

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, August 28, 2023 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom

[Zoom Link](#)

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Middle School Continuous Improvement Plan
 - b. High School Activities Continuous Improvement Plan
 - c. Superintendent's Areas of Focus 2023-2024
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Personnel Items
7. Items for Individual Action
 - a. Sharing Our Roots Contract
 - b. LMR Media Contract
 - c. Grant Writer
 - d. Proposed Seven Period Day at Northfield Middle School
 - e. Proposed 2023-2025 Agreement with the Northfield Education Association (NEA)
 - f. Approval of Policy 448
 - g. Co-Curricular Adds
 - h. Resolution Reinstating a School Board Member After a Temporary Vacancy Caused by Illness or Prolonged Absence
8. Items for Information
9. Future Meetings
 - a. Monday, September 11, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, September 25, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, October 9, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, August 28, 2023 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom
[Zoom Link](#)

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, August 28, 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. Middle School Continuous Improvement Plan. Middle School Principal Greg Gelineau will present to the board the continuous school improvement plan for Northfield Middle School. The presentation will include a progress report on the goals set for the 2022-2023 school year as well as new goals set for the 2023-2024 school year.
 - b. High School Activities Department Continuous Improvement Plan. Activities Director John Mahal will present to the board the continuous school improvement plan for the activities department. The presentation will include a progress report on the goals set for the 2022-2023 school year as well as new goals set for the 2023-2024 school year.
 - c. Superintendent's Areas of Focus 2023-2024. Dr. Hillmann will share a draft of his focus areas for the 2023-24 school year. This will be an item for individual action at the next school board meeting.
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 August 14, 2023.
 - b. Gift Agreements. Gift agreements to be approved are attached.
 - c. Personnel Items
 - i. Appointments
 1. Robyn Dietz, Gen Ed EA Floating Media Center EA for 6 hours/day with the District, beginning 8/28/2023. Step 2-\$17.03/hr.
 2. Ana Gallego, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, beginning 8/29/2023. Step 2-\$17.03/hr. + \$2,500 PCA Stipend.
 3. Alexis Groves, 1.0 FTE Custodian at the High School, beginning 9/5/2023. Step 5-\$21.45/hr.
 4. Merri-Elisabeth Kmoch, KidVentures Site Assistant for up to 15 hours/week at Bridgewater, beginning 8/24/2023. \$14.90/hr.
 5. Morgan Kylo, Licensed Building Nurse for 7 hours/day at Greenvale Park, beginning 8/28/2023. BSN/RN, Step 3-\$37.98/hr.
 6. Karen Lane, 1.0 FTE Long Term Substitute Grade 6 Teacher at the Middle School, beginning 8/28/2023-11/7/2023. MA20, Step 10
 7. Melvin Miller, Building Supervisor as needed with Community Education, beginning 9/1/2023-5/31/2024. \$18.39/hr.
 8. Kevin O'Brien, Building Supervisor for 1 hour/week with Community Education, beginning 9/6/2023-5/31/2024. \$18.39/hr.
 9. Christina Smith-Lee, Special Ed EA PCA for 3.375 hours/day at the High School, beginning 9/6/2023. Step 4-\$18.05/hr. + pro-rated Stipend.

10. Christina Smith-Lee, Junior Class/Prom Advisor at the High School, beginning 8/23/2023. \$2,224 stipend - Subject to change upon settlement of the 2023-25 NEA agreement.
11. Brenton Sykes, KidVentures Site Assistant for up to 15 hours/week at Spring Creek, beginning 8/28/2023. Step 1-\$14.90/hr.
12. Ella Whitten, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, beginning 8/28/2023. Step 4-\$18.05/hr. + \$2,500 PCA Stipend.
- ii. Increase/Decrease/Change in Assignment
 1. Russel Boyington, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to up to 10.5 hours/week at Greenvale Park, effective 8/28/2023.
 2. Connor Fitzloff, Spec Ed EA PCA at Bridgewater, add Spec Ed EA Extracurricular/Nonacademic support with the District, effective 8/24/2023-6/6/2024.
 3. Melvin Miller, Building Supervisor with Community Ed Recreation, add Site Supervisor/Scheduler with Community Ed Recreation, effective 9/1/2023-5/31/2024. Step 6 - \$16.25/hr.
 4. Claudia Rodriguez, EL EA at the High School, add Yearbook Co-Advisor at the High School, effective 9/3/2023. \$1,615 stipend - Subject to change upon settlement of the 2023-25 NEA agreement.
 5. Karrie VanZuilen, Special Ed EA PCA for 2.10 hours/day at the NCEC, add Special Ed EA PCA On My Own for 2.75 hours/day on Wednesday at the NCEC, effective 9/5/2023-6/6/2024.
- iii. Leave of Absence
 1. Molly Ericksen, School Psychologist at Bridgewater, FMLA Leave of Absence beginning on 11/3/2003 and continuing on an intermittent basis for up to 60 work days.
 2. Arleene Gallardo, HR Generalist at the District Office, FMLA Leave of Absence beginning on 9/5/2023-approximately 10/17/2023.
 3. Jenelle Mullin, CNA III at the High School, FMLA Leave of Absence beginning on 9/5/2023-approximately 10/17/2023.
- iv. Retirements/Resignations/Terminations
 1. Innana Antley, EarlyVentures Teacher at the NCEC, resignation effective 8/15/2023.
 2. Karn Hasse, Gen Ed EA at Spring Creek, resignation effective 8/18/2023.
 3. Mitzi Holden, CN Manager I at Greenvale Park, resignation effective 9/5/2023.
 4. Mallory Nystuen, Special Ed EA/PCA at Spring Creek, resignation effective 8/21/2023.
 5. Michelle Oaxaca, General Ed EA, and Special Ed EA/PCA at Greenvale Park, resignation effective 8/18/2023.
- v. District Administration is Recommending the Approval of the Following Rates of Pay
 1. After conducting a market rate analysis regarding the hourly wage for driver education instructors, Administration is recommending to adjust the Community Education driver education instructors hourly rate of pay from \$29.75/hour for classroom instruction and \$25.75/hour for behind the wheel instruction to \$30/hour for both classroom and behind the wheel instruction. This change would be effective July 1, 2023.
 2. After conducting a market rate analysis regarding the hourly wage for early childhood screeners, Administration is recommending to adjust the Community Education early childhood screeners hourly rate of pay from \$22.00/hour to \$23.00/hour. This change would be effective July 1, 2023.
- vi. Superintendent Contract Provisions for the 2023-2024 Contract Year
Enclosed is a memorandum from School Board Chair Gonzalez-George. The memorandum includes a recommendation that Dr. Hillmann receives a 2.94% salary increase, an increase to the district's contribution towards health insurance premiums that matches the increase in the NEA agreement, and a \$2,200 increase to 403(b) matching plan for the 2023-24 contract year. This modest increase aims to value both Dr. Hillmann's incredible leadership in our district while maintaining a financially sustainable budget.

*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. Sharing Our Roots Contract. The board is asked to approve the contract with Sharing Our Roots as presented at the August 14, 2023 school board meeting. The basis of the contract is to formalize both parties' commitments to further the project and reduce questions about commitments from either party.

Superintendent's Recommendation: Motion to approve the contract with Sharing Our Roots as presented at the August 14, 2023 school board meeting.

- b. LMR Media Contract. The board is asked to approve the LMR Media contract as presented at the August 14, 2023 school board meeting. LMR Media will help the district identify and price advertising opportunities on behalf of the district, create business to business agreements for the district, and be an advocate for the district booster clubs sponsorship levels.

Superintendent's Recommendation: Motion to approve the LMR Media contract as presented at the August 14, 2023 school board meeting.

- c. Grant Writer. The board is asked to authorize administration to negotiate a contract with Northfield Healthy Community Initiative (HCI) for no more than \$45,000 per year for grant writing services. This payment represents roughly half of the cost of HCI hiring a second full-time grant writer. The board will be asked to formally approve the contract at a future board meeting.

Superintendent's Recommendation: Motion to authorize administration to negotiate a contract with Northfield Healthy Community Initiative (HCI) for no more than \$45,000 for grant writing services.

- d. Proposed Seven Period Day at Northfield Middle School. The board is asked to approve the proposal to maintain the middle school's seven period day beyond 2023-24 as presented at the August 14, 2023 school board meeting. Administration is proposing to maintain the middle school's seven period day beyond 2023-24 while still making the 2.0 FTE budget reduction target set in the 2023-24 priority based budget reduction plan.

Superintendent's Recommendation: Motion to approve the proposal to maintain the middle school's seven period day beyond 2023-24 as presented at the August 14, 2023 school board meeting.

- e. Proposed 2023-2025 Agreement with the Northfield Education Association (NEA). The district has reached a tentative agreement with the Northfield Education Association for a two-year agreement covering July 1, 2023 through June 30, 2025. The contract includes a six percent base salary increase in 2023-24 and a three percent base salary increase in 2024-25. It includes a five percent increase to the district's health insurance contribution in each year of the agreement. The NEA membership is expected to vote on ratification by August 31, 2023.

Superintendent's Recommendation: Motion to approve the 2023-2025 Agreement with the Northfield Education Association as negotiated.

- f. Approval of Policy 448. The tentative agreement reached with the Northfield Education Association covering July 1, 2023 through June 30, 2025 includes the adoption of Policy 448 District Paid Maternity Leave. The board is asked to approve this new district policy. Policy 448 will be implemented only if the NEA approves the two-year agreement covering July 1, 2023 through June 30, 2025 as proposed.

Superintendent's Recommendation: Motion to approve Policy 448 District Paid Maternity Leave as negotiated, going into effect upon the ratification of the 2023-2025 agreement by the NEA membership.

- g. Co-Curricular Adds. District administration is requesting authorization to hire an assistant director for the fall play to ensure continuity of leadership into the future. This is a one time request and the cost is covered by the general fund savings from not having a musical for two years. (The alternating annual sequence of a musical and play was modified due to the change in the Rock n' Roll Revival schedule. There is a savings to the general fund budget because a musical costs more to operate than a play.)

Superintendent's Recommendation: Motion to approve the Fall Play Assistant Director stipend of \$3,719.00.

- h. Resolution Reinstating a School Board Member After a Temporary Vacancy Caused by Illness or Prolonged Absence. The board is asked to approve the Resolution Reinstating a School Board Member After a Temporary Vacancy Caused by Illness or Prolonged Absence. In a resolution adopted on December 12, 2022, the school board declared that a vacancy existed on the school board due to illness or prolonged absence from the district by school board member Noel Stratmoen. Pursuant to Minnesota Statute 123B.09, subd. 4, Robert Coleman was appointed to fill the vacancy and to serve the remainder of the unexpired term of said school board member, or until said school board member was again able to resume duties as a member of the school board, whichever date was earliest. On August 24, 2023 school board member Noel Stratmoen notified the school board of his ability to resume duties as a member of the school board upon adoption of this resolution.

Superintendent's Recommendation: Motion to approve the Resolution Reinstating a School Board Member After a Temporary Vacancy Caused by Illness or Prolonged Absence which declares that Noel Stratmoen is again a member of the school board with a term expiring the first Monday of January 2025, and declares that the appointment of Robert Coleman to serve in the absence of the aforementioned school board member is hereby terminated with immediate effect.

8. Items for Information

9. Future Meetings

- a. Monday, September 11, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, September 25, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, October 9, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

Purpose

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

2022-23 Key Reflections, Student Stories, and Highlights

- Middle School staff worked hard to honor the expectations set to meet our family engagement goal. We posted newsletters each quarter, in both English and Spanish, and received some good positive feedback from parents. For the most part staff also liked these newsletters and we plan on continuing on with this practice. Staff also looked to make two positive connections with every student's family. This was a large challenge that caused concern with equity from staff and a lack of true connections from parents. Many parents voiced that they felt messages were generic in nature.
- Our employee engagement goal of receiving feedback at least once per semester was obtained. Middle school administration went well beyond this goal and walked through over 200 classrooms and supplied direct feedback. This is a significant improvement from previous years and one that we are proud of.
- Our learner outcome goals of lowering the number of F's for our FRP students and continuing on our implementation of AVID strategies, had mixed results. We did see an improvement in lowering the number of F's each quarter, until quarter 4. 7th grade saw the largest improvement and 8th grade the least, with an actual increase during two of the marking periods. Even though most quarters did land below our benchmark, we still have a 27% difference between non-FRP students and FRP students. As AVID becomes more entrenched in all three grades, we do believe this will help. However, I also believe that we need to look internally on how we are teaching to make an even larger impact.
- The implementation of AVID strategies (Writing, Inquiry, Collaboration, Organization, Reading) is starting to take hold in parts of the building. Our AVID site team did a survey a couple times this year and we did see an increase in the number of staff using 3 or 4 of the strategies in their classroom.
- The two equity goals around students of color participating in after school activities and the number of office referrals showed we still have work to do. We did not make any progress in the number of students of color registering for activities. This is concerning given the amount of effort we give to help students register and encourage participation. For the 2023-24 school year, we will include students who attend our after school youth center. That is an activity and will give us a better view of where we are at.

