhood and Family Education Teacher Shortage (transfer to OHE)	\$500	\$500

Early Childhood – Named Grants

Grant Title (Alphabetical)	FY24–25 (000s)	FY26–27 (000s)
Children's Savings Accounts via Youthprise	\$500	\$0
MacPhail Learning with Music	\$500	\$0
Metro Deaf School	\$200	\$0
ParentChild+Program	\$1,800	\$0
Post-secondary early childhood curriculum	\$500	\$0
Reach Out and Read Minnesota	\$500	\$500
The Family Partnership for Executive Functioning Curriculum	\$300	\$0
Way to Grow Home Visiting	\$300	\$0

Special Education

Special Education – Funding

- Specific Learning Disability (SLD) Criteria Change. Statutory update to the policy for identifying students with SLD to allow for better articulation of the nature of the disability and its impact on growth, access and progress; funding to support rulemaking and training
- Certified deaf interpreters with certification through Registry for Interpreters of the Deaf added as eligible to provide ASL/English interpreting or sign transliterating service. Provisional certificate available for deaf interpreters with 40 hours of RID-approved continuing education

Special Education – Policy (1)

Restrictive Procedures Statute Updates

- Prohibits seclusion from birth through grade three by September 1, 2024, with recommendations on ending seclusion for all students required by February 1, 2024.
- Adds **monitoring and reviewing disproportionate use** and the role of school resource officers to district restrictive procedure plan elements.
- Adds references to Individualized Family Service Plan (IFSP) where Individualized Education Program (IEP) is stated.
- Requires brief description of post-use debriefing to documentation compiled after physical hold or seclusion.

Special Education – Policy (2)

- Medicaid, third-party billing for covered mental health services permitted. Effective later of January 1, 2024, or upon federal approval.
- Online learning through resident district or charter school permitted while student is in a residential care and treatment facility.

State Agencies

State Agencies – MDE Funding (1)

- Operating Adjustment funded at requested increase of \$9.5M for FY24–25, and \$9.9M for FY26–27.
- **EDI Center staffing** funded at \$4M/biennium.
- Office of Inspector General at MDE funded at \$4M/biennium; provides the Office authority to investigate and report.
- Audit and Internal Controls resources funded at \$1.6M/biennium. Resources can include additional audit costs, post-action planning and execution, and contracting.
- Ed-Fi funded at requested amounts of \$3.2M for FY24–25 and \$4.7M for FY26–27.

State Agencies – MDE Funding (2)

- Licensed school nurse position at MDE funded and expectations set in statute.
- **Comprehensive school mental health services lead** at MDE funded and expectations set in statute.
- Reasonable force usage reporting funding.
- Litigation costs

State Agencies – Other Agencies

- **PELSB** funding increase of \$1.4M in FY24–25 and \$1.5M in FY26–27. These funds are to be used to increase PELSB staffing, operating adjustment, and provide for Board membership management and stipends.
- Minnesota State Academies funding increase of \$6.3M in FY24–25 and \$5.9M in FY26-27. Includes funding for Unemployment Aid.
- **Perpich Center for Arts Education** funding increase of \$2.6M in FY24–25 and \$1.8M in FY26–27. Includes funding for Unemployment Aid.

State Agencies – Policy

- PELSB board expanded from 11 to 13 members.
- Governor must nominate 13 members to PELSB by July 15, 2023.
- PELSB **composition restructured**. Current HR director position sunset; Governor required to name a new member by January 1, 2024.
- Board members to receive \$4,800 annual stipend.
- PELSB required to reimburse districts for the cost of substitute teachers to cover board member absences; public employers (including schools) required to grant time off for board members to attend board activity.
- Athletics programs sex discrimination statutory purpose statement and equal opportunity in athletics statute both updated to include inequities in race and ethnicity; and replaces the term "both sexes" with "each sex."

Education Provisions in Other Bills

Education Provisions in Other Bills (1)

Tax Bill <u>HF1938</u>

- Teacher Pensions. Effective July 1, 2025, normal retirement age lowered to age 65 for members of Teachers Retirement Association (TRA) and St. Paul Teachers Retirement Fund Association (SPTRFA), and TRA amortization date extended 30 years to 2053.
 - TRA employee contributions +0.25% = 8.0%
 - TRA employer contributions +0.75% = 9.5%
 - Pension adjustment revenue increase of 0.75% of pay for FY26–27; revenue capped at FY27 amount ongoing.
- Electric Generation Transition Aid for jurisdictions that lose tax base when electric generation plant is retired.
 - FY25: \$2.1M FY26-27: \$4.9M

Education Provisions in Other Bills (2)

- **Omnibus Health and Human Services Bill** <u>SF2995</u> Department of Human Services (DHS)
 - School-linked behavioral health grants FY24–25: \$14.1M FY26–27: \$9.0M
 - Infant and early childhood mental health consultation, including in schools \$2.4M/biennium ongoing
 - Great Start compensation payments FY24–25: \$316.1M FY26–27: \$259.8M
 - To support retention in childcare
 - Funding is per FTE and must be used for increased wages, compensation and/or benefits
 - Child Care Assistance program (CCAP) rates increased rates raised to the federal standard for access 75th percentile of the market rate survey for all provider types, including school-based programs that accept CCAP.
 - CCAP expanded access \$30M/biennium ongoing to increase the Basic Sliding Fee Child Care Assistance Program estimated to serve an additional 3,600 children age 0-12, including in school-based programs that accept CCAP.
 - **Development of childcare and early education wage scale** FY24–25: \$1.0M to develop a wage scale and process for recognizing comparable competencies equivalent to elementary school educators. VPK/SRP, ECFE, ECSE and Head Start specifically named to programs to which this would apply.

Education Provisions in Other Bills (3)

- Omnibus Health and Human Services Bill <u>SF2995</u> Minnesota Department of Health (MDH)
 - Opiate antagonists Any school personnel may be permitted to administer opiate antagonists (by physician, etc.), no longer only school nurse; an LPN may possess (and administer) in a school setting
 - School-based health centers defined and grant funding provided FY24–25: \$3.4M FY26–27: \$6.0M
 - Lead in school drinking water
 - School plans must be updated by July 1, 2024, that includes strategies to reduce exposure to lead
 - Mitigation required at or above five parts per billion in any fixture and annual public notification/reporting to MDH required
 - Remediation grant program grants for schools and licensed childcare to address sources of lead contamination – \$1M/biennium ongoing

Department of Children, Youth and Families (DCYF)

- New cabinet-level agency established effective July 1, 2024
- Programs transferred by July 1, 2025
- FY24–25: \$4.3M FY26–27: \$7.0M for new operations
- FY24–25: \$14.0M for planning and transition
- Local employers obligated to bargain about changes related to terms and conditions of employment if creation of DCYF impacts school operations

- Education programs include:
 - Head Start/Early Head Start
 - Early childhood screening
 - Early learning scholarships
 - ECSE Part C
 - VPK/SRP
 - ECFE
 - School Readiness
 - After-school community learning

Education Provisions in Other Bills (4)

Jobs and Labor Bill SF3035

 Article 11, Sections 11–12 updates the definition of "teacher" in labor statute and adds to "terms and conditions of employment" adult-to-student ratios in classrooms, student testing, and student-to-personnel ratios.

Judiciary and Public Safety Bill <u>SF2909</u>

 Article 19 Section 76 classifies student directory information as private data, with exception for MDE to be able to gather necessary data to meet federal reporting requirements.

Commerce Bill <u>SF2744</u>

• Article 3 Section 75 grant to MN Council on Economic Education for **personal finance professional development** for high school teachers.

Cannabis Omnibus Bill <u>HF100</u>

- Article 6, Section 7 requires MDE and MDH and DHS to work collaboratively to identify model programs to educate middle school and high school students on the health effects on children and adolescents of cannabis use and substance use; publish model program list by June 1, 2025.
- Starting in the 2026–27 school year, a school district or charter school must implement a comprehensive education program on cannabis use and substance use.

State Government and Elections Bill <u>HF1830</u>

• Article 7 Section 10 permits state **agencies to retain** up to 5% of the total for named grants, up to 10% of the total for competitive grants for administrative funding unless otherwise specified.
Education Provisions in Other Bills (5)

Bonding Omnibus Bill <u>HF669</u>

- Article 1, Section 4 one-time funds **library construction grants** at \$4M.
- Article 1, Section 5 provides funding for Minnesota State Academies of \$9M.
- Article 1, Section 9 funds asset preservation at Perpich Center for Arts Education at \$900,000.

Legacy Omnibus Bill <u>HF1999</u>

- Article 1, Article 4 Section 2 Subd. 5(a) appropriates \$2.75M/year for grants to libraries providing arts and cultural educational opportunities.
- Subd. 5(b) appropriates \$250,000 in FY24 to MDE for grants for "water safety programs" to be awarded to eligible nonprofits, and city and county parks and recreation departments.

Paid Family Medical Leave (PFML)

• <u>HF2</u>

- Effective January 1, 2026
- New family and medical benefit insurance account
 - Allowances for private plan substitution
- Administered Family and Medical Benefits Division of the Department of Employment and Economic Development (DEED)
- Funded through new .7% premium rates
 - May be shared between employer and employee, but employers must pay at least 50%
 - Adjusted beginning in 2027 according to formula
 - Small employer rates may vary



Thank you!

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MSBA Update June 2023



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School Calendar

- Juneteenth 🛨
- Indigenous Peoples Day (replaces Columbus Day)
- Local testing calendar annual notification
 - ✓ Effective 10/1/2023
- Hmong Special Guerilla Units Remembrance Day
 - ✓ May 14
 - ✓ Schools encouraged to offer instruction



Student Discipline

- Non-exclusionary discipline policies and practices
 - ✓ Effective 2023-2024 school year
- Ban on K-3 dismissals; certain exclusionary practices for early learners; recess detention
- Suspension includes dismissal for less than one school day
- Admission / re-admission plan requirements updated





- No faith statement required
- Notification to school district if pupil withdraws/stops attending

Weighted grades

- ✓ Student must provide grades to school district
- Reduction of the number of days regarding absence/withdrawal for financial arrangements



- Graduation ceremonies and tribal regalia
- Medicine pouch and loose tobacco
- American Indian Parent Committee revised
- American Indian Education programs
- American Indian mascots prohibited
 - ✓ Deadline: 9/1/2025





- Reasonable force standard redefined
- Seclusion and prone restraint limits
- Restrictive measure standards and oversight / review
- "Student with a Disability" extended to age 22
- Paraprofessional time to work on IEPs



Online Education

- Online Instruction Act (new)
- Digital instruction to enrolled students by enrolling district
- Supplemental online course process
- Financial arrangements
- Online instruction
 - \checkmark Child with a disability / Child without a disability
 - ✓ Student in residential facility



Charter Schools

- Market and need demand study (new)
- Compliance with suspension alternatives and education for English learners
- Admission requirements and enrollment changes
- Audit report and public accounting change
- Preschool and pre-kindergarten changes



Universal Meals

- Establishes free school meals program requirements
 ✓ Effective July 1, 2023
- Students receive up to two federally reimbursable meals (one breakfast and one lunch) per school day at no cost, regardless of account balance
- No alternate meals





- Basic formula increase inflationary adjustment beginning in FY26
- Special education cross subsidy
- Student support and library aid
- Competitive grants



Health and Safety

Access to menstrual products

- ✓ Effective January 1, $20\overline{2}4$
- Active shooter drill requirements
- Suicide prevention information on student ID cards

• Lead in drinking water

- ✓ Change to allowed levels: 5 parts per billion
- ✓ Updated notice requirements



Opiates / Overdose Medication

Supply of opiate antagonists must be maintained at each school site

Each building must have two doses of nasal opiate antagonist available

- School boards may adopt model plan for use, storage, and administration
- See Model Policy 516.5 Overdose Medication



Opiates / Overdose Medication continued

- Expansion of school employees who may be authorized to administer opiate antagonists
- A licensed practical nurse (LPN) is authorized to possess and administer in a school setting



Legalized Marijuana

- Ban on possession or use in public schools, including facilities and vehicles
- Ban on adult sale in a school zone
- Local units of government can ban cannabis business within 1,000 feet of a school



Legalized Marijuana continued

- Comprehensive cannabis education (2026-2027)
- Driver education must include cannabis-related information



Employment: Leaves/Benefits

- Parenting leave and accommodations
 - ✓ Amended definitions
- Nursing mothers, lactating employees, and pregnancy accommodations
- Earned safe and sick time
- Paid family and medical leave benefits



Employment: Continuing Contract

• Probationary period

- ✓ Days
- ✓ Years of previous teaching experience

Early Childhood / Community Education

Reporting requirements



Employment: Negotiations

Definitions

- ✓ Teacher
- ✓ Public employee
- Terms and conditions of employment / Inherent managerial policy
- E-Learning
- Access to new employees



Employment: Pensions

• COLA adjustments

✓ Conditional one-time payments possible for calendar 2024

Change to normal retirement age

✓ Effective 7/1/2025

TRA contribution increases

- ✓ St. Paul: 7/1/2023
- ✓ All others: 7/1/2023 and 7/1/2025

Mandatory PERA membership at \$425 / month

✓ Effective 7/1/2023



Employment: Other

- Unemployment for hourly employees ★
- Employer-sponsored meetings / communications
- Posting of Veterans' benefits and services





• School board renewal of operating referendum \bigstar

- ✓ Single meeting
- ✓ June 15 deadline (2023: for referenda whose final revenue is in FY24)

Changes in school election clerk duties

Compatibility of offices

✓ School board members can be township supervisors





Type III vehicles

✓ Models 2008 and newer are allowed for student transportation

- New mandatory transportation training program
- District and non-public transportation agreement





What can you expect from MSBA?

Timeline	Deliverable					
This week	Implementation timeline					
Mid – June	Policy revisions Student Handbook revisions					
July	Model language updates					
Ongoing	Recorded tutorials and written resources					



A closer look....

Implementation timeline...