The referral's goal is good news/bad news. We did lower the number of referrals our students of color received during three of the four quarters, compared to our baseline of 42%. This being said, we are still higher than our demographic percent of 24.1%.

2023-24 School Improvement Plan Goals and Progress Monitoring

All goals are written to equitably serve every student. Buildings are required to have a goal(s) for the People (Using employee or parent experience survey results), Learner Outcomes, and Equity strategic commitments every year. Building goals in Communication, Stewardship, and Partnerships are optional each year. Buildings will include action steps intended to achieve the SMART goal and a plan for monitoring progress over the course of the school year.

SMART Goals		
SMART Goals and Action Steps	Strategic Commitment Alignment	Building SMART Goal Progress Monitoring Plan
<p>SMART Goal: The middle school will see a 12% rating increase on the 2024 employee experience survey on the following two metrics:</p> <ol style="list-style-type: none">I see progress being made to create a culture of success for employees across the organization and for those we serve.I feel that others in my organization connect with me in honest two-way communication. <p>Action Steps:</p> <ul style="list-style-type: none">We will restructure our internal communication system to have more of a formal process for providing feedback and making decisions.We will incorporate one social opportunity a quarter for staff to connect on a personal level.Administration will hold morning and afternoon listening sessions once a month for any staff member to voice concerns, make suggestions or ask questions.	<div><input type="checkbox"/> Learner Outcomes</div> <div><input type="checkbox"/> Equity</div> <div><input checked="" type="checkbox"/> People</div> <div><input type="checkbox"/> Communications</div> <div><input type="checkbox"/> Stewardship</div> <div><input type="checkbox"/> Partnerships</div>	<p>We will report to staff the number of staff that attend the social gatherings and listening sessions at the end of each quarter.</p>
<p>SMART Goal: Northfield Middle School will reduce the percentage of FRP students receiving one or more Q2 F's from (2023):</p> <div><div>*25.3% in Grade 6</div><div>*25.6% in Grade 7</div><div>*46.1% in Grade 8</div></div> <p>to 9% in each grade by 2025.</p> <p>Action Steps:</p> <ul style="list-style-type: none">PLC teams will be based on content areas, whenever possible.Current reality data will be presented to all staff during workshop week as a starting point for student growth this year.	<div><input checked="" type="checkbox"/> Learner Outcomes</div> <div><input type="checkbox"/> Equity</div> <div><input type="checkbox"/> People</div> <div><input type="checkbox"/> Communications</div> <div><input type="checkbox"/> Stewardship</div> <div><input type="checkbox"/> Partnerships</div>	<p>Quarterly reporting on progress will be sent to all staff</p> <p>Regular PLC visits by administration to check in on progress</p>
<p>SMART Goal: Quarterly referral totals for students of color will be representative of the demographic of students at NMS. (24.1%)</p> <p>Action Steps:</p> <ul style="list-style-type: none">2022-23 Data will be presented to staff during workshop	<div><input type="checkbox"/> Learner Outcomes</div> <div><input checked="" type="checkbox"/> Equity</div> <div><input type="checkbox"/> People</div> <div><input type="checkbox"/> Communications</div> <div><input type="checkbox"/> Stewardship</div>	<p>Twice a quarter the middle school MTSS team will evaluate our data and report</p>

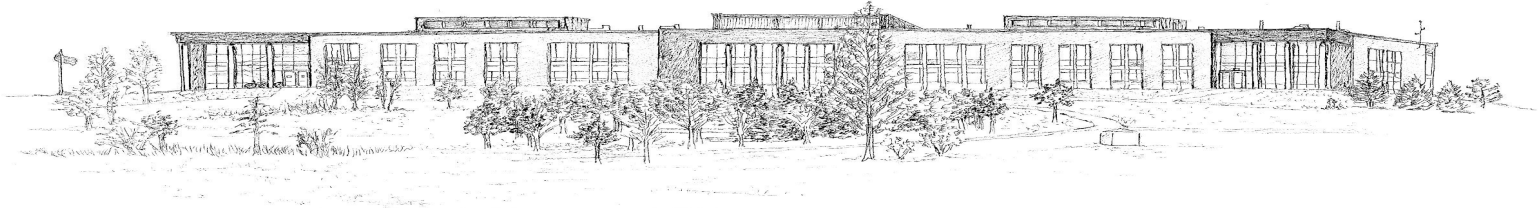
week <ul style="list-style-type: none">Continuing to restructure the middle schools MTSS System (Multi Tiered System of Support)	<input type="checkbox"/> Partnerships	back to staff
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Summary: I am excited for the 2023-24 school year and getting to work on our goals. Moving forward after the budget reduction process and having the time to focus more attention into improving our climate for staff will be a welcomed change for both myself and the entire middle school staff.

When it comes to our continued work on the academic goal, we will lean on our belief in continuous improvement, look at our data, evaluate what was working and what was not. By shifting our PLC teams from grade level/team based to subject alike, I believe this will allow our staff to dig deeper and make a significant difference. In addition, with every year we continue to work on AVID we will begin to see the “AVID effect.” This is something that AVID tells us happens when not only do our cohorts start showing significant growth, but the entire building starts showing growth.

Finally, I am determined to make progress on our equity goals. The goal on participation is more on track than I reported. Since our MSYC numbers were 160 participants with 66 being students of color (41%), our progress on this goal is actually good. The equity referral goal is something we will continue to work on, but the key is going to be the implementation of our district MTSS process. We have significant training to do before we see positive results, but I am confident we will get there. I also believe that the new legislation on non-exclusionary discipline will help speed up implementation of the MTSS process.

Middle School



2023-24 School Improvement Plan Report

August 28, 2023

Strategic Plan VISION

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

Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN



VISION

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

STRATEGIC COMMITMENTS



People

We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



Learner Outcomes

We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.



Equity

We ensure that every child has a fair opportunity to reach their full potential.



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



Partnerships

We seek community partnerships that accelerate student achievement of district benchmarks.

BENCHMARKS

1

All children are ready for **kindergarten**.

2

All students are connected to the **community**.

3

All students are at grade level in **reading and mathematics** by the end of third and sixth grades.

4

All students exhibit physical, social and emotional **well-being**.

5

All students have a **connection** with a caring adult beyond their parents as they transition to middle school.

6

All students have interests, goals and a **vision** for the future by the end of eighth grade.

7

All students **graduate** from high school with a plan to reach their full potential.

8

All **employees** report satisfaction in the workplace.

9

All **parents** report satisfaction with their children's educational experience.

10

The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure **financial stability**.

11

Community education provides relevant and accessible learning opportunities for all residents.

Note: The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."

Strategic Commitments



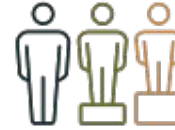
People

We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



Learner Outcomes

We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.



Equity

We ensure that every child has a fair opportunity to reach their full potential.



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



Partnerships

We seek community partnerships that accelerate student achievement of district benchmarks.

District Benchmarks

1

All children are ready for **kindergarten**.

2

All students are connected to the **community**.

3

All students are at grade level in **reading and mathematics** by the end of third and sixth grades.

7

All students **graduate** from high school with a plan to reach their full potential.

8

All **employees** report satisfaction in the workplace.

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All **parents** report satisfaction with their children's educational experience.

4

All students exhibit physical, social and emotional **well-being**.

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All students have a **connection** with a caring adult beyond their parents as they transition to middle school.

6

All students have interests, goals and a **vision** for the future by the end of eighth grade.

10

The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure **financial stability**.

11

Community education provides relevant and accessible learning opportunities for all residents.

Note: The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career".

School Improvement Plan Purpose

- Establish a clear set of shared goals
- Align with the district's strategic plan
- Inspire action
- Align efforts

...to prepare **every** student for lifelong success!

2022-23 Key Reflections, Stories, and Highlights



- Proud of the work we did during the 22-23 school year, in spite of significant challenges.
- Our first cohort of AVID was a success and we now will have a cohort in grade 7 and 8.
- Over 200 administrative walkthroughs happened.
- Over 200 direct feedback messages were given to middle school staff.

2022-23 SIP Goal Results

Academic Goals

100% of Northfield Middle School teachers will implement AVID WICOR strategies into their classroom by spring of 2024-25.



- **Goal met!**
- **Between fall and spring, more middle school staff reported using 3 or 4 of the WICOR strategies in their classroom on the AVID staff survey.**

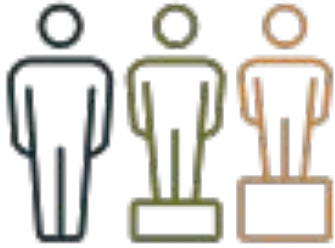
2022-23 SIP Goal Results

Academic Goals

- *Northfield Middle School will reduce the percentage of FRP students receiving one or more Q2 F's from 31% in 2022 to 9% by Q2 2025.*



- **Grades 6 and 7 showed progress on this goal by being at or below the 31% baseline each quarter.**
- **Grade 8 was above the 31% baseline for every quarter.**



2022-23 SIP Goal Results

Educational access (Equity)

Students of color participating in activities will be representative of the demographic of students at NMS (24.1%)

- **We did not make any significant progress in the final year of this goal.**
- **Many of our students of color attend the Middle School Youth Center and those numbers were not included.**

2022-23 SIP Goal Results



Educational Access (Equity)

Quarterly referral totals for students of color will be representative of the demographic of students at NMS.
(24.1%)

- **We decreased the number of referrals during three of four quarters.**
- **We still remain higher than the 24% demographic percentage for students of color.**

2023-24 SIP Goals



2023-24 SIP – People Goal

The middle school will see a 12% rating increase on the 2024 employee experience survey on the following two metrics:

1. I see progress being made to create a culture of success for employees across the organization and for those we serve.
2. I feel that others in my organization connect with me in honest two-way communication.

2023-24 SIP Action Steps

- We will restructure our internal communication system to have more of a formal process for providing feedback and making decisions.
- We will incorporate one social opportunity a quarter for staff to connect on a personal level.
- Administration will hold morning and afternoon listening sessions once a month for any staff member to voice concerns, make suggestions or ask questions.





2023-24 SIP Goal Progress Monitoring Plan

We will report to staff the estimated number of staff that attend the social gatherings and listening sessions at the end of each quarter.

2023-24 SIP – Learner Outcome Goal

Northfield Middle School will reduce the percentage of FRP students receiving one or more Q2 F's from (2023):

- *25.3% in Grade 6
- *25.6% in Grade 7
- *46.1% in Grade 8



to 9% in each grade by 2025.

2023-24 SIP Action Steps

- PLC teams will be based on content areas, whenever possible.
- Current reality data was presented to all staff during workshop week as a starting point for student growth this year.

2023-24 SIP Goal Progress Monitoring Plan



- Quarterly reporting on progress will be sent to all staff.
- Regular PLC visits by administration to check in on progress.

2023-24 SIP – Equity Goal

Quarterly referral totals for students of color will be representative of the demographic of students at NMS. (24.1%)



2023-24 SIP Action Steps

- 2022-23 Data was presented to staff during workshop week.
- Continue to restructure the middle school MTSS System (Multi Tiered System of Support)

2023-24 SIP Goal Progress Monitoring Plan



- Twice a quarter the middle school MTSS team will evaluate our data and report back to staff.

Thank You and Questions



Purpose

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

2022-23 Key Reflections, Student Stories, and Highlights

- Key Reflection, Student Story, or Highlight No. 1 - We met our '22-'23 SMART goal of 80% or more respondents will rate their child's overall experience in the program a 4 or better on a 5 point scale on an end of season survey.
- Key Reflection, Student Story, or Highlight No. 2 - We met our '22-'23 SMART goal of students will agree or strongly agree that "My participation in the sport/activity has helped me feel connected to my school and/or community."
- Key Reflection, Student Story, or Highlight No. 3 - Although we did not meet SMART goal #3 for '22-'23, our ratings were extremely high and we had multiple reports from adults that our students promoted positivity when they attended events.

2023-24 School Improvement Plan Goals and Progress Monitoring

All goals are written to equitably serve every student. Buildings are required to have a goal(s) for the People (Using employee or parent experience survey results), Learner Outcomes, and Equity strategic commitments every year. Building goals in Communication, Stewardship, and Partnerships are optional each year. Buildings will include actions steps intended to achieve the SMART goal and a plan for monitoring progress over the course of the school year.