Category	Who New Law or Requirement	Date of Fir Enactmer	al July 1, 2023	CBA Effective	August 1, 2023	FY 23-24	January 1 2024	July 1, 2024	FY 24-25	July 1 2025
American Indian Education	District American Indian Mascots Prohibited (See 9/1/2025)	×	_							
American Indian Education	District Graduation Ceremonies: Tribal Regalia	×								
American Indian Education	District Tobacco Products and Spiritual Practice	×								
American Indian Education	MDE Indigenous Education for All Students (MDE Steps)	×								
Curriculum	District Read Act Implementation: See statute for specific date:									
Curriculum	MDE MDE Ethnic Studies Working Group	×								
Curriculum	District Read Act Goals and Interventions	^	×							
Curriculum	District Nead Act Boars and Interventions District Working Group on Holocaust and Genocide Education		Ŷ	-						
Employment Continuing Contract	District Working Group on Holocaust and Genocide Education District Probationary Period Changes		Ŷ							
Employment Continuing Contract	District Probationary Period Changes District Probationary Period; Discharge or Demotion		- ŵ							
Employment Continuing Contract Employment Leaves / Benefits		D	÷ ×							
Employment Leaves / Denefits	District Assignment of Wages; Payroll Deductions - Permissible									
Employment Leaves / Benefits	Nursing Mothers, Lactating Employees, and Pregnancy District Reasonable Paid Break Time, Location, Accommodatio		×							
Employment Leaves / Benefits	District Parenting Leave and Accommodations - Definitions of	Employee, Employer, & Retribution	×							
	Employment; Contracts; Termination - Probationary Per	riod (90 days; Credit for Teaching in a		×						
Employment Continuing Contract	District Charter School or Another State)			· · · ·						
	Teacher Tenure Act; Cities of the First Class; Definitions	s - Probationary Period (Amended Initial		×						
Employment Continuing Contract	District & Subsequent Probationary Periods; 90 days; Credit for	r Teaching in a Charter School or		× 1						
Employment Licensure	District "Licensure Area" added to "Field"				X					
Employment Licensure	District "Shortage Area" Expanded				X					
Employment Licensure	District "Teacher" Changes: 32/00/ counselor and 32/00/30	eech-language pathologists (deleted speech therapi	ts'i		X					
Employment Licensure	District "Teacher" is a Classroom Teacher/Other Professional F	Required "By Law" to Hold PELSB License			X					
Employment Licensure	District ASL/English Interpreter Qualifications Revised				X					
Employment Licensure	District Practice or Student Teachers: two-year program comp	letion requirement removed			×					
Employment Licensure	District Teacher must Hold Field License or Permission Aligned		-		×					
Employment Electrodic	District with responsibility to accept/reject absentee bal									
Elections	District establish a ballot board (see effective date options) [Ch					×				
Employment Leaves / Benefits	District Earned Safe & Sick Time (Repeals 181, 9413)					×				
Employment Leaves / Benefits	District Posting of Veterans' Benefits & Services - New Employe	ee Posting Beguirement				×				<u> </u>
Funding/Revenue/Aid	District Student Support Personnel Aid	eer osking nedarement	-							
Funding/Revenue/Aid	District Total Operating Capital Revenue		-							
Funding/Revenue/Aid	District Uses of Total Operating Capital Nevenue					- x				
Operations and Policy	District Admission or Readmission Plan		_			÷ ÷				
Operations and Policy	District Minimum Education Services		-			- x				
Operations and Policy	District NED policies and practices		-			÷ ŵ				
Employment Negotiations	District Special Education Services and MA Reimbursement		-			0	×			
Employment Pensions	District Adjustments for TRA and SPTRFA		-				Ŷ			
Operations and Policy	District Menstrual Product Availability						- 0			
Employment Other	District Frenstraal Froduct Availability District Grow Your Own District Programs						<u> </u>	x		
Employment Other Funding/Revenue/Aid	District Grow Your Own District Programs District Intro to Teaching Grants						l	ŵ		t
Derations and Policy	District Intro to Teaching Grants District WBWF plan new elements							×		<u> </u>
Uperations and Policy Funding/Revenue/Aid	District WDWF plan new elements District Allowed Uses for LTFM Revenue/Gender Neutral							^	×	
Funding/Revenue/Aid	District Allowed Uses for LTFM Revenue/Gender Neutral District Community Education Program Revenue; Adults with Di	in a hilisia a							÷ ÷	l
Funding/Revenue/Aid	District Community Education Program Revenue; Adults with Di District General Community Education Revenue	saumes							÷	
	District General Community Education Revenue District Facilities Plans/Gender Neutral		_							l
Health and Safety			_						×	l
Operations and Policy	District Graduation Requirements								×	
Operations and Policy	District Intermediate Districts and Other Cooperatives								×	
Operations and Policy	District Prekindergarten and kindergarten pupil-unit changes [Ch 63]							X	4
Employment Other	District TDE and New Rubric									X
Employment Pensions	District Increase in TRA contribution amounts									×



Looking ahead...

Planned MSBA / MASA Policy Revisions

- 102 Equal Educational Opportunity
- 413 Harassment and Violence
- 414 Mandated Reporting of Child Neglect
- 419 Tobacco-Free Environment
- 425 Staff Development
- 506 Student Discipline
- 507 Corporal Punishment
- 509 Enrollment of Nonresident Students
- 516 Student Medication
- 516.5 Overdose Medication
- 532 Use of Peace Officers and Crisis Teams
- 534 School Meals Policy
- 601 School District Curriculum and Instruction Goals
- 602 Organization of School Calendar and School Day

- 603 Curriculum Development
- 604 Instructional Curriculum
- 612.1 Development of Parent and Family Engagement Policies
- 613 Graduation Requirements
- 616 School District System Accountability
- 618 Assessment of Student Achievement
- 620 Credit for Learning
- 623 Mandatory Summer School Instruction
- 624 Online Learning Options
- 707 Transportation of Public School Students
- 708 Transportation of Nonpublic School Students
- 806 Crisis Management Policy

*Additional Policies May Be Added

When applicable to charter schools, the policies will be revised.





3rd Thursday Webinar

- ✓ Thursday, June 15, 2023, 1:00 p.m.
- ✓ Model Student Handbook
- ✓ Presented by Dr. Terence Morrow



Model Student Handbook

Minnesota School Boards Association 1900 West Jefferson Avenue, St. Peter, MN 56082 Phone: 800-324-4459 Website: www.mnmsba.org





MSBA Summer Leadership Seminar Learning to Read: The Science of Literacy

The 2023 Summer Leadership Seminar — "Learning to Read: The Science of Literacy" — is scheduled for Monday, August 7, 2023, at the Minneapolis Marriott Northwest in Brooklyn Park (7025 Northland Drive North, Brooklyn Park).

The Summer Leadership Seminar helps MSBA members start the new school year informed and inspired. You'll meet new people, share ideas, and learn about key education issues. Demonstrate your commitment to lifelong learning and hear what's happening in schools. Be the best board member you can be.

The 2023 Summer Leadership Seminar will feature the following learning opportunities (all events will be held at the Minneapolis Marriott Northwest hotel; times are subject to change):

- Sunday, August 6 (7 p.m. to 9 p.m.): Early Bird Session: "Civil Discourse and Dealing with Conflict"
- Monday, August 7 (8 a.m. to 4 p.m.): Summer Leadership Seminar
- Monday, August 7 (6 p.m. to 9 p.m.): Learning to Lead School Board Basics: Phase I Workshop
- Tuesday, August 8 (9 a.m. to 4 p.m.): Leadership Foundations School Finance and Management: Phase II Workshop
- Tuesday, August 8 (9 a.m. to 4 p.m.): <u>Charter School Board Workshop</u>

For more information: <u>https://mnmsba.org/workshops-events/summer-seminar/</u>

Phases I and II







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NORTHFIELD PUBLIC SCHOOLS School Board Minutes

May 22, 2023 District Office Boardroom

1. Call to Order

School Board Vice-Chair Corey Butler called the Regular meeting of the Northfield Board of Education of Independent School District No. 659 to order at 6:00 p.m. Present: Butler, Coleman, Goerwitz, Miller, Nelson and Quinnell. Absent: Gonzalez-George. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

- Agenda Approval/Table File On a motion by Quinnell, seconded by Goerwitz, the board unanimously approved the agenda.
- Public Comment There were no public comments.
- 4. Announcements and Recognitions
 - Dr. Deb Henton, Executive Director of Minnesota Association of School Administrators, congratulated Superintendent Dr. Hillmann for being the 2023 Minnesota Superintendent of the Year and presented him with a MASA ring and a check for \$1,000.00 to be used for a graduating senior scholarship.
 - Thank you to the NCEC staff for hosting their first annual carnival last week.
 - Thank you to the district's legislative action committee and MASA's advocacy and lobbying during the 2023 legislative session.
 - Greenvale Park held their spring choir and band concert last week and it was very well attended.
- 5. Items for Discussion and Reports
 - a. <u>Policy Committee Recommendation</u>. The policy committee recommended updates to the procedures for Policy 516 Student Medication. This will be an item for individual action at the next board meeting.
 - b. <u>School Handbook Transition</u>. As shared at the March 13, 2023 board meeting, the district is working with Neuger Communications to transition the traditional school handbook model to an online version intended to be more user-friendly and vertically organized by topic instead of by school site. In the past, the board approved school handbooks each year. Almost all of the existing school handbooks either align with already adopted board policy or communicate building-level operations. Administration is considering a recommendation for the board to **not** annually approve the modernized version of the handbooks. The board would only be asked to approve new items that are not governed by policy or operations. One example of something the board would be asked to approve are any additions or changes in fee structures. The board will be asked to authorize this change at the July 10, 2023 board meeting.
 - c. <u>Superintendent Operations and Strategic Plan Update</u>. The Northfield Teaching Fellows program is open to applicants who are Black, Indigenous, or People of Color (BIPOC) attending or planning to attend a Minnesota Professional Educator Licensing and Standards Board-approved (PELSB-approved) teacher preparation program. The district, in partnership with the Northfield Healthy Community Initiative, recently approved four applicants as part of its second round of funding. Congratulations to Xochitl Oaxaca, Ana Marquez Gatton, Ana Gallego, and Lupema Celis Castillo. Dr. Hillmann also provided an update on the Minnesota 2023 legislative session.

6. Committee Reports

a. Board member Coleman shared the Legislative Action Committee report.

7. Consent Agenda

On a motion by Nelson, seconded by Coleman, the board unanimously approved the consent agenda.

- a. <u>Minutes</u>
 - Minutes of the Regular School Board meeting held on May 8, 2023

b. Financial Report

<u>Financial Report - March 2023</u>. Director of Finance Mertesdorf requested the board approve paid bills totaling \$2,644,182.91, payroll checks totaling \$3,538,434.81, a wire transfer totaling \$550,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$700,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for March 2023. At the end of March 2023 total cash and investments amounted to \$18,343,855.60.

c. <u>Personnel Items</u>

i. <u>Appointments</u>

- Richelle Audiss, Summer Instructor or Swim Lead with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 6-\$16.25/hr.
- Anna Bae, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 6/5/2023-9/1/2023. Step 4-\$15.91/hr.
- 3. Andrew Bealles, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 6/5/2023-9/1/2023. Step 2-\$14.88/hr.
- 4. Nicholas Bornhauser, Summer Seasonal Grounds/Custodial Workers for 8 hours/day with the District, beginning 6/7/2023-8/20/2023.Yr. 3-\$18.00/hr.
- 5. Lukas Bruihler, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 6/5/2023-9/1/2023. Step 3-\$15.26/hr.
- 6. Kayla Christmas, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 6/5/2023-9/1/2023. Step 4-\$15.91/hr.
- 7. Anna Dols, Assistant Volleyball Coach at the High School, beginning 8/14/2023. \$4,570-subject to change upon the settlement of the 2023-25 NEA agreement.
- Danelly Duque, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 1-\$14.00/hr.
- 9. Joseph Grant, Summer Instructor/Swim Assistant with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 2-\$14.25/hr.
- 10. Mary Hotz Zenk, Summer Plus Teacher for up to 6 hours/day Mon.-Thurs. at BW/Middle School, beginning 6/28/2023-8/11/2023. Year 3-\$40/hr.
- Hannah Koester, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 1-\$14.00/hr.
- 12. Grace LaCanne, Summer Instructor/Swim Lead with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 2-\$15.25/hr.
- Alissa Lien, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 6/5/2023-9/1/2023. Step 4-\$15.91/hr.
- Amira Mallet, Summer Instructor or Swim Lead with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 4-\$15.75/hr.
- Elizabeth Potter, 1.0 FTE Administrative Support Assistant Class IV at Bridgewater, beginning 5/18/2023; Step 1 - \$21.97/hr.
- Jennifer Rauk, Summer Instructor/Swim Assistant with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 6-\$15.25/hr.
- Landon Shroyer, Building Supervisor with Community Ed Recreation, beginning 5/21/2023-5/31/2023.
 \$17.89/hr.
- Joshua Storm, 1.0 FTE Long Term Substitute Health/Physical Ed Teacher at the High School, beginning 8/22/2023-6/6/2024. MA30, Step 10
- 19. Lauren Wadzinski, 1.0 FTE EL English Teacher with the District, beginning 8/22/2023. MA, Step 8
- Lauren Weber, Summer Instructor/Swim Lead with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 4-\$15.75/hr.
- Calvin Weis, Summer Instructor/Swim Lead with Community Ed Recreation, beginning 5/13/2023-8/31/2023. Step 4-\$15.75/hr.
- 22. Claire Anderson, Grade 7 Volleyball Coach at the Middle School, beginning 8/21/2023. \$2,793 -subject to change upon the settlement of the 2023-25 NEA agreement.
- Chad Claybaugh, .60 FTE Special Ed Resource Room Teacher at the Middle School, beginning 8/24/2023. MA, Step 6