SMART Goals		
SMART Goals and Action Steps	Strategic Commitment Alignment	Building SMART Goal Progress Monitoring Plan
SMART Goal: 85% of respondents will rate their child's overall experience in the program a 4 or better on a 5 point scale on an end of season survey. Action Steps: <ul style="list-style-type: none"> • Goal will be shared with all coaches prior to their season. Parent engagement/season ending surveys will be "sent out" through email and available online toward the end of each season. 	<input type="checkbox"/> Learner Outcomes <input type="checkbox"/> Equity <input checked="" type="checkbox"/> People <input type="checkbox"/> Communications <input type="checkbox"/> Stewardship <input checked="" type="checkbox"/> Partnerships	<ul style="list-style-type: none"> • Receive more family and student responses - be intentional about activities office sending out surveys rather than coaches.
SMART Goal: 83% of participants will agree or strongly agree that "My participation in the sport/activity has helped me feel connected to my school and/or community." Action Steps: <ul style="list-style-type: none"> • Coaches will be encouraged, through intentional team building exercises and relationship building, to develop student connectedness. Student surveys will be "sent 	<input checked="" type="checkbox"/> Learner Outcomes <input type="checkbox"/> Equity <input checked="" type="checkbox"/> People <input type="checkbox"/> Communications <input type="checkbox"/> Stewardship <input type="checkbox"/> Partnerships	<ul style="list-style-type: none"> • Complete surveys at the end of each season/quarter (only two of four in '22-'23).

out” through email or linked toward end of season meeting for each sport.		
SMART Goal: Bleacher Captains goals: Spectator supervisors will report positive student spectator behavior at 100% of NHS home events. Action Steps: <ul style="list-style-type: none">• Train bleacher captains on acceptable behaviors, how to promote positivity and “What ifs”? Spectator Supervisors will complete post game surveys.	<ul style="list-style-type: none"><input type="checkbox"/> Learner Outcomes<input checked="" type="checkbox"/> Equity<input checked="" type="checkbox"/> People<input type="checkbox"/> Communications<input type="checkbox"/> Stewardship<input type="checkbox"/> Partnerships	<ul style="list-style-type: none">• Monitor spectator supervisor information to identify trends and find any solutions.

Summary

NHS Activities is an integral part of the educational experience for many of our students and families. It is a key connector between the school and the community. I am proud of the multitude of sports, fine arts, activities, and clubs that we offer. As you know, we continue to have some major needs in facilities and in upgrading the ones we do have. I know our coaches will continue to strive to provide first class programs for our students that will reflect well on the school and community.

Northfield High School Activities

2023-24 School Improvement Plan Report
August 28, 2023

Strategic Plan

VISION

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

Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN

VISION

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

BENCHMARKS

1 All children are ready for kindergarten .	2 All students are connected to the community .	3 All students are at grade level in reading and mathematics by the end of third and sixth grades.
4 All students exhibit physical, social and emotional well-being .	5 All students have a connection with a caring adult beyond their parents as they transition to middle school.	6 All students have interests, goals and a vision for the future by the end of eighth grade.
7 All students graduate from high school with a plan to reach their full potential.	8 All employees report satisfaction in the workplace.	9 All parents report satisfaction with their children's educational experience.
10 The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability .	11 Community education provides relevant and accessible learning opportunities for all residents.	<small>Note: The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."</small>



STRATEGIC COMMITMENTS



People

We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



Learner Outcomes

We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.



Equity

We ensure that every child has a fair opportunity to reach their full potential.



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



Partnerships

We seek community partnerships that accelerate student achievement of district benchmarks.

Strategic Commitments



People

We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



Learner Outcomes

We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.



Equity

We ensure that every child has a fair opportunity to reach their full potential.



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



Partnerships

We seek community partnerships that accelerate student achievement of district benchmarks.

District Benchmarks

1

All children are ready for **kindergarten**.

2

All students are connected to the **community**.

3

All students are at grade level in **reading and mathematics** by the end of third and sixth grades.

7

All students **graduate** from high school with a plan to reach their full potential.

8

All **employees** report satisfaction in the workplace.

9

All **parents** report satisfaction with their children's educational experience.

4

All students exhibit physical, social and emotional **well-being**.

5

All students have a **connection** with a caring adult beyond their parents as they transition to middle school.

6

All students have interests, goals and a **vision** for the future by the end of eighth grade.

10

The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure **financial stability**.

11

Community education provides relevant and accessible learning opportunities for all residents.

Note: The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career".

School Improvement Plan Purpose

- Establish a clear set of shared goals
- Align with the district's strategic plan
- Inspire action
- Align efforts
- [MSHSL More than Membership. Partnership.](#)

...to prepare **every** student for lifelong success!

2022-23 Key Reflections, Stories, and Highlights



- Student participation
 - Fine Arts: 121 - 11%
 - Athletics: 839 - 76%
- Majority of student responses positive!
- Coaches/Advisors care about kids & programs!
- Conference Championships
 - Girls Volleyball
 - Girls Cross Country
 - Girls Alpine
- Section Finalists
 - Baseball
- State Qualifiers
 - Fishing, B&G Track,
- State Championships
 - Skeet - Class 1A

2022-23 SIP Goal Results

- **Family Engagement:** 80% of respondents will rate their child's overall experience in the program a 4 or better on a 5 point scale on an end of season survey.
(Quarter 1 & 3 survey data: 82%)
- **Learner Outcomes:** 80% of participants will agree or strongly agree that “My participation in the sport/activity has helped me feel connected to my school and/or community.”
(Quarter 1 & 3 survey data: 80%)
- **Anti-Racism Goal:** Bleacher Captains goals: Spectator supervisors will report positive student spectator behavior at 100% of NHS home events.
(Quarter 1 & 3 survey data: 95%)



2023-24 SIP Goals

- **Family Engagement:** 85% of respondents will rate their child's overall experience in the program a 4 or better on a 5 point scale on an end of season survey.
 - (Baseline data: 82%)
- **Learner Outcomes:** 83% of participants will agree or strongly agree that “My participation in the sport/activity has helped me feel connected to my school and/or community.”
 - (Baseline data: 80%)
- **Anti-Racism Goal:** Bleacher Captains goals: Spectator supervisors will report positive student spectator behavior at 100% of NHS home events.
 - (Baseline data: 95%)

2023-24 SIP Action Steps

Goal 1: Goal will be shared with all coaches prior to their season. Parent engagement/season ending surveys will be “sent out” through email and available online toward the end of each season.

Goal 2: Coaches will be encouraged, through intentional team building exercises and relationship building, to develop student connectedness. Student surveys will be “sent out” through email or linked toward end of season meeting for each sport.

Goal 3: Bleacher Captains: Train bleacher captains on acceptable behaviors, how to promote positivity and “What ifs”? Spectator Supervisors will complete post game surveys.

2023-24 SIP Goal Progress Monitoring Plan

Student Participation

- Receive more family and student responses - be intentional about activities office sending out surveys rather than coaches.
- Complete surveys at the end of each season/quarter (only two of four in '22-'23).
- Monitor spectator supervisor information to identify trends and find any solutions.

Sport	2022	2023
Girls Tennis	38	36
Volleyball	50	60
Bowling	16	15
Boys Cross Country	53	60
Boys Soccer	54	71
Football	92	96
Girls Cross Country	40	39
Girls Soccer	39	52
Girls Swim&Dive	51	47

Thank You and Questions



TO: Claudia Gonzalez-George, Chairperson
Northfield School District Board of Education

FROM: Superintendent Matthew J. Hillmann, Ed.D.

DATE: Aug. 24, 2023

RE: 2023-24 Superintendent's Focus Areas

In addition to the 41 job responsibilities organized around eight major topic areas included in the superintendent's evaluation, please consider the following proposed focus areas for the 2023-24 school year.

1. **Focus area:** The superintendent will prioritize the implementation of the READ Act to continuously improve the district's proficiency rates in reading.

Progress monitoring plan: The superintendent will present a quarterly update to the board with steps taken to implement the new law governing reading.

2. **Focus area:** The superintendent will facilitate the implementation of new state legislation within the district.

Progress monitoring plan: The superintendent will present a quarterly update to the board with steps taken to implement the legislation passed by the 2023 Minnesota Legislature.

3. **Focus area:** The superintendent will develop a structure, supply the necessary information, and recommend appropriate timelines for the board to decide what bond referendum question(s) should be presented to the voters in November 2024 to address the substantial facility improvements needed at Northfield High School.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

August 14, 2023

District Office Boardroom

Board Member Ben Miller participated remotely from Caribou Highlands Lodge, 371 Ski Hill Rd., Lutsen, MN 55612 | Lobby

1. Call to Order

School Board Chair Claudia Gonzalez-George called the Regular meeting of the Northfield Board of Education of Independent School District No. 659 to order at 6:00 p.m. Board member attendance was taken by roll call. Present: Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

On a motion by Quinnell, seconded by Goerwitz, the board unanimously approved the agenda by roll call. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. No one voted 'no'.

3. Public Comment

There were no public comments.

4. Announcements and Recognitions

- Thirty-four incoming seventh grade students had a successful trip to Eagle Bluff July 19-21. While at Eagle Bluff, the Northfield students won the Eagle Bluff Environmental Learning Center Eagle Eye Award for excellence in conserving our natural resources. Community Education thanks district staff Chris O'Neill, Paula Baragary and Michael O'Keefe, and parent chaperones Nancy Fox, Chris Walker and Liz Beckius, for assisting with the trip.
- Northfield Public Schools congratulates Arcadia Charter School as it celebrated its 20th anniversary last week. Northfield Public Schools is one of only two traditional public school districts that continue to go through the rigorous process to authorize charter schools. We are proud of Arcadia and its work for kids!
- Fall athletics started today for our Raiders! We wish them all a successful season filled with growth and learning how to be gracious in both victory and defeat.
- Congratulations to Ben & Jake Geiger, Hunter Larson and Oren Alexander heading to the state bass fishing tournament Sept. 9-10, and to Ian Weimer & Taylor Stanford participating in the regional qualifier Aug. 13.
- The Class of 1988 held their 35th reunion this past weekend. Several members of the class took part in a tour of Northfield High School. It was exciting to hear their perspectives on the facility. Some had not been back since the M Wing was constructed or the pool had been filled in.
- Congratulations to Director of Finance Val Mertesdorf. Mertesdorf authored an article "Why should a school district care about CPA licensure?" which was published by MNCPA.

5. Items for Discussion and Reports

- a. Community Education Continuous Improvement Plan. Director of Community Education Erin Bailey presented to the board the continuous school improvement plan for Community Education. The presentation included a progress report on the goals set for the 2022-23 school year as well as new goals set for the 2023-24 school year.
- b. Area Learning Center (ALC) Continuous Improvement Plan. Daryl Kehler, ALC Director, presented to the board the continuous school improvement plan for the ALC. The presentation included a progress report on the goals set for the 2022-23 school year as well as new goals set for the 2023-24 school year.
- c. Sharing Our Roots Contract. Northfield Public Schools has been a part of the community project Sharing Our Roots. Sharing Our Roots includes a community garden space that is on the district's property. As Sharing Our Roots has grown they have been awarded grants to make their gardening more sustainable for the community members that use the garden. Sharing Our Roots has grant funds that will cover the installation and usage of water from the Northfield Community Education Center building. The basis of the contract is to formalize both parties' commitments to further the project and reduce questions about commitments from either party. This will be an item for individual action at the next board meeting.

- d. LMR Media Contract. Dr. Hillmann presented an updated advertising contract with LMR Media. This will be an item for individual action at the next board meeting.
- e. Potential Grant Writer. At the July 10, 2023 board meeting Superintendent Hillmann initially proposed that the district hire a 0.50 FTE grant writer position. The omnibus education bill includes more than \$230 million in competitive grants over the next two years. This position could help secure funds to advance our strategic plan, commitments, and benchmarks. This weekend Dr. Hillmann was contacted by the Healthy Community Initiative (HCI) to see if there may be potential for the district and HCI to braid funding to support hiring a full-time grant writer with significant government grant experience. The district will explore this further and present this as an item for individual action at the next board meeting.
- f. Proposal to Maintain the Seven Period Day at Northfield Middle School. Superintendent Hillmann and Northfield Middle School principal Greg Gelineau presented a proposal to maintain the middle school's seven period day beyond 2023-24 while still making the 2.0 FTE budget reduction target set in the 2023-24 priority based budget reduction plan. This will be an item for individual action at the next board meeting.

6. Consent Agenda

On a motion by Butler, seconded by Coleman, the board unanimously approved the consent agenda items by roll call. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. No one voted 'no'.

- a. Minutes. Minutes of the Regular School Board meeting held on July 10, 2023.
- b. Gift Agreements. Gift agreements to be approved are attached.
- c. Financial Reports
Financial Report - April 2023. Director of Finance Mertesdorf requested the board approve paid bills totaling \$2,953,114.19, payroll checks totaling \$3,475,589.39, a wire transfer totaling \$650,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$1,350,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for April 2023. At the end of April 2023 total cash and investments amounted to \$18,993,057.86.

Financial Report - May 2023. Director of Finance Mertesdorf requested the board approve paid bills totaling \$2,039,841.89, payroll checks totaling \$3,595,383.22, a wire transfer totaling \$250,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$650,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for May 2023. At the end of May 2023 total cash and investments amounted to \$24,398,481.84.
- d. Policy Revisions Due to Changes in Law. The revisions to policies 406, 504, 515, 603, 613, 616, 620, and 624 create substantive change or additions to existing policies. The revisions are directly related to changes in federal or Minnesota law and recommended by the Minnesota School Boards Association. Because the district endeavors to have policy align with state and federal law it is recommended that the board adopt the substantive revisions presented. These policies will continue to be evaluated as scheduled in the board's policy review cycle.
- e. Girls Volleyball Non-Exclusive Cooperative Sponsorship with Arcadia Charter School. The board was requested to approve the non-exclusive cooperative sponsorship with Arcadia Charter School for girls volleyball beginning with the 2023-2024 school year.
- f. Contracts for Translation Services. Administration requested board approval of two agreements for translation services.
 - i. An agreement between Northfield Public Schools and Mar Valdecantos for translation services effective July 1, 2023 through June 30, 2025 at a cost of \$18,060 annually July 1, 2023 - June 30, 2024 and \$18,600 annually July 1, 2024 - June 30, 2025.
 - ii. An agreement between Northfield Public Schools and Nancy Veverka for translation services effective July 1, 2023 through June 30, 2024 at a cost of \$2,580.
- g. Personnel Items

i. Appointments

1. Kirsten Anderson, Special Ed EA PCA for 6.75 hours/day at Spring Creek, beginning 9/5/2023. Step 4-\$18.05/hr. + \$2,500 PCA Stipend.
2. Chelsea Bischoff, 1.0 FTE First Grade Teacher at Bridgewater, beginning 8/24/2023-6/6/2024. MA, Step 6.
3. Linnea Bollum, 1.0 FTE Health Teacher at the Middle School, beginning 8/22/2023. BA, Step 1.
4. Chad Claybaugh, Assistant Boys/Girls Cross Country Coach at the High School, beginning 8/14/2023. \$4,062 - Subject to change upon settlement of the NEA agreement.
5. Charles Cogan, .40 FTE French Teacher at the High School, beginning 8/23/2023. BA, Step 3.
6. Michele Cruz, Child Nutrition Associate I for 5 hours/day at the High School, beginning 8/24/2023. \$20.84/hr.
7. Robyn Dietz, Senior Class Co-Advisor at the High School, beginning 8/23/2023. \$1,944 stipend-subject to change upon settlement of the NEA agreement.
8. Sarah Graff, Child Nutrition Associate I for 3.25 hours/day at Bridgewater, beginning 8/24/2023. \$20.84/hr.
9. Andrea James, Special Ed EA PCA 7 hours/week at the NCEC, beginning 8/28/2023. Step 2-\$17.03/hr.
10. Lorraine Linehan, Child Nutrition Associate I for 3 hours/day at the Middle School, beginning 8/24/2023. \$20.84/hr.
11. Victoria McKay, Child Nutrition Manager II at the Middle School, beginning 8/16/2023. \$25.39/hr + \$1,200 longevity pay.
12. Heidi Melnychuk, Special Ed EA PCA for 6.75 hours/day at the High School, beginning 9/5/2023. Step 4 - \$18.05/hr. + \$2,500 PCA Stipend.
13. Caleb Metras, Middle School Football Coach 7th/8th grade, beginning 8/21/2023. \$2,539, Step 2-subject to change upon the settlement of the 2023-25 NEA agreement.
14. Adeline Nelson, Hand In Hand Preschool Gen Ed EA for 4 hours/day at the NCEC, beginning 8/28/2023. Step 4-\$18.05/hr.
15. Xochitl Oaxaca, Special Ed EA PCA for 4 hours/day for 4 days/week at the NCEC, beginning 8/28/2023. Step 3-\$17.39/hr. + Prorated PCA Stipend.
16. Xochitl Oaxaca, General Ed EA at the NCEC for 3.25 hours/day Monday through Thursday, beginning 8/28/2023, Step 3 \$17.39/hour.
17. Marcus Parence, Middle School Football Coach 7th/8th grade, beginning 8/21/2023. \$2,539, Step 1-subject to change upon the settlement of the 2023-25 NEA agreement.
18. Sydney Rodgers, Kindergarten Teacher and Bridgewater Elementary, beginning 8/24/23, BA, Step 3.
19. Natasha Smith, Special Ed EA PCA for 3.75 hours/day and Supervisory EA for .50 hrs/day at Bridgewater, beginning 8/28/2023. Step 2 -\$17.03/hr. + Prorated PCA Stipend.
20. Rose Taylor, Special Ed EA PCA for 6.75 hours/day at Spring Creek, beginning 8/28/2023. Step 2 - \$17.03/hr. + \$2,500 PCA Stipend.
21. Community Education Fall Brochure Instructors.
22. Addison Barber, KidVentures Site Assistant for 15 hours/week at Spring Creek, beginning 8/24/2023. \$14.90/hr.
23. Dustin Bennett, Child Nutrition Associate I for 3.25 hours/day at Spring Creek, beginning 8/23/2023. \$20.84/hr.
24. Adam Krieg, 1.0 FTE Custodian at Spring Creek, beginning 8/28/2023. Step 5, \$21.45/hr.
25. Allison Mathews, KidVentures Site Assistant for 15 hours/week at Bridgewater and Greenvale Park, beginning 8/24/2023. \$14.90/hr.
26. Alexandra McFarlane, Special Ed EA PCA for 6.75 hours/day at Spring Creek, beginning 8/28/2023. Step 4-\$18.05/hr. + \$2,500 PCA Stipend
27. Kathryn Schuman, EarlyVentures Teacher for 40 hours/week at the NCEC, beginning 8/24/2023. Step 6, \$21.18/hour.

ii. Increase/Decrease/Change in Assignment

1. Kelsie Arch, Psychometrist at the High School, add Special Education EA/PCA for 10.5 hours/week at the NCEC beginning 8/28/2023, Step 4, \$18.05/hour.
2. Adriana Bermudez, Special Ed EA at the NCEC, add Bridges to Kindergarten EA(general education) for 4 hrs/day at Greenvale Park, effective 8/10/2023-8/18/2023.
3. Adrianna Bermudez, Special Ed EA at the NCEC, add Bridges to Kindergarten (special education) for 3 hrs/day at Spring Creek Elementary.

4. Adriana Bermudez, Special Ed EA at the NCEC, add Gen Ed EA for extended day pre-school at the NCEC for .50 hours/day, effective 9/5/2023. Step 4-\$18.05/hr.
5. Kathleen Casson, 1.0 FTE German Teacher at the High School, add Senior Class Co-Advisor at the High School, effective 9/5/2023. \$300 stipend-subject to change upon settlement of the NEA agreement.
6. Rikki Drewitz, Special Ed EA at the Middle School, add Bridges to Kindergarten EA PCA for 7 hours/day at Bridgewater, effective 8/14/2023-8/18/2023.
7. Leah Driscoll, Special Ed Teacher ESY for 3.5 hours/day, change to Special Ed Teacher ESY for 7.75 hours/day with the District, effective 7/10/2023-8/3/2023.
8. Rafael Estrella, Art Teacher at the Middle School, add an overload in lieu of supervision for 87 student contact days for the 2023-24 school year.
9. Tyler Faust, Assistant Football Coach-Grade 8 at the Middle School, change to Head Football Coach-Grade 7 at the Middle School, effective 8/21/2023. \$3,047-subject to change upon the settlement of the 2023-25 NEA agreement.
10. Connor Fitzloff, Special Ed EA PCA Extracurricular and Nonacademic Support with the District, change to Special Ed EA PCA for 6.75 hours/day at Bridgewater, effective 8/28/2023. Step 1-\$16.66/hr. + \$2,500 PCA Stipend.
11. Connor Fitzloff, Special Ed EA PCA for 6.75 hours/day at Bridgewater, add General Ed EA Supervision for 1.0 hour/day effective 8/28/2023.
12. Noelle Gilomen, CNA I for 3.75 hours/day at the High School, change to CNA I for 5 hours/day at the High School, effective 8/21/2023.
13. Leah Grisim, Special Ed Teacher ESY for 3.5 hours/day, change to Special Ed Teacher ESY for 7 hours/day at Spring Creek, effective 7/10/2023-8/3/2023.
14. Stephanie Grundman, Kindergarten Teacher at Greenvale Park, change to Title I Teacher at Spring Creek, effective 8/24/2023.
15. Mary Harrity Davidson, .165 FTE Physical Education Teacher at the ALC, change to .33 FTE Physical Education Teacher at the ALC, effective 8/24/2023.
16. Mara Hessian, ESY Special Education EA/PCA for 3.5 hours/day, change to ESY Special Ed EA/PCA for 7.75 hours/day with the District, effective 7/10/2023-8/3/2023.
17. Alexa Hotz Zenk, FACS Teacher at the High School, change lane from BA30 step 7 to MA, Step 7
18. Monica Irwin, Special Ed EA at Greenvale Park, add .5 FTE Special Education Teacher EBD/DCD at Greenvale Park, effective 8/24/2023-6/6/2024. BA+10, Step 1.
19. Leanne King, ESY Special Education EA/PCA for 3.5 hours/day, change to ESY Special Education EA/PCA for 7 hours/day at Spring Creek, effective 7/10/2023-8/3/2023.
20. Brenda LauToilolo, CNA I for 3 hours/day at the High School, change to CNA I for 3.75 hours/day at the High School, effective 8/24/2023.
21. Tony Mathison, .40 FTE Phy Ed Teacher at Bridgewater, add .60 LTS Phy Ed Teacher at Bridgewater, effective 8/24/2023-10/13/2023.
22. Joanna McLees, Special Ed EA at the NCEC, change to .30 FTE ECSE Teacher at the NCEC, effective 8/24/2023. BA20, Step 1.
23. Michelle Oaxaca, Summer Site Assistant with Targeted Services, add Summer Club Leader for up to 6 hours/day Mon-Thurs. at Bridgewater, effective 7/24/2023-8/10/2023. \$24.30/hr.
24. Andrea Redder, Special Ed EA PCA at the NCEC, add Early Childhood Teacher for 9 hours/week at the NCEC, effective 8/20/2023. \$33.94/hr.
25. Leah Sand, 1.0 FTE Phy Ed Teacher at the High School, change to .60 FTE Phy Ed Teacher/.40 FTE Health Teacher at the High School, effective 8/24/2023-6/6/2024.
26. Michelle Sonnega, 1.0 FTE English Teacher at the High School, change to .80 FTE English Teacher/.20 FTE ADSIS Reading Teacher at the High School, effective 8/24/2023.
27. Sandra Soto-Perez, CNA I for 3.75 hours/day at Greenvale Park, change to CNA I for 5.5 hours/day at the Greenvale Park, effective 8/21/2023.
28. Correction: 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. Step 4-\$15.91/hr.
29. Paul Stanaway, Phy Ed Teacher at the Middle School, add an overload in lieu of supervision for 87 student contact days for the 2023-24 school year.
30. Scott Stanina, .80 FTE English Teacher/.20 FTE ADSIS Reading Teacher at the High School, change to 1.0 FTE English Teacher at the High School, effective 8/24/2023.