- 24. Charlotte Flory, Summer Instructor/Swim Lead with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 1-\$15.00/hr.
- 25. Makena Malecha, Summer Instructor/Swim Assistant with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 1-\$14.00/hr.
- ii. Increase/Decrease/Change in Assignment
 - 1. Jennifer Antoine, EA at the NCEC, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/12/2023-8/25/2023. Step 4-\$15.91/hr.
 - 2. Anna Bae, KidVentures Site Assistant at Spring Creek, add KidVentures Site Assistant for up to 40 hours/week at Greenvale Park, effective 5/22/2023-9/1/2023.
 - 3. Josie Beacom, KidVentures Site Assistant for 23.5 hours/week at Greenvale Park, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/12/2023-9/1/2023.
 - 4. Joseph Benson, Instructor Lead with Community Ed Recreation, add Summer Instructor Assistant with Community Ed Recreation, effective 5/31/2023-8/31/2023. Step 2-\$14.25/hr.
 - Tallie Berkvam-Peter, Teacher at Spring Creek, add 9th Grade Assistant Volleyball Coach at the High School, effective 8/14/2023. \$4062-subject to change upon the settlement of the 2023-25 NEA agreement.
 - 6. Amy Boecker, EA at the NCEC, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/12/2023-8/25/2023. Step 4-\$15.91/hr.
 - 7. Russel Boyington, KidVentures Site Assistant for 23.5 hours/week at Bridgewater, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/12/2023-9/1/2023.
 - 8. Amelia Brandt, KidVentures Site Assistant for 21 hours/week at Bridgewater, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/12/2023-9/1/2023.
 - 9. Katie Casson, .80 FTE German Teacher at the High School, add .10 FTE German Teacher at the High School, effective 8/24/2023-6/6/2024.
 - 10. Claire Edwards, KidVentures Site Assistant for 10 hours/week at Spring Creek, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/12/2023-9/1/2023.
 - 11. Aimee Gerdesmeier, KidVentures Site Leader for 35 hours/week at Spring Creek, change to KidVentures Site Leader for up to 40 hours/week at Spring Creek, effective 6/12/2023-9/1/2023.
 - 12. Elise Goodfellow, KidVentures Site Assistant for up to 15 hours/week at Greenvale Park, change to KidVentures Site Assistant Substitute on call as needed at Spring Creek, effective 6/12/2023-9/1/2023.
 - 13. Mariah Grisim, EarlyVentures Teacher and KidVentures Site Assistant for up to 40 hours/week at the NCEC and Bridgewater, change to KidVentures Site Assistant for up to 40 hours/week and EV Substitute on call as needed at Spring Creek and NCEC, effective 6/12/2023-9/1/2023.
 - 14. Kailyn Ims, KidVentures Site Assistant for up to 15 hours/week at Bridgewater, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/12/2023-9/1/2023.
 - 15. Tammy Iszler Johnson, Occupational Therapist at Bridgewater, add Summer TS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/14/2023-8/11/2023. Step 4-\$15.91/hr.
 - 16. John Kromschroeder, Head Custodian at the Middle School, building stipend \$5,000/yr., change building stipend to \$8,500/yr., effective 5/9/2023.
 - 17. Grace LaCanne, Instructor Lead with Community Ed Recreation, add Summer Instructor Assistant with Community Ed Recreation, effective 5/31/2023-8/31/2023. Step 2-\$14.25/hr.
 - 18. Briana Lanham, KidVentures Site Assistant for 28.5 hours/week at Spring Creek, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/12/2023-9/1/2023.
 - 19. Quinn Line, KidVentures Site Assistant for 8.5 hours/week at Spring Creek, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/12/2023-9/1/2023.
 - 20. Tonya Merritt, KidVentures Site Leader for 35 hours/week at Bridgewater, change to KidVentures Site Leader for up to 40 hours/week at Spring Creek, effective 6/12/2023-9/1/2023.
 - 21. Lacey Neuman Bissonnette, KidVentures Site Leader for 35 hours/week at Greenvale Park, change to KidVentures Site Leader Substitute on call as needed at Spring Creek, effective 6/12/2023-8/18/2023.
 - 22. Lacey Neuman Bissonnette, KidVentures Site Leader at Greenvale Park, add Summer TS Club Leader for up to 3 hours/day Mon.-Thurs. at Bridgewater, effective 6/14/2023-8/11/2023. \$23.65/hr.
 - Julia Peterson, KidVentures Site Assistant for up to 17.5 hours/week at Greenvale Park, change to KidVentures Site Assistant Substitute on call as needed for up to 40 hrs/week at Spring Creek, effective 6/12/2023-7/7/2023.
 - 24. Justin Raabolle, Master Electrician with the District, change to Director of Buildings and Grounds with the District, effective 5/23/2023. \$116,624/year prorated until June 30.
 - 25. Nicole Rasmussen, EarlyVentures and KidVentures Site Assistant for up to 10 hours/week at Bridgewater, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/12/2023-9/1/2023.
 - 26. Jennifer Rauk, Instructor Assistant with Community Ed Recreation, add Summer Instructor Lead with Community Ed Recreation, effective 5/31/2023-8/31/2023. Step 6-\$16.25/hr.

- 27. Ian Rhoades, .80 FTE English Teacher at the High School, add .10 additional FTE English at the High School, effective 8/24/2023-6/6/2024.
- 28. Chris Rosas Bermudez, Community School Club Leader at Bridgewater, add Summer TS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/14/2023-8/11/2023. Step 1-\$14.50/hr.
- 29. Suzy Running, KidVentures Site Assistant for 15 hours/week at Spring Creek, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/12/2023-9/1/2023.
- 30. Natasha Smith, Community School Club Leader at Bridgewater, add Summer TS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/14/2023-8/11/2023. Step 1-\$14.50/hr.
- 31. Remy Soulak, EarlyVentures Teacher for up to 30 hours/week at the NCEC, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/12/2023-9/1/2023.
- 32. Grace Swanson, Community School Site Assistant at Greenvale Park, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/12/2023-8/25/2023.
- 33. ReNae Trebelhorn, Special Ed Teacher at the High School, change to Special Ed Teacher at the Middle School, effective 8/24/2023.
- 34. Cydney Ulvestad, EA at Greenvale Park, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/12/2023-8/25/2023.
- 35. Carly Amys-Roe, General Ed EA for 7.0 hours/day at Bridgewater, change to Special Ed EA PCA for 6.5 hours/day at Bridgewater, effective 8/28/2023.
- 36. Ritva Barsness, Child Nutrition Manager 1 for 8 hours/day at Greenvale Park, extending end date to 6/9/2023, effective 5/17/2023.
- Adriana Bermudez Araujo, General Ed EA for 7.80 hours/day at the NCEC, change to Special Ed EA PCA for 5.60 hours/day at the NCEC, effective 8/28/2023.
- Amy Boecker, Special Ed EA PCA for 6.40 hours/day at the NCEC, change to Special Ed EA PCA for 6.30 hours/day at the NCEC, effective 8/28/2023.
- Russel Boyington, General Ed EA for 2.50 hours/day at Greenvale Park for the 2022-2023 school year only, change to General Ed EA for 2.50 hours/day at Greenvale Park for the 2023-2024 school year only, effective 8/28/2023.
- 40. Diana Camargo, Special Ed EA PCA for 6.30 hours/day at the NCEC, change to Special Ed EA PCA for 7.0 hours/day at the NCEC, effective 8/28/2023.
- 41. Lynnsey Carlsen, Special Ed EA PCA for 6.0 hours/day at Bridgewater, change to Special Ed EA PCA for 6.75 hours/day at Bridgewater, effective 8/28/2023.
- 42. Matt Detjen, 1.0 Assistant Girls Swim Coach at the High School, change to .80 Assistant Girls Swim Coach at the High School, effective 8/14/2023.
- 43. Ashley Douglas, Special Ed EA PCA for 5.0 hours/day and Gen Ed EA for 2.0 hours/day at Bridgewater, change to Special Ed EA PCA for 6.75 hours/day at Bridgewater, effective 8/28/2023.
- 44. Claire Edwards, Special Ed EA PCA for 6 hours/day at Spring Creek, change to General Ed EA for .25 hours/day and Special Ed EA PCA for 6.75 hours/day at Spring Creek, effective 8/28/2023.
- Charlotte Flory, Instructor Lead with Community Ed Recreation, add Summer Lifeguard at Step 2-\$14.25/hr. and Instructor Assistant at Step 1-\$14.00/hr. with Community Ed Recreation, effective 5/31/2023-8/31/2023.
- 46. Emma Freedman, Community School Coordinator at Bridgewater, extend end date to 6/1/2023.
- 47. Anna Hersberger, Media EA for 5.5 hours/day at Greenvale Park, change to Media EA for 5.4 hours/day at Greenvale Park, effective 8/28/2023.
- 48. Monica Irwin, General Ed EA for 2.0 hours/day and Special Ed EA PCA for 2 hours/day at Greenvale Park, change to General Ed EA for .50 hours/day and Special Ed EA PCA for 6.75 hours/day at Greenvale Park, effective 8/28/2023.
- 49. Beth Kuyper, Special Ed EA PCA at the High School, change to Special Ed EA PCA at the Middle School, effective 8/28/2023.
- 50. Lisa Laine, General Ed EA for 2.50 hours/day and Special Ed EA PCA for 4.75 hours/day at Greenvale Park, change to General Ed EA for 1.50 hours/day and Special Ed EA PCA for 5.75 hours/day at Greenvale Park, effective 8/28/2023.
- 51. Sarah Marohl, General Ed EA for 2.50 hours/day and Special Ed EA PCA for 2 hours/day at Greenvale Park, change to General Ed EA for 1 hour/day and Special Ed EA PCA for 1 hour/day at Greenvale Park, effective 8/28/2023.
- Beth McClune, Special Ed EA PCA for 7.0 hours/day at the Middle School, change to Special Ed EA PCA for 6.75 hours/day at the Middle School, effective 8/28/2023.
- 53. Joanna McLees, EA PCA at the NCEC, change to .30 FTE Early Childhood Special Ed Teacher at the NCEC, effective 8/24/2023.
- 54. Michelle Oaxaca, General Ed EA for 1.25 hours/day and Special Ed EA PCA for .50 hours/day at Greenvale Park, change to General Ed EA for 1.25 hours/day at Greenvale Park, effective 8/28/2023.
- 55. Danielle Olson, Social Worker at Bridgewater, add Early Ventures Teacher for 24 hrs/week at the NCEC, effective 6/12/2023-8/25/2023. Step 6
- 56. Kellie O'Meara, Instructor Assistant with Community Recreation, add Summer Instructor Lead with Community Ed Recreation, effective 5/31/2023-8/31/2023. Step 1-\$15.00/hr.
- 57. Andrea Redder, EA PCA at the NCEC, add Early Childhood Teacher for 9 hours/week at the NCEC, effective 8/24/2023 pending obtaining MN Licensure.
- 58. Andrea Redder, Special Ed EA PCA for 3.30 hours/day and General Ed EA for .85 hours/day at the NCEC, change to Special Ed EA PCA for 4.90 hours/day at the NCEC, effective 8/28/2023.
- 59. Sara Redetzke, Special Ed EA PCA for 6.0 hours/day at the Middle School, change to Special Ed EA PCA for 6.75 hours/day at the Middle School, effective 8/28/2023.
- 60. Elga Reyes de Broughton, Special Ed EA PCA for 6.75 hours/day and General Ed EA for .25 hours/day at Spring Creek, change to Special Ed EA PCA for 6.50 hours/day and General Ed EA for .25 hours/day at Spring Creek, effective 8/28/2023.
- 61. Claudia Rodriguez, EL EA for at the Middle/High School, change to EL EA for 6.50 at the High School, effective 8/28/2023.
- 62. Jessica Rushton, Special Ed EA PCA for 6.75 hours/day with Portage, change to Special Ed EA PCA for 6.75 hours/day and General Ed EA for .25 hours/day at Spring Creek, effective 8/28/2023.
- 63. Mackenzie Schewe, EarlyVentures Teacher and KidVentures Substitute as needed, change to EarlyVentures Teacher for up to 40 hours/week at the NCEC, effective 6/12/2023-9/1/2023.
- 64. Sandra Soto-Perez, CNAIII for 7 hours/day at Greenvale Park, extending end date to 6/9/2023 effective 5/17/2023.
- 65. Donna Torgeson, Special Ed EA PCA at the Middle School, change to Special Ed EA PCA at the High School, effective 8/28/2023.
- 66. Karrie VanZuilen, Special Ed EA PCA for 2.40 hours/day at the NCEC, change to Special Ed EA PCA for 2.10 hours/day at the NCEC, effective 8/28/2023.
- 67. Elizabeth Winter, General Ed EA for 5.50 hours/day and Special Ed EA PCA for 1 hour/day at Greenvale Park, change to General Ed EA for 3.50 hours/day and Special Ed EA PCA for 3 hours/day at Greenvale Park, effective 8/28/2023.
- 68. Lynn Ziegler, Special Ed EA PCA for 6.75 hours/day at Bridgewater, add General Ed EA for .50 hours/day at Bridgewater, effective 8/28/2023.
- iii. <u>Leave of Absence</u>
 - 1. Michelle Bendett, Teacher at the Middle School, FMLA beginning 5/24/2023 through the end of the 2022-2023 school year.
 - 2. Christine Howard, Teacher at Spring Creek, FMLA beginning 5/16/2023 and continue on an intermittent basis for up to 60 work days.
 - 3. Kari Winter, Teacher at the NCEC, FMLA beginning 6/5/2023 through the end of the 2022-2023 school year.
- iv. <u>Retirements/Resignations/Terminations</u>
 - 1. Kristin Basinger, EA at the Middle School, retirement effective 8/25/2023.
 - 2. Anna Kelly, Media Center EA at the High School, resignation effective 5/17/2023. Will continue in the teaching position.
 - 3. Emyla Lewis, Community School Club Leader at Greenvale Park, resignation effective 5/24/2023.
 - 4. Andrea Serrano Garcia, Community School Site Assistant at Greenvale Park, resignation effective 5/8/2023.
 - 5. Karleen Sherman, Special Ed Teacher at Spring Creek, resignation effective at the end of the 2022-2023 school year.
- v. <u>Other Personnel Related Item</u>
 - 1. Dorothy Cohan, Pay differential for added administrative responsibilities for Buildings and Grounds. A one time pay differential of \$1,419.00, May 8 May 22, 2023.
- 8. Items for Individual Action
 - a. <u>iPad Lease Agreement</u>. On a motion by Coleman, seconded by Goerwitz, the board unanimously approved the iPad lease agreement as presented by Director of Technology Nate Knutson and Director of Finance Val Mertesdorf.
 - b. <u>Girls Swim & Dive Cooperative Sponsorship with Arcadia Charter School</u>. On a motion by Miller, seconded by Goerwitz, the board unanimously approved a non-exclusive cooperative sponsorship of Girls Swim & Dive with Arcadia Charter School beginning with the 2023-24 school year.

- c. <u>Dissolution of the Boys Cooperative Sponsorship with Randolph Public Schools</u>. On a motion by Nelson, seconded by Quinnell, the board unanimously approved the dissolution of the boys hockey cooperative sponsorship with Randolph Public Schools beginning with the 2023-24 school year.
- d. <u>Policy Committee Recommendations</u>. On a motion by Miller, seconded by Coleman, the board unanimously approved updates to policies 206, 211, 212 and 214. Policy 810, which had previously been scheduled for individual action, was not considered for approval at this meeting.
- e. <u>FY24 Activity Fee Rates</u>. On a motion by Miller, seconded by Nelson, the board unanimously approved the FY24 activity fee rates.
- f. <u>Proposed 2023-24 Budgets All Funds</u>. The 2023-24 individual budget funds have been presented and reviewed in detail at school board meetings over the past few months. A summary of revenue and expenditure amounts are listed below. On a motion by Goerwitz, seconded by Miller, the board unanimously approved the 2023-24 budgets as presented for all funds.

Fund	Revenues	Expenditures
General Fund	\$60,947,563	\$59,739,622
Child Nutrition	\$ 2,407,584	\$ 2,645,006
Community Education	\$ 3,333,364	\$ 3,463,457
Debt Service	\$ 6,301,210	\$ 5,912,409
Internal Service	\$11,396,574	\$11,094,171

9. Items for Information

a. <u>Enrollment Report</u>. Superintendent Hillmann reviewed the May 2023 enrollment report.

10. Future Meetings

- a. Monday, June 12, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, July 10, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, August 14, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

11. Adjournment

On a motion by Quinnell, seconded by Coleman, the board unanimously approved to adjourn at 6:53 p.m.

Amy Goerwitz School Board Clerk

RESOLUTION ACCEPTING DONATIONS

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

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

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

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

THEREFORE, BE IT RESOLVED, that the School Board of Northfield Public Schools, ISD 659, gratefully accepts the following donations as identified on the attached document dated June 12, 2023.

The vote on adoption of the Resolution was as follows: Aye: Nay: Absent:

Whereupon, said Resolution was declared duly adopted.