31. Pilar Sullivan, General Ed EA for 6.40 hours/day at the NCEC, add Bridges to Kindergarten EA for 35 hours at Spring Creek, effective 8/10/2023-8/18/2023.
32. Pilar Sullivan, General Ed EA for 6.40 hours/day at the NCEC, add Extended Day EA for for a total of 7.5 hours/day at the NCEC, effective 9/5/2023.
33. Katrina Warner, Special Ed EA ESY for 3.5 hours/day, change to Special Ed EA ESY for 7.75 hours/day with the District, effective 7/10/2023-8/3/2023.
34. Tamara Wunderlich, Custodian at the MS, hours 3-11pm, change to Custodian at the MS, hours 11-7pm, effective 8/1/2023.
35. Lynn Ziegler, Special Ed EA at Bridgewater, add Bridges to Kindergarten EA PCA for 3.5 hours/day at Spring Creek, effective 8/14/2023-8/18/2023.
36. Megan Zwolenski, Community School Coordinator at Spring Creek, change to Community School Coordinator at the NCEC, effective 8/1/2023.
37. Kari Adelmann, Spec Ed EA PCA at Bridgewater, add EA Building Mentor at Bridgewater, effective 8/28/2023-6/30/2024. \$500 Stipend
38. Joy Amunrud, School Social Worker at Greenvale Park, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/1/2023-6/30/2024.
39. Kirsten Anderson, Spec Ed EA PCA at Spring Creek, add EBD BEST Project Participant for up to 40 hours at Spring Creek, effective 7/1/2023-6/30/2024.
40. Amy Boecker, Spec Ed EA PCA at the NCEC, add EBD BEST Project Participant for a total of 80 hours at Greenvale Park, effective 7/1/2023-6/30/2024.
41. Cory Callahan, Football Coach at the High School, add Weight Room Lead with Community Education, effective 6/1/2023-8/31/2023. \$30/hr.
42. Anne Campbell, Spec Ed Teacher at the High School, add EBD BEST Project Participant for up to 40 hours at the High School, effective 7/1/2023-6/30/2024.
43. Rikki Drewitz, Spec Ed EA PCA at the Middle School, add EA Building Mentor at the Middle School, effective 8/28/2023-6/30/2024. \$500 Stipend
44. Claire Edwards, Spec Ed EA PCA at Spring Creek, add EBD BEST Project Participant for up to 40 hours at Spring Creek, effective 7/1/2023-6/30/2024.
45. Kelle Edwards, Spec Ed EA PCA at the High School, add EA Building Mentor at the High School, effective 8/28/2023-6/30/2024. \$500 Stipend
46. Tyler Faust, Spec Ed Teacher at Bridgewater, add EBD BEST Project Participant for up to 40 hours at Bridgewater, effective 7/1/2023-6/30/2024.
47. Kyle Fearing, Football Coach at the High School, add Weight Room Assistant with Community Education, effective 6/1/2023-8/31/2023. \$20/hr.
48. Kyle Fearing, 9th Grade Football Coach at the High School, change to Assistant Varsity Football Coach at the High School, effective 8/14/2023.
49. Connor Fitzloff, Spec Ed EA PCA at Bridgewater, add EBD BEST Project Participant for a total of 80 hours at Greenvale Park, effective 7/1/2023-6/30/2024.
50. Leah Grisim, Spec Ed Teacher at Spring Creek, add EBD BEST Project Participant for a total of 80 hours at Greenvale Park, effective 7/1/2023-6/30/2024.
51. Teresa Hasse, Spec Ed EA PCA at Spring Creek, add EBD BEST Project Participant for up to 40 hours at Spring Creek, effective 7/1/2023-6/30/2024.
52. Brittney Hubbard, Spec Ed Teacher at the NCEC, add EBD BEST Project Participant for a total of 80 hours at Greenvale Park, effective 7/1/2023-6/30/2024.
53. Monica Irwin, Spec Ed Teacher at Greenvale Park, add EBD BEST Project Participant for a total of 80 hours at Greenvale Park, effective 7/1/2023-6/30/2024.
54. Leanne King, Spec Ed EA PCA at Spring Creek, add EBD BEST Project Participant for a total of 80 hours at Spring Creek, effective 7/1/2023-6/30/2024.
55. Leanne King, Spec Ed EA PCA at Spring Creek, add EA Building Mentor at Spring Creek, effective 8/28/2023-6/30/2024. \$500 Stipend
56. Brent Kivell, 8th Grade Girls Soccer Coach at the Middle School, change to 9th Grade Girls Soccer Coach at the High School. effective 8/14/2023. \$4,062 + \$350 experience.
57. Annie Kruse, Early Childhood Special Ed Coordinator at the NCEC, add EBD BEST Project Participant for a total of 80 hours at the NCEC, effective 7/1/2023-6/30/2024.
58. Katie Malecha, Spec Ed EA PCA at Bridgewater, add EBD BEST Project Participant for a total of 80 hours at Bridgewater, effective 7/1/2023-6/30/2024.
59. Kim Medin, Spec Ed Teacher at Bridgewater, add EBD BEST Project Participant for a total of 80 hours at Bridgewater, effective 7/1/2023-6/30/2024.

60. McKenzie Mikulski, Spec Ed Teacher at Greenvale Park, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/1/2023-6/30/2024.
61. Shawna Molloy, Spec Ed Teacher at the Middle School, add EBD BEST Project Participant for a total of 80 hours at the Middle School, effective 7/1/2023-6/30/2024.
62. Beth Momberg, Spec Ed EA PCA at the NCEC, add EA Building Mentor at the NCEC, effective 8/28/2023-6/30/2024. \$500 Stipend
63. Jamie Moyer, Spec Ed Teacher at Bridgewater, add EBD BEST Project Participant for up to 40 hours at Bridgewater, effective 7/1/2023-6/30/2024.
64. Kim Norton, Spec Ed EA PCA at the NCEC, add EBD BEST Project Participant for a total of 80 hours at the NCEC, effective 7/1/2023-6/30/2024.
65. Jacob Odell, Work Based Learning Teacher at the High School, add EBD BEST Project Participant for a total of 80 hours at the High School, effective 7/1/2023-6/30/2024.
66. Danielle Olson, School Social Worker at Bridgewater, add EBD BEST Project Participant for up to 40 hours at Bridgewater, effective 7/1/2023-6/30/2024.
67. Bob Pagel, Football Coach at the High School, add Weight Room Assistant with Community Education, effective 6/1/2023-8/31/2023. \$20/hr.
68. Kari Prestemon, School Social Worker at the High School, add EBD BEST Project Participant for up to 40 hours at the High School, effective 7/1/2023-6/30/2024.
69. Teri Quamme, Spec Ed EA PCA at the High School, add EBD BEST Project Participant for up to 40 hours at the High School, effective 7/1/2023-6/30/2024.
70. Nicole Rasmussen, Spec Ed EA PCA at Bridgewater, add EBD BEST Project Participant for up to 40 hours at Bridgewater, effective 7/1/2023-6/30/2024.
71. Sara Redetzke, Spec Ed EA PCA at the Middle School, add EBD BEST Project Participant for up to 40 hours at the Middle School, effective 7/1/2023-6/30/2024.
72. Melissa Reed, School Psychologist at Spring Creek, add EBD BEST Project Participant for a total of 80 hours at Spring Creek, effective 7/1/2023-6/30/2024.
73. Tony Rezac, Custodian at the High School, change to Custodian Lead at Spring Creek, effective 8/24/2023.
74. Rebekka Schrank, Spec Ed Teacher at Spring Creek, add EBD BEST Project Participant for a total of 80 hours at Spring Creek, effective 7/1/2023-6/30/2024.
75. Heather Stanton Ims, School Social Worker at the Middle School, add EBD BEST Project Participant for up to 40 hours at the Middle School, effective 7/1/2023-6/30/2024.
76. Jane Streitz, Spec Ed EA PCA at Greenvale Park, add EA Building Mentor at Greenvale Park, effective 8/28/2023-6/30/2024. \$500 Stipend
77. Jane Streitz, Spec Ed EA PCA at Greenvale Park, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/1/2023-6/30/2024.
78. Bubba Sullivan, English Teacher at the High School, add Grade 6 Football Coach at the Middle School, effective 8/21/2023. \$2,031
79. Rose Taylor, Spec Ed EA PCA at Spring Creek, add EBD BEST Project Participant for a total of 80 hours at Spring Creek, effective 7/1/2023-6/30/2024.
80. Emy Torres, Spec Ed EA PCA at Greenvale Park, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/1/2023-6/30/2024.
81. Heather Tousignant, Spec Ed EA PCA at Spring Creek, add EBD BEST Project Participant for up to 40 hours at Spring Creek, effective 7/1/2023-6/30/2024.
82. Cydney Ulvestad, KidVentures Site Assistant for 40 hrs/week at Spring Creek, change to KidVentures Site Assistant for 2 hours/day at Greenvale Park and EarlyVentures Teacher for 6 hours/day at the NCEC, effective 8/24/2023. EV Teacher Step 6-\$21.18/hr.
83. Andrea Waldock, Spec Ed EA PCA at Bridgewater, add EBD BEST Project Participant for a total of 80 hours at Bridgewater, effective 7/1/2023-6/30/2024.
84. Lori Warner, Occupational Therapist/AT with the District, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/1/2023-6/30/2024.
85. Brent Yule, Football Head Coach at the High School, add Weight Room Lead with Community Education, effective 6/1/2023-8/31/2023. \$30/hr.
86. Carina Zink, Spec Ed EA PCA at Spring Creek, add EBD BEST Project Participant for up to 40 hours at Spring Creek, effective 7/1/2023-6/30/2024.

iii. Leave of Absence

1. Joseph Greenwood, Custodian Engineer at the High School, FMLA beginning on 7/12/2023 and continuing on an intermittent basis for up to 60 work days.

2. Dan Kust, Grade 6 Science Teacher at the Middle School, FMLA beginning on 9/6/2023-11/6/2023.
3. Shari McCabe, Phy Ed Teacher at Bridgewater, FMLA beginning on 8/24/2023-10/13/2023.
4. Sydney Rodgers, Kindergarten Teacher at Bridgewater, FMLA beginning 8/24/2023-10/18/2023.
5. Mark Snare, Custodian at Greenvale Park, FMLA beginning on 7/12/2023 and continuing for up to 60 work days.
- iv. Retirements/Resignations/Terminations
 1. Laurie Chappuis, CNA at Spring Creek, resignation effective 7/25/2023.
 2. Cortney Gillum, Building Nurse at Greenvale Park, resignation effective 7/31/2023.
 3. Elise Goodfellow, KidVentures Site Assistant, resignation effective 7/23/2023.
 4. Rory Laine, KidVentures Site Assistant, resignation effective 7/12/2023.
 5. Danny Lewis, Boys Soccer Coach at the Middle School, resignation effective 6/1/2023.
 6. Timothy Pollreis, Custodian at the NCEC, resignation effective 8/18/2023.
 7. Suzy Running, KidVentures Site Assistant with Community Ed, resignation effective 8/17/2023.
 8. Angela Schewe, Early Ventures Teacher at NCEC, resignation effective 8/25/2023.
 9. Derrick Skoglund, Assistant Soccer Coach at the High School, resignation effective 7/24/2023.
 10. Cydney Ulvestad, Special Ed EA at Greenvale Park, resignation due to accepting a new position within the District, effective 8/9/2023.
 11. Jessica Weber, Special Education Teacher, resignation effective 8/7/2023.
 12. Lars Prestemon, Football and Basketball Coach at the High School, resignation effective 8/13/2023.
7. Items for Individual Action
 - a. Policy Committee Recommendations. On a motion by Coleman, seconded by Nelson, the board unanimously approved by roll call the policy committee's recommended updates to policies 520.1, 805, and the 2023-2024 Student Citizenship Handbook. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. No one voted 'no'.
 - b. Benjamin Bus Contract Terms for 2023-2025. On a motion by Goerwitz, seconded by Butler, the board unanimously approved by roll call the transportation contract extension with Benjamin Bus for the time frame August 1, 2023 - July 31, 2025 as presented at the July 10, 2023 board meeting. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. No one voted 'no'.
8. Items for Information
 - a. Staff Breakfast and Program. We will welcome back staff for the 2023-24 school year on Monday, August 28, 7:00 a.m.–10:15 a.m. at Northfield Middle School. The board was invited to join us.
 - b. 2023-24 e-Learning Plan. Superintendent Hillmann presented the 2023-24 e-Learning plan.
9. Future Meetings
 - a. Monday, August 28, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, September 11, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, September 25, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Closed Session: Labor negotiation strategy

On a motion by Coleman, seconded by Butler, the board unanimously moved by roll call to close the meeting as permitted by Minnesota Statute 13D.03 to discuss labor negotiations. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. No one voted 'no'.

At 8:56 p.m., on a motion by Coleman, seconded by Butler, the board unanimously moved by roll call vote to extend the meeting past 9:00 p.m. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. No one voted 'no'.
11. Adjournment

On a motion by Butler, seconded by Nelson, the board unanimously approved by roll call to adjourn the closed session at 9:23 p.m. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. No one voted 'no'.

On a motion by Gonzalez-George, seconded by Quinnell, the board unanimously approved by roll call to adjourn the regular board meeting at 9:23 p.m. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. No one voted 'no'.

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 below:

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

Date of the bequest, donation, or gift:	Amount:	Who the bequest, donation, or gift is from:	What is the bequest, donation, or gift for?
8/7/23	\$750.00	Robert and Nancy Kluver	\$250 Arlene Kluver Memorial Scholarship \$750 Kluver Family Scholarship
8/10/23	\$250.00	Anonymous	Sydney Rodgers - Classroom School Supplies
8/10/23	\$250.00	Anonymous	Breanna Rodriguez - Classroom Supplies
8/10/23	\$250.00	Anonymous	Phenow - Classroom Supplies
8/10/23	\$250.00	Anonymous	Kate Woodstrup - Classroom Supplies
8/7/23		One toddler riding toy	Erin Zimmerman
8/21/23		Air Diffuser	Stacy Messer
8/21/23		Notebooks and pens	N/A
8/23/23	Weight set and weight bar \$450	Pete Maus	NCEC Toddler room
8/11/23	\$300.00	Caroline Menk	Office Supply
8/16/23	\$30.00	Kristin Partlo	Preschool school supplies
8/16/23	\$100.00	Debbie Navarro	ALC
8/16/23	\$100.00	Lisa Percy	Chess Club
8/17/23	\$200.00	Michelle Martin	Northfield Activities Scholarship Fund
8/18/23	\$100.00	Joy Amunrud	Northfield Activities Scholarship Fund
8/18/23	\$100.00	George Shuffelton	Northfield Activities Scholarship Fund
8/23/23	\$100.00	Mija Van Der Wege	Northfield Activities Scholarship Fund
8/23/23	\$200.00	Mija Van Der Wege	General Donation
8/10/23	\$10.00	Alexandra McFarlane	Spring Creek 4th Grade Party Fund
8/11/23	\$10.00	Abby Kershaw	Spring Creek 4th Grade Party Fund
8/11/23	\$10.00	Leah Rich	Spring Creek 4th Grade Party Fund
8/18/23	\$10.00	Brianna Prechel	Spring Creek 4th Grade Party Fund
8/18/23	\$10.00	Aaron Alsaker	Spring Creek 4th Grade Party Fund
8/18/23	\$10.00	Meg Witt	Spring Creek 4th Grade Party Fund
8/18/23	\$10.00	Katie French	Spring Creek 4th Grade Party Fund
8/18/23	\$10.00	Crystal Mulvihill	Spring Creek 4th Grade Party Fund
8/19/23	\$10.00	Jeremy Kunkel	Spring Creek 4th Grade Party Fund
8/20/23	\$10.00	Anne Waterland	Spring Creek 4th Grade Party Fund
8/20/23	\$10.00	Megan Tarmann	Spring Creek 4th Grade Party Fund
8/20/23	\$10.00	Stacy Waters	Spring Creek 4th Grade Party Fund
8/21/23	\$10.00	Mickey Muza	Spring Creek 4th Grade Party Fund
8/21/23	\$10.00	Monica Irwin	Spring Creek 4th Grade Party Fund
8/21/23	\$10.00	Midori Krieger	Spring Creek 4th Grade Party Fund
8/22/23	\$5.00	Chelsea McFarlane	Spring Creek 4th Grade Party Fund
8/22/23	\$10.00	Jessica Leibrock	Spring Creek 4th Grade Party Fund
8/22/23	\$10.00	Corrie Zoltai	Spring Creek 4th Grade Party Fund
8/23/23	\$10.00	Amanda Wigley	Spring Creek 4th Grade Party Fund
8/24/23	\$5.00	Jodi Olsen	Spring Creek 4th Grade Party Fund

Date: August 10, 2023

TO: Human Resources and Finance Department

FROM: Erin Bailey

RE: Driver Education Instructors rate of pay

After conducting a market rate analysis regarding the hourly wage for driver education instructors, I am recommending we adjust the Community Education driver education instructors hourly rate of pay from \$29.75/hour for classroom instruction and \$25.75/hour for behind the wheel instruction to \$30/hour for both classroom and behind the wheel instruction. This change would be effective July 1, 2023.

Date: August 10, 2023
TO: Human Resources and Finance Department
FROM: Erin Bailey
RE: Early Childhood Screeners rate of pay

After conducting a market rate analysis regarding the hourly wage for early childhood screeners, I am recommending we adjust the Community Education early childhood screeners hourly rate of pay from \$22.00/hour to \$23.00/hour. This change would be effective July 1, 2023.

To: Northfield Public School Board of Education Members
From: Claudia Gonzalez-George, Board Chair
Date: August 28, 2023
Re: Superintendent Contract Provisions for the 2023-2024 Contract Year

Under the current employment contract with Superintendent Hillmann, each year the board sets the salary and benefits for the current contract year.

The summary of Dr. Hillmann's annual performance appraisal was presented at the July 10, 2023 Regular School Board meeting. I reported on his excellent performance as rated by all board members in the annual Superintendent Evaluation process. He earned an overall score of 4.7 on a 5-point scale. He also earned a high score from parents of Northfield Public Schools (4 on a 5-point scale), and was awarded Minnesota Superintendent of the Year by his professional association. Dr. Hillmann was in the running for National Superintendent of the Year.

Board members cited several of Dr. Hillmann's accomplishments including developing an excellent administrative staff to keep our district financially sound and our school staff provided with the professional development resources they need to help students excel. His knowledge and meaningful involvement with school funding at the legislative level were also appreciated.

I recommend a compensation package increase of \$10,398 for the 2023-2024 contract year. This modest increase aims to value both Dr. Hillmann's incredible leadership in our district while maintaining a financially sustainable budget. Dr. Hillmann's package will include:

- A salary increase of \$5,378 or 2.94%. This increase matches the average dollar increase members of the Northfield Education Association (NEA) will receive as part of their 2023-2024 contract year increase.
- An increase to the district's contribution towards health insurance premiums that matches the increase in the NEA agreement.
- \$2,200 increase to 403(b) matching plan.

The school board continues to fully support and appreciate Dr. Hillmann's leadership to keep Northfield Public Schools an excellent district where "We prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society."

LEASE AGREEMENT

This agreement is made and entered into as of the ____ day of _____, 2023, by and between Independent School District No. 659 ("Lessor"), and Sharing Our Roots ("Lessee").

WHEREAS, Lessor has agreed to lease to Lessee space at Lessor's property, located at 700 Lincoln Parkway, Northfield, Minnesota, which Lessee will use for office uses

NOW, THEREFORE, based on the mutual promises and consideration provided for herein, the sufficiency of which is not disputed, the parties agree as follows:

1. The recitals set forth above are expressly incorporated herein.
2. **PROPERTY.** Lessor owns the property located at 700 Lincoln Parkway in Northfield. Lessor hereby leases to Lessee that space in the property identified in the attached Exhibit A.
3. **TERM.** The term of this Agreement shall commence on the date of the signing of this Lease, and continue through June 30, 2029. For purposes of this Lease, the term "contract year shall mean each one year period commencing July 1st and ending June 30th during the term of this Agreement. The parties reserve the right to negotiate extensions to the contract.
4. **RENT.** The annual rent shall be reimbursement of metered water usage and other good and valuable consideration, per year. Lessee shall pay Lessor the annual rent as invoiced by the Lessor.
5. **USE.**
 - a. **General.** Lessee may use the Property for a community garden.
6. **FACILITIES.** Lessor shall maintain the Property in good condition and repair. Lessee shall not be obligated to make any repairs to the Property, except to the extent caused by Lessee, or its invitees.
7. **IMPROVEMENTS.** Lessee may make improvements to the Property with the consent of Lessor. Construction plans for all improvements shall be submitted to and approved in writing by Lessor. All Improvements made to the Property by Lessee shall become the Property of Lessor at Lease termination. All costs incurred by the Lessor related to improvements to the Property are the financial responsibility of the Lessee. Lessor will invoice Lessee as appropriate.
8. **MORTGAGES AND ENCUMBRANCES.** Except as expressly authorized by Lessor in writing, Lessee shall not mortgage its interest in this Agreement, or otherwise encumber the Property.

9. **UTILITIES.** Payment for utilities, including, but not limited to water, electricity, garbage, shall be the responsibility of Lessee.

10. **INSURANCE/INDEMNITY.**

a. **Indemnity.**

1. Lessee shall defend and indemnify Lessor and hold Lessor harmless from and against any and all claims and demands relating to the negligence or misconduct of Lessee, its agents, invitees, licensees, contractors, officials and employees, including the payment of reasonable attorneys' fees and costs for damages to property and injury or death to persons, including any payments made under any workers' compensation law or any plan for employees' disability and death benefits, which may arise out of any negligent or wrongful acts of Lessee.
2. Lessor shall defend and indemnify Lessee and hold Lessee harmless from and against any and all claims and demands relating to the negligence or misconduct of Lessor, its agents, contractors, officials and employees, including the payment of reasonable attorneys' fees and costs for damages to property and injury or death to persons, including any payments made under any workers' compensation law or any plan for employees' disability and death benefits, which may arise out of any negligent or wrongful acts of Lessor.
3. Nothing in this section shall be construed as a waiver of any liability limits or immunities contained in Minnesota Statutes, Chapter 466.

b. **Worker's Compensation.** Both parties must maintain workers' compensation insurance in compliance with all applicable statutes.

c. **General Liability.** Lessee and Lessor must maintain Commercial General Liability insurance with limits of at least \$1,000,000 per occurrence. Such coverage shall provide for third party bodily injury and property damage arising out of the insured's use of the Property under this Lease.

d. **Property Insurance.** Lessor shall maintain Property Insurance on the building on the Property in its full value. Lessee shall keep in force during the term of this Lease a policy covering damages to any equipment Lessee keeps in the Property. The amount of coverage shall be sufficient to replace the damaged property, loss of use and comply with any ordinance or law requirements.

e. **Additional Insured & Certificate of Insurance.** The parties shall provide each other with evidence of the required insurance in the form of a Certificate of Insurance by a company licensed to do business in the State of Minnesota, which includes all coverage required in this Agreement. The parties shall name each other as an Additional Insured on their respective

Commercial General Liability Policies. The Certificate shall provide that the coverage may not be canceled without thirty (30) days prior written notice to each other.

11. **TERMINATION.** Lessor may terminate this Lease on thirty days' written notice to Lessee. Upon termination, Lessee shall promptly remove all of its equipment from the Property.
12. **HAZARDOUS SUBSTANCES.** Lessee represents and warrants that hazardous substances will not be generated, stored, disposed of or transported to, on, under, or around the Garage by the Lessee. Lessee shall hold Lessor harmless from, defend and indemnify Lessor against any damage, loss, expense, response costs, or liability, including consultant fees and attorneys' fees resulting from hazardous substances generated, stored, disposed of, or transported to, on, under, or around the Garage by the Lessee, or its officials, employees, agents or contractors.
13. **RELATIONSHIP OF THE PARTIES.** This Agreement shall not render Lessee or any of its employees, agents, or volunteers an employee, partner, co-owner, an agent of Lessor or engaged in a joint venture with the Lessor for any purpose. Lessee shall have no claim against Lessor for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employment benefits of any kind. Lessee will be responsible for the hiring, training, supervision and conduct of any staff or volunteers utilized in Lessee's transportation activities at the Garage.
14. **COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES.** Lessee shall abide by all federal, state, and local laws and regulations. Lessee agrees not to discriminate on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion.
15. **DEFAULT.** A party's failure to observe or perform any of the obligations of Lessee otherwise provided herein shall constitute an "event of default" or a "default" hereunder. Upon occurrence of an event of default by a party hereunder, which remains uncured for thirty (30) days after receipt by the defaulting party of written notice of such event of default, The non-defaulting party may (ii) terminate this Lease, holding the other party liable for damages for its breach, including reasonable attorneys fees and costs; or (ii) exercise other remedies it may have at law.
16. **MISCELLANEOUS.**
 - a. **Integration; Amendment.** This Agreement supersedes all prior discussions and negotiations and contains all agreements and understandings between Lessor and Lessee as it related to this Lease. This Agreement may only be amended in writing signed by all parties.
 - b. **Counterparts.** This Agreement may be signed in counterparts by the parties hereto.

- c. **No Assignment.** The Lessee shall not assign or transfer this Agreement at any time or sublease a portion of the Property without Lessor's prior written consent. Lessor may assign this Agreement upon written notice to Lessee. This Lease shall be binding upon, and inure to the benefit of, the parties hereto, and their successors and assigns.
- d. **Notice.** Notices shall be in writing and sent by United States Mail to the address set forth below:

Lessor: Independent School District No. 659
201 Orchard Street South
Northfield, MN 55057

Lessee:

- e. **Governing Law.** This Agreement shall be construed in accordance with the laws of Minnesota.
- f. **Severability.** If any term of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- g. **Signature Authority.** Each party represents and warrants to the other that the signatory of that party is authorized to enter into this Agreement for and on behalf of that party.
- h. **Waiver.** No delay or omission by either party to exercise any right or power it has under this Agreement shall impair or be construed as a waiver of such right or power. A waiver by either party of any covenant or breach shall not be construed to be a waiver of any succeeding breach or of any other covenant. All waivers must be in writing and signed by the party waiving its rights.