By: Claudia Gonzalez-George, Chair

By: Amy Goerwitz, Clerk

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Northfield Public Schools 2023-2024 **School Calendar**

Su 2 9 16 23 30	M 3 10	Tu 4	W	Th	F	Sa			Su	М	Tu	w	Th	F	Sa	1	No School, New Years Day	
9 16 23		4				1												
9 16 23		4				1				1	2	3	4	5	6	2	School Resumes	
16 23	10	4	5	6	7	8	4	Independence Day	7	8	9	10	11	12	13	15	No School, Dr Martin Luther King Jr Da	
23		11	12	13	14	15			14	15	16	17	18	19	20	19	End of Second Quarter	
	17	18	19	20	21	22			21	22	23	24	25	26	27	22-23	No School, Teacher Preparation	
30	24	25	26	27	28	29			28	29	30	31				24	Beginning of Third Quarter	
	31																	
		Au	gust 2	023			Augu	st			Feb	ruary	2024			Febru	lary	
Su	М	Tu	W	Th	F	Sa			Su	М	Tu	W	Th	F	Sa			
		1	2	3	4	5	24		4	-	-	-	1	2	3			
6 13	7	8 15	9 16	10 17	11 18	12 19	21 22-23	New SpEd/Elem Inservice New teacher Inservice	4	5 12	6 13	7 14	8 15	9 16	10 17			
20	21	22	23	24	25	26	24-29	Staff Development Days	18	12	20	21	22	23	24	19	No School; Staff Development Da	
20	28	29	30	31	23	20	30-31	Family Conferences	25	26	20	28	22	23	24	13	President's Day	
21	20	29		- 91			30-31	Failing Conferences	25	20	21	20	29				Flesident's Day	
		Sent	ember	2023			Septe	mber		March 2024						March		
Su	М	Tu	W	Th	F	Sa	00010		Su	М	Tu	W	Th	F	Sa		•	
•••					1	2	1	Teacher Preparation Day						1	2			
3	4	5	6	7	8	9	4	Labor Day	3	4	5	6	7	8	9			
10	11	12	13	14	15	16	5	First Day of School	10	11	12	13	14	15	16			
17	18	19	20	21	22	23		Beginning of First Quarter	17	18	19	20	21	22	23	22	End of Third Quarter	
24	25	26	27	28	29	30		0	24	25	26	27	28	29	30	25-29	No School; Spring Break	
									31									
		Oct	ober 2	2023			Octob	per			A	oril 20	24			April		
Su	М	Tu	W	Th	F	Sa			Su	М	Tu	W	Th	F	Sa			
1	2	3	4	5	6	7				1	2	3	4	5	6	1	No School; Teacher Preparation	
8	9	10	11	12	13	14			7	8	9	10	11	12	13	2	School Resumes;	
15	16	17	18	19	20	21	19-20	No School; Fall Break (MEA)	14	15	16	17	18	19	20		Beginning of Fourth Quarter	
22	23	24	25	26	27	28			21	22	23	24	25	26	27			
29	30	31							28	29	30							
		Nove	ember	2023		· · · · · ·	Nover	nber			м	ay 20	24			May		
Su	М	Tu	W	Th	F	Sa			Su	М	Tu	w	Th	F	Sa			
			1	2	3	4	3	End of First Quarter				1	2	3	4			
5	6	7	8	9	10	11	6	No School; Teacher Preparation Day	5	6	7	8	9	10	11			
12	13	14	15	16	17	18	7	Beginning of Second Quarter	12	13	14	15	16	17	18			
19	20	21	22	23	24	25	22-24	No School, Thanksgiving Break	19	20	21	22	23	24	25	24	No School; Teacher Preparation I	
26	27	28	29	30					26	27	28	29	30	31		27	No School, Memorial Day	
		Dece	ember	2023			Decer	nber			Ju	ıne 20	24			June		
Su	М	Tu	W	Th	F	Sa			Su	М	Tu	W	Th	F	Sa			
					1	2									1	6	Last Day of School (2-hr early dismi	
3	4	5	6	7	8	9			2	3	4	5	6	7	8		End of fourth quarter	
10	11	12	13	14	15	16			9	10	11	12	13	14	15	9	Graduation	
	18	19	20	21	22	23		No School; Teacher Preparation Day	16	17	18	19	20	21	22	19	Juneteenth	
17	25	26	27	28	29	30	Dec 25	-Jan 1 No School; Winter Break	23	24	25	26	27	28	29			
24			1						30			l						
24					-													
24 31	ol Cance	ellation	Procee	dures:	-		-		Stude		iys: 2 days			Sumr	-	contact		

will be implemented. The latest district e-Learning day guidelines can be found online at: https://northfieldschools.org/parents/school-closings/

Holidays, No School

No School

Holidays

Kickoff Family Conferences

Term 2: 43 days Term 3: 42 days Term 4: 46 days TOTAL: 173 days

173 student contact days 14 non-student contact days

TOTAL: 187 contract days

85 days - first semester; 88 days - second semester

No School, Teacher Preparation or Staff Development Days



Northfield Public Schools Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Kristi Kortuem
School and Program: Northfield High School
Date of Requested Trip: Friday, September 29 - Sunday, With Million
1. What group is taking this trip? 2023 Oct 1
NHS Girls Swim Dive
2. Estimated # of Students: 50-60 # Adult Supervisors: 4 (Coaches)
3. Destination: Ames, Iowa
4. Date/Time of Departure: Fri Sept 29 - By Noon
5. Date/Time of Return: Sun Million TBD By Noon
6. State purpose and/or educational value of trip (attach information to form if needed).
Ames Invite

7. Name the manner of travel and the carrier.

Bus, Northfield Lines

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

Americ. Inn 2507 SE 16th St Ames, IA 50010

9. List of coach, parent or guardian contact info.(Attach)

Kristi Kortuem	Brian Porter Co-Head Coach
612-964-8586	612 - 327 - 2460

10. List participants (reminder to have participants complete parent/guardian permission
form if applicable). (Attach)FullTeamRosterFor the fall202:

Season

Indicate who will be in charge of supervising the trip (roles and responsibilities). 11. Kortuem & Brian Porter - Head Coaches Kristi We will supervise athletes on the bus ride, at the meet, at the hotel & during team events. Full supervision State the safety precautions and procedures for emergencies while on the trip. expected, 12. during entire We will bring all emergency documents that we have as coaches Female coaches will complete trip other room checks for lights out & safety each evening. than sleep. hours. Give budget costs, how the trip will be funded and estimated cost per student. 11. with team fundraising Bus, # Hotel 17 rooms = TOTAL \$4800 + \$4250 = \$9050 that we have done? \$4800 + will do before the List any proposed precautions, special needs, special concerns, student concerns, - $t_{U}be$ 12. if applicable. None at this time between \$100 -\$105 athlet Athletis will Signature of Staff Member Responsible: VIST 17 also need money for Date field trip request was submitted to Principal: 6/1/2023 evening team meals 6/7/23 Principal/Administrator Signature and Date Not Approved: Approved: Superintendent Signature and Date: __ Approved: Not Approved: _____ School Board Review Date: ____ Not Approved: Approved:



Northfield Public Schools Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Blake Kane, 507-261-5870
School and Program: Northfield High School Girls Soccer
Date of Requested Trip: Friday, August 18 - Sunday, August 20
1. What group is taking this trip? NHS Girls Soccer (varsity & JV teams)
2. Estimated # of Students: 36 # Adult Supervisors: 8
3. Destination: Duluth, MN
4. Date/Time of Departure: Friday, August 18 @ 8:00 am
5. Date/Time of Return: Sunday, August 20 @ 12:00 pm

6. State purpose and/or educational value of trip (attach information to form if needed). Both the varsity and junior varsity girls soccer teams will be participating in the Duluth East HS pre-season jamboree on 8/19. This is a series of scrimmages designed to prepare us for the upcoming season. We will also be holding a training session on 8/18 as well as a number of

team building activities throughout the weekend.