IN WITNESS WHEREOF, the parties have executed this Lease Agreement

INDEPENDENT SCHOOL DISTRICT NO. 659, NORTHFIELD PUBLIC SCHOOLS

By _____
Its Board Chair

By _____
Its Superintendent

SHARING OUR ROOTS

By _____

Its _____

RASW: 5249

DRAFT

Sales Representative Contract

This Sales Representative Contract ("Contract") is made effective as of September 01, 2023, by and between Northfield School District, of 201 Orchard Street South, Northfield, Minnesota 55057, and LMR Media, of 8918 Canby Ct., Northfield, Minnesota 55057.

In this Contract, the party who is contracting to receive services shall be referred to as "Northfield School District", and the party who will be providing the services shall be referred to as "LMR Media".

LMR Media has a background in Marketing and is willing to provide services to Northfield School District based on this background.

Northfield School District desires to have services provided by LMR Media to market and sell Marketing opportunities in Southern Minnesota (the "Territory").

Northfield School District hereby appoints LMR Media as Northfield School District's sales representative within the Territory as described above, to solicit orders for the Northfield School District's Products upon the terms and subject to the conditions set forth herein.

Therefore, the parties agree as follows:

DESCRIPTION OF SERVICES. Beginning on September 01, 2023, LMR Media will provide the following services (collectively, the "Services"):

Help the Northfield School district identify and price advertising opportunities LMR can sell on behalf of the Northfield School District , create business to business agreements for Northfield School District, be an advocate for the Northfield School District Booster Clubs Sponsorship levels.

PERFORMANCE OF SERVICES. The manner in which the Services are to be performed and the specific hours to be worked by LMR Media shall be determined by LMR Media. Northfield School District will rely on LMR Media to work as many hours as may be reasonably necessary to fulfill LMR Media's obligations under this Contract.

COMMISSION PAYMENTS. Northfield School District will make commission payments to LMR Media based on 15% of Gross Sales that LMR Media sells or manages. For the purposes of this Contract, Gross Sales that LMR Media sells or manages means Total customer revenues. less shipping charges.

Payment Schedule. The commission payments shall be payable monthly, no later than the tenth day of the following month.

SUPPORT SERVICES. Northfield School District will not provide support services, including office space and secretarial services, for the benefit of LMR Media.

TERM/TERMINATION. This Contract may be terminated by either party upon 90 days written notice to the other party.

RELATIONSHIP OF PARTIES. It is understood by the parties that LMR Media is an independent contractor with respect to Northfield School District, and not an employee of Northfield School District. Northfield School District will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of LMR Media.

ARBITRATION. Any controversy or claim arising out of or relating to this Contract, or any breach thereof, including, without limitation, any claim that this Contract, or any part thereof, is invalid, illegal or otherwise voidable or void, shall be submitted exclusively to final and binding arbitration before, and in accordance with, the Commercial Rules of the American Arbitration Association, and judgment upon the award may be entered in any court having jurisdiction thereof; provided, however, that this clause shall not be construed to limit any rights which Northfield School District may have to apply to any court of competent jurisdiction for injunctive or other provisional relief. The arbitrator agrees to determine the arbitrability of any dispute. This arbitration provision shall be deemed self-executing, and in the event that either party fails to appear at any properly noticed arbitration proceeding, an award may be entered against such party notwithstanding said failure to appear. Such arbitration shall be conducted by the American Arbitration Association, at its offices and shall be governed by the rules of the American Arbitration Association then in force and effect. The parties agree that the arbitrator shall not have the power to award punitive damages against any party.

EMPLOYEES. LMR Media's employees, if any, who perform services for Northfield School District under this Contract shall also be bound by the provisions of this Contract.

NOTICES. All notices required or permitted under this Contract shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

IF for Northfield School District:

Northfield School District
Lance Reisetter
Owner
201 Orchard Street South
Northfield, Minnesota 55057

IF for LMR Media:

LMR Media
Lance Reisetter
Owner
8918 Canby Ct.
Northfield, Minnesota 55057

Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

ENTIRE CONTRACT. This Contract contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Contract supersedes any prior written or oral agreements between the parties.

AMENDMENT. This Contract may be modified or amended if the amendment is made in writing and is signed by both parties.

SEVERABILITY. If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

APPLICABLE LAW. This Contract shall be governed by the laws of the State of Minnesota.

SIGNATURES. This Contract shall be signed on behalf of Northfield School District by Dr. Matt Hillmann , Superintendent and on behalf of LMR Media by Lance Reisetter , Owner and effective as of the date first above written.

Company:
Northfield School District

By: _____
Dr. Matt Hillmann
Superintendent

Date: _____

Sales Representative:
LMR Media

By: Lance Reisetter
Lance Reisetter
Owner

Date: 8/2/2023

Summary: The 2023 omnibus education bill included at least \$230 million in competitive grants and additional categorical funding that will be operated in a grant-like fashion. The district is considering proposing to add a full-time grant writer to position itself to fiercely compete for funds that would support the achievement of our strategic benchmarks. This proposal includes an updated recommendation since the Aug. 14 board meeting.

Why It's Important

- There are over \$230 million in competitive grants over the next two years, funded by the Minnesota Legislature.
- Grant funding can help offset costs from the general fund.
- Grant funding can help spur innovation.
- Grant funding can include a portion for administration. It could pay for a substantial amount of the potential position.
- The district has a history of securing competitive funding and data to prove that the awarded grants have made a difference for students and the community. Examples include TORCH and the community school.

Options Considered

- Freelance grant writer
- Staff members write grants
- Full-time grant writer

Aug. 14 Recommendation

- Post a 0.50 FTE grant writer position for the district. The position would be responsible for proactively seeking and applying for grants that would advance the vision, strategic commitments, and benchmarks associated with our strategic plan. The role would also be responsible for the related grant reporting.
- The salary for this position will be \$35,000 per year. The estimated maximum total cost with benefits would be approximately \$52,000.

Aug. 28 Recommendation

- Negotiate a contract with Northfield Healthy Community Initiative (HCI) for no more than \$45,000 annually for grant writing services. This payment represents roughly half of the cost of HCI hiring a second full-time grant writer. The board will be asked to formally approve the contract at a future board meeting.
- HCI recently approached the district about expanding its grant writing and reporting capacity. They plan to add a second full-time grant writer that the contract would support. They will also assist with grant reporting for the district.
- The district has a long and successful history of collaborating with HCI on grants that have benefited both the school district and the community. The partnership strengthens our grant applications in many instances.

Proposal to maintain the seven period day at Northfield Middle School | Aug. 14, 2023

Matt Hillmann, Ed.D., Superintendent and Greg Gelineau, Northfield Middle School Principal

Request

District and middle school administration is requesting the board authorize continuing the Northfield Middle School seven period schedule instead of shifting to a six period schedule in 2024-25.

Background

In May, the board approved moving to a six period day in 2024-25 as part of the priority-based budget reduction process. The reasons the schedule change was recommended included:

- It allowed a savings of 2.0 FTE (equivalent to \$200,000).
- It maintained the most programming for middle school students. While there was one less class period, all existing departments maintained programming.

Administrators felt the shift to the six period day was the best option available at that time.

What has changed?

- A resignation created an opportunity to think differently about how the middle school schedules geography, a Grade 8 course.
- Input from Grade 8 social studies staff suggested changing the geography course from a yearlong course to a semester course was feasible. The teacher mapped a curriculum that can embed all state standards in one semester.

How will the middle school achieve its budget reduction target while maintaining the seven period day?

- The change from geography being a yearlong course to a semester course allows one teacher to provide instruction for all Grade 8 students. This reduces the budget by 1.0 FTE and the savings is realized a year early by not replacing the retiring geography teacher.
- The second 1.0 FTE reduction will be a shift in the Grade 6 coursework. Grade 6 reading will continue as an everyday course and Grade 6 writing will shift from an everyday course to an every-other-day course. This change was part of the plan to move to a six period day and will work in a seven period day as well.

Are there other impacts?

- The compression of the Grade 8 geography from a yearlong course to a semester course opens an additional elective opportunity for students. During the budget reduction process, there was substantial feedback about the importance of elective opportunities for middle school students. This change allows for more opportunities.

Why make this change?

- The change maintains the seven period day and expands elective opportunities for students.
- The district heard the concerns of families and staff about the approved change to the six period day. An alternative not available during the budget reduction process presented itself and the district is acting upon it.

When will the board be asked to act?

- The board will be asked to vote on the proposal at the Aug. 28 board meeting.

**2023-2025 AGREEMENT
INDEPENDENT SCHOOL DISTRICT #659
NORTHFIELD, MINNESOTA**

and the

NORTHFIELD EDUCATION ASSOCIATION

**AGREEMENT EXTENDS FROM
July 1, 2023 to June 30, 2025**

2023-2025 AGREEMENT

INDEPENDENT SCHOOL DISTRICT #659 and the NORTHFIELD EDUCATION ASSOCIATION

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**Independent School District No. 659
Northfield, Minnesota
and the
Northfield Education Association**

**ARTICLE I
PURPOSE**

Section 1. THIS AGREEMENT, entered into between the School Board of Independent School District No. 659, Northfield, Minnesota, hereinafter referred to as the School Board, and the Northfield Education Association, hereinafter referred to as NEA, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for teachers during the duration of this Agreement. Any term used in this Agreement that is also defined in the PELRA is intended to have the same definition as used in the PELRA.

**ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

Section 1. In accordance with the PELRA, the School Board recognizes the Northfield Education Association as the exclusive representative of teachers employed by the School Board. The NEA, as exclusive representative, shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this Agreement.

Section 2. Appropriate Unit. The exclusive representative shall represent all the teachers of the District including those on approved leave of absence as defined in this Agreement and the PELRA.

**ARTICLE III
RIGHTS AND OBLIGATIONS OF THE SCHOOL BOARD**

Section 1. The School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions, educational policies, and programs of the School Board, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. The School Board has an obligation to meet and negotiate in good faith with the exclusive representative of the teachers in an appropriate unit regarding grievance procedures and the terms and conditions of employment, but such obligation does not compel the School Board or its representative to agree to a proposal or require the making of a concession.

Section 3. The School Board has the obligation to meet and confer with teachers to discuss policies and those matters relating to their employment not included under the PELRA.

Section 4. The School Board shall not meet and negotiate or meet and confer with any teacher or group of teachers who are at the time designated as a member or part of an appropriate teacher unit except through the exclusive representative if one is certified for that unit or as provided for in the PELRA.

Section 5. The School Board shall have the right to petition the director for arbitration under the PELRA; provided the exclusive representative or the School Board has first petitioned the director for mediation services as are available under the PELRA.

Section 6. The School Board may hire and pay for arbitrators desired by the provisions of the PELRA.

Section 7. All provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, valid Rules and Regulations of the State Board of Education, and rules, regulations and orders of State and Federal governmental agencies. Any provisions of this Agreement herein found to be in violation of any such laws, rules, regulations or orders shall be null and void and without force and effect. This section does not incorporate federal and Minnesota law or applicable federal and state agency rules by reference into this Agreement.

Section 8. The School Board has the duty to efficiently manage the School District. The primary obligation of the School District is to provide students with the opportunity for an education. The enumeration of rights and duties in this Article do not exclude the inherent managerial rights and functions not expressly reserved herein.

ARTICLE IV RIGHTS AND OBLIGATIONS OF TEACHERS

Section 1. Nothing contained in the PELRA shall be construed to limit, impair or affect the right of any teacher or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of teachers or their betterment, so long as the same is not designed to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative if there be one; nor shall it be construed to require any teacher to perform labor or services against his/her will.

Section 2. Teachers shall have the right to form and join labor or teacher organizations, and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such teachers with the School Board of such unit.

Section 3. Teachers who are professional employees as defined by the PELRA have the right to meet and confer with the School Board regarding policies and matters not included under the PELRA.

Section 4. Teachers through their certified exclusive representative have the right and obligation to meet and negotiate in good faith with their School Board regarding grievance procedures and the terms and conditions of employment, but such obligation does not compel the exclusive representative to agree to a proposal or require the making of a concession.

Section 5. Teachers shall have the right to request and be allowed dues check off for the exclusive representative, provided that dues check off and the proceeds thereof shall not be allowed any teacher organization that has lost its right to dues check off pursuant to the PELRA.