7. Name the manner of travel and the carrier.

Northfield Lines, Inc - coach bus (Stephen Cade / district employee & licensed coach bus driver will be driving)

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

Barker's Island Inn 300 Marina Drive Superior, WI 54880 (715) 392-7152

9. List of coach, parent or guardian contact info.(Attach)

Blake Kane - coach: (507) 261-5870 Elle Kingsley - coach: (507) 581-2806 Halea Picha - coach: (507) 475-0896 Cristian Fuentes - coach: (612) 806-6884 Jordie Detlie - coach: (507) 304-5642

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

The list of participants will not be determined until the season has commenced and tryouts are held. A full list of of student athletes attending will be made available to the NHS Activities Office at least 24 hours prior to departing.

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

Blake Kane - coach/chaperone, Elle Kingsley - coach/chaperone, Halea Picha - coach/ chaperone, Cristian Fuentes - coach/chaperone, Jordie Detlie - coach/chaperone, Pasha Quaas - chaperone, Tina Freyberg - chaperone, Janine Rosenhamer - chaperone

State the safety precautions and procedures for emergencies while on the trip. 12. NHS students will be supervised continuously throughout the entire duration of the trip. We will follow our emergency action plan if there is an incident during competition. Outside of that, we have a ratio of approx. 4:1 for chaperones to students. Each chaperone will have a working cell phone in their possession at all times. We will conduct nightly "lights out" checks at the hotel where only female chaperones will be asked to manage this.

11. Give budget costs, how the trip will be funded and estimated cost per student. Cost for the entire trip including transportation, lodging, food and event entry is \$9,500. This will be funded through fundraising efforts and a \$150 per student fee. Students who cannot afford this amount will be covered with no one excluded due to economic circumstances.

12. List any proposed precautions, special needs, special concerns, student concerns, if applicable.

None so far.

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date:

6/2/23

Approved:

Not Approved:

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date:

Approved: _____ Not Approved: _____



Northfield Public Schools Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Flizabeth Larson School and Program: NHS Varsity Volleyball Date of Requested Trip: 9/8 - 9/9, 2023 1. What group is taking this trip? Varsity Tram & Coaching Staff 2. Estimated # of Students: 12 # Adult Supervisors: 5 3. Destination: Marshall, MN 4. Date/Time of Departure: Sept. 8, 2023 10:00 am 5. Date/Time of Return: Sept. 9, 2023 at conclusion of event 6. State purpose and/or educational value of trip (attach information to form if needed). SWMS Thirty

7. Name the manner of travel and the carrier.

BUS

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

AmericInn, Marshall, MN 507,218-2940

9. List of coach, parent or guardian contact info. (Attach) Elizabeth Lakon 6/2-865-7457 10. List participants (reminder to have participants complete parent/guardian permission form if applicable). (Attach)

Varsity Volleyball Koster

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

Elizabeth Lakson

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

Transport, Lodging, on court, food

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

bus, TBD, entrance fee T Indallage food TBD

12. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

None at this time ********** Signature of Staff Member Responsible: Date field trip request was submitted to Principal 5/26/23 6/2/23 Principal/Administrator Signature and Date: Approved: Not Approved: ********* Superintendent Signature and Date: ____ Approved: _____ Not Approved: _____ School Board Review Date: Approved: _____ Not Approved: _____ .

Procedures to Policy 516 - STUDENT MEDICATION

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's licensed prescriber and the parent/guardian. Anoral request must be reduced to writing within two school days for non-regulated and /or Over the Counter (OTC) medications, provided that the district relies on written or oral permission from parent/guardian to dispense medication until a written request is received from the provider. Regulated medications will be given only with a completed signed request.
- B. A "School Medication Physician Order and Parent Authorization" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statute section 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
- D. In the elementary schools, parents/guardians are to bring prescription and non-prescription medication to the health office and not send it with their child. In the middle school, high school and Area Learning Center, students or their parents/guardians shall bring the medication to the nurse's office. Non-prescription medication should be in a container with the name of the student on it. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left in the health office. Controlled substances cannot be carried by a student and must be brought in by an adult. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part M.5. below), OTC medication at the secondary level according to Minnesota Statute 121A.222, (See Part M.5 below) and medications administered as noted in a written agreement between the district and the parent/guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent/guardian or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication. If needed, training will be provided to staff in safe administration of medication, conditions under which medication should be administered and appropriate response to medication reactions.
- I. Medications will be stored in a locked secure facility. Health records will be stored and maintained in compliance with data privacy laws.
- J. Field trips: Teacher or Educational Assistant assigned to student may dispense medication as instructed by school nurse.
- K. Parents/guardians will pick up their student's unused medication. Disposal of discontinued/unused/expired medications will be witnessed and documented and the school police liaison officer will dispose of these medications.
- L. Complementary and alternative medications require the same authorization as other prescription medications, i.e. completed signed request from the student's licensed prescriber and the parent/guardian.
- M. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party if appropriately contracted by the school district under Minnesota Statute 121A.21. District administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the board, such guidelines and procedures shall be an addendum to this policy.
- N. If the administration of a drug or medication described in this section requires the district to store the drug or medication, the parent/guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent/guardian is required to retrieve the drug or controlled substance when requested by the school.
- O. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization,

tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine.

- 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
- 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
- 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy.
- 5. OTC medications or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. The district has received a written authorization from the pupil's parent/guardian permitting the student to self-administer the medication.
 - b. The medication is properly labeled for that student.
 - c. The parent/guardian has not requested school personnel to administer the medication to the student.

The parent/guardian must submit written authorization for the student to self-administer the medication each school year. The school nurse must assess the student's knowledge and skills to safely possess and use the medication in a school setting and enter into the student's school health record a "contract" for the safe possession and use of medication.

- 6. Medications that are not governed by this policy include medications that are used:
 - a. Off school grounds.
 - b. In connection with athletics or extracurricular activities.
 - c. In connection with activities that occur before or after the regular school day.
- 7. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent/guardian, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan (IHP) for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. Possess epinephrine auto-injectors.
 - b. If the parent/guardian and prescribing medical professional determine the student is unable to possess the epinephrine and requires immediate access to epinephrine auto-injectors that the

parent/guardian provides, properly labeled, to the school for the pupil as needed.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's 504 plan.

- 8. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the district has received written authorization from the student's parent/guardian permitting the student to self-administer the medication. The parent/guardian must submit written authorization for the student to self-administer the medication each school year. The district may revoke a student's privilege to possess and use nonprescription pain relievers if the district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Nonprescription OTC ibuprofen and acetaminophen pain relievers may be supplied and dispensed to a secondary student in a manner consistent with the labeling if the school nurse deems it necessary and the district has written authorization from the student's parent/guardian permitting the student to self-administer the medication. Except as stated in this paragraph, only prescription medications are governed by this policy.
- 9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
- P. Schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

Q. "Parent/Guardian" for student 18 years old or older is the student.

- R. Procedure regarding unclaimed drugs or medications.
 - 1. The district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent/guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the district.
 - 2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statute section 152.01, subdivision 4, or is an OTC medication, the district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the district.
 - 3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statute section 152.01, subdivision 4, the district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency''s procedure for transporting drugs.

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