Section 6. An exclusive representative shall have the right to petition the director for arbitration under the PELRA; provided the exclusive representative has first petitioned the director for mediation services as are available under the PELRA.

Section 7. Personnel Files. Every teacher has a permanent file in the District Office. Pursuant to M.S. 122A.40, subd. 19, as amended, all evaluations and official files, wherever generated, relating to each individual teacher shall be available during regular school business hours to each individual teacher upon the teacher's written request. The teacher shall have the right to reproduce any of the contents of the files and may include in the file written information in response to any material contained therein. When material involving evaluation or any performance related material or notice of reprimand or deficiency is to be placed in a teacher's file, a copy will be provided to the teacher. The school district may destroy such files as provided by law, after first giving the teacher the opportunity

to keep any items scheduled to be destroyed. Any teacher may submit items to his/her immediate supervisor for inclusion in the file.

Section 8. Association Release Time. During the term of this Agreement, the exclusive representative will have available 480 hours of release time. This time shall include all time spent away from teaching duties on behalf of the exclusive representative as designated by the Northfield Education Association President including any negotiation or grievance activities. Association leave shall not be used for activities in support of any other exclusive representative of employees, nor to run for elective office of any kind.

Section 9. Full-Time Teachers. Teachers regularly scheduled to work the full teacher duty day as described in Section 1, Article IX, shall be deemed to be “full-time” teachers.

Section 10. Association Member List. The District shall provide in electronic form to the Association the names, work email address, full-time equivalency (FTE) status, worksite location and assignment of all bargaining unit members employed, upon request. Such requests shall be filled within five business days.

Section 11. Reasonable Access. Representatives of the Association shall have reasonable access to worksites and school facilities to communicate with members, hold meetings, and conduct other business. Upon arrival at the worksite, Association representatives shall make their presence known to the worksite supervisor or his/her designee. Such visits shall not interrupt normal work responsibilities.

ARTICLE V BASIC SCHEDULES AND RATES OF PAY

Section 1. Salary Schedules. The salary schedules of teachers covered by this Agreement are set forth in appendices A and B attached herewith, and are hereby incorporated as part of this Agreement.

A. Eligibility for Increments.

1. Each teacher who worked more than one-half of the teacher duty days for the 2022-2023 school year will be advanced one step on the salary schedule for the 2023-2024 school year. Increments contained in the 2024-2025 salary schedule will not be paid in the 2025-2026 school year in the absence of an agreement between the parties covering the period from July 1, 2025 to June 30, 2027.

B. Recognition of Prior Experience. Full credit for teaching experience in other school systems shall be given for up to six years when placing newly hired teachers on the salary schedule. At the discretion of the School Board, more than six years of teaching experience may be credited at the time of hire for salary schedule placement, especially in difficult to fill licensure areas.

C. National Certification. Any teacher who has achieved one of the following national certifications shall be paid an annual stipend of five hundred (\$500) dollars. This stipend shall not be considered part of the teacher’s annual salary. The teacher shall provide a copy of current certification to the Human Resources Office prior to September 15 of each school year.

The following certifications shall apply:

Board Certified Behavior Analyst (BCBA)

National Board of Professional Teaching.

Guidance Counselors: LPC (Minnesota Board of Behavioral Health and Therapy-Licensed Professional Counselor).

Occupational Therapists: NBCOT (National Board for Certification in Occupational Therapy).

Physical Therapists: ABPTS-PCS (American Board of Physical Therapy Specialties-Pediatric Certified Specialist).

Psychologists: NASP-NCSP (National Association of School Psychologists-National Certified School Psychologist).

Social Workers: LSW, LGSW, LISW, or LICSW (Minnesota Board of Social Work-Licensed Social Worker, Licensed Graduate Social Worker, Licensed Independent Social Worker, or Licensed Independent Clinical Social Worker).

Speech Language Pathologists: ASHA-CCC-SLP (American Speech-Language-Hearing Association Certificate of Clinical Competence in Speech-Language Pathology).

D. Recognition of outstanding performance or extraordinary contribution to the School District. Any teacher who achieves the following recognition may receive a one-time stipend not to exceed the amounts identified below:

1. State Teacher of the Year Finalist (\$500.00)
2. State Teacher of the Year (\$1,000)
3. National Teacher of the Year (\$1,000)

Section 2. Lane Freezing.

A. The following lanes will have steps frozen as listed:

<u>Lane</u>	
B.A.	9
All other lanes	10

No teacher may advance beyond the maximum step on a lane set forth above.

B. Negotiated raises in steps during subsequent years shall, however, be paid.

C. A teacher changing lanes from a frozen step shall receive credit toward step increments in the new lane for service while on the frozen step, up to the maximum step on the new lane set forth above.

Section 3. Rehired Retired Teachers. The School District may rehire retired teachers for positions, including long-term substitute positions according to the following provisions:

- A. The exclusive representative recognizes voluntary waiver of continuing contract rights by retirees who want to return to teaching.
- B. The salary placement shall be on the teacher's proper lane and step at the time of retirement. No longevity payments will be made.
- C. All benefits and leave time will be provided according to the Agreement, except 403b contributions, accumulation of leave time, and retirement provisions. Retirees receiving retirement insurance benefits from the District when rehired will continue with those benefits as if retired.

D. Insurance benefits may be waived by mutual consent.

ARTICLE VI EXTRA COMPENSATION

Section 1. Individual teachers may enter into separate contracts with the School Board for the performance of assignments in addition to or differing from the performance of basic teaching duties. Such separate extra assignment contracts shall not be part of a teacher's continuing contract. Non-bargaining unit individuals hired for Schedule C or D assignments are not subject to this Agreement.

ARTICLE VII INSURANCE

Section 1. Group Insurance. During the term of this Contract, the Employer will purchase group insurance policies described in this Article as provided by law. The eligibility of an enrolled teacher for benefits shall be governed by the terms of the insurance contracts in force between the Employer and the insurers providing such coverage. It is further agreed that the Employer's only obligation under this Article is to make the premium payments as provided in this Contract, and no claim shall be made against the Employer in the event of a denial of insurance benefits by an insurance carrier.

Teachers regularly scheduled to work 20 or more hours per week shall be eligible for benefits described in this insurance article. Teachers regularly scheduled to work less than 20 hours per week shall not be eligible for benefits described in this article. The employer shall contribute toward the premiums for health and hospitalization and dental insurances on a pro-rata basis of the amounts listed in Sections 2 and 3 of Article VII for teachers regularly scheduled to work 20 to less than 30 hours per week (.5 FTE to less than .75 FTE). The contribution shall be prorated commensurate with the amount of time the teacher is regularly scheduled to work.

All insurance benefits shall commence on the first day of scheduled service and continue through the following August unless modified by a leave of absence or severance of employment prior to the close of the school year. The District shall continue its contribution toward the premium for health and hospitalization insurance for dependents of a deceased teacher for a period of six months after the teacher's death or until the contribution would have otherwise ceased, whichever is sooner, provided the deceased teacher was enrolled in family coverage at the time of death.

Substitute teachers working less than sixty (60) consecutive working days shall not be eligible for benefits described in this Article. When it is known in advance that a substitute teacher will be employed for sixty (60) consecutive working days or more, the teacher will receive a substitute contract and shall be eligible for insurance benefits as provided in this Agreement. Participation in the district's insurance benefits plans will cease effective on the last day of the month in which the last day was worked.

Section 2. Health and Hospitalization Insurance. During the term of this agreement, the Employer will contribute for single or family coverage toward the monthly premium for each teacher regularly scheduled to work 30 or more hours per week (.75 FTE or more) who qualifies for and is enrolled in coverage under the district medical and hospitalization insurance plan. The contribution amounts are as follows:

Single Coverage

Family Coverage

January 1, 2024 through December 31, 2024	\$616.26/month	\$1,874.40/month
January 1, 2025 through December 31, 2025	\$649.26/month	\$1,974.40/month

Participation in the insurance program will be voluntary. Coverage shall be effective only upon enrollment of the individual teacher and the teacher's family. Each teacher enrolled under the plan shall contribute, through payroll deduction, any excess of the monthly premium under the plan over the maximum School Board contribution toward the type of coverage for which such teacher is enrolled.

Section 3. Dental Insurance. During the term of this agreement, the Employer will contribute the following toward the monthly premium for each full-time teacher who qualifies for and is enrolled in coverage under the district dental insurance plan:

	<u>Single Coverage</u>	<u>Family Coverage</u>
January 1, 2024 through December 31, 2024	\$28.20/month	\$64.34/month
January 1, 2025 through December 31, 2025	\$28.20/month	\$64.34/month

Section 4. Income Protection. The Employer will pay the full premium for each teacher who qualifies for and is enrolled in coverage under the district's long-term disability insurance plan. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings, including longevity.

Up to thirty (30) accumulated sick leave days may be used on a pro-rata basis while receiving disability income; however, the total income generated from using sick leave with disability benefits may not exceed the teacher's basic earnings. The School District shall continue its contribution for health and hospitalization insurance for up to six months (180 consecutive days) after the last day worked for absence due to total disability. Thereafter, teachers receiving long-term disability insurance benefits may continue in the district's group insurance plans at the teacher's expense. Benefit payments shall continue in accordance with federal regulations.

Section 5. Life Insurance. The Employer will provide group term life insurance coverage for each teacher who enrolls in the insurance plan in the amount of \$50,000.00. Each teacher may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the teacher through payroll deduction.

Section 6. Tax Deferred Accounts. All eligible teachers may participate in an IRS approved tax-deferred plan established pursuant to United States Public Law No. 98-370.

Section 7. Retirement Insurance. Teachers shall notify the District of their intent to retire by April 1.

Subd. 1. Eligibility. Any teacher whose seniority date is prior to July 1, 2009 and has at least ten (10) years experience in Independent School District No. 659 and retires upon attaining age fifty-five (55) or thereafter may elect to be covered under the group health and hospitalization, dental plans and life insurance plans provided by the School District as provided by law.

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

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

Subd. 2. District Contribution. The teacher may continue participation in the district's group term life insurance plan according to provisions of Section 5 above at the teacher's own expense until the teacher is eligible for Medicare.

Prior to becoming Medicare eligible, the District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as an employed teacher but not more than 80% of the health and hospitalization insurance premium as follows:

1. Nine (9) years for those teachers whose most recent date of hire was on or before September 1, 1987.
2. Six (6) years for those teachers who were employed September 1, 1987 through June 30, 2009.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$350.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

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

Subd. 3. Teachers whose seniority date is after July 1, 2009. The benefits outlined in this subdivision shall be available to regular teachers that work .50 FTE or more whose seniority date is on or after July 1, 2009, for the full school year. Teachers must be actively working for the full school year to be eligible for the Health Reimbursement Arrangement (HRA) contribution. Teachers on leave of absence during a school year will not be eligible for HRA contributions for that school year. The HRA contribution will not be prorated for partial school years worked with the following exception: teachers who retire prior to the end of the school year will receive a prorated contribution based on the number of days worked divided by the total number of teacher duty days in the school year during which they retire.

Beginning in contract year 2009-10, the district will set aside \$1,000.00 annually for all newly hired full-time teachers. Regular part-time teachers that work .50 FTE or more will receive a prorated portion of the contribution. The district contribution will be made in July following the preceding full school year of service. The district contribution will be deposited into a district reserved account on behalf of all eligible employees as outlined in this article; however, all district contributions will remain district assets until eligible employees meet the district's vesting requirements. Teachers will become vested when they have at least 10 years of continuous service to the district, including District approved leaves of absence. For each year of service thereafter, the district will continue to deposit \$1,000.00 annually in the HRA account of all eligible full-time employees as outlined in this article. The deposit for part-time teachers will be prorated to the FTE for which they are contracted. The district contributions will be made in July following the preceding full school year of service. The vested teacher will have access to his/her HRA account balance upon separation of employment.

Teachers whose seniority date is on or after July 1, 2009, shall not be eligible for other benefits provided under Article VII, Retirement Insurance; Section 7, Subdivision 1 or 2.

Subd. 4. Other Employer Insurance. Coverage will be available to a retired teacher who has group medical insurance available to him/her from another employer; however, such other employer's coverage shall be considered primary.

ARTICLE VIII LEAVES

Section 1. Leave Allowance.

- A.** At the beginning of each school year each teacher employed half time or more will be granted a leave allowance the hourly equivalent of ten (10) days, prorated to the FTE portion of the teacher's individual contract, for absences without deduction from pay during such school year. Such leave allowance may only be used under the terms and conditions set forth in this Article. All sick leave, bereavement leave, and personal leave will be charged against the teacher's leave allowance. All leave allowance shall be based on a teacher's current workday.
- B.** Unused portions of a teacher's leave allowance may accumulate from one basic school year to the next to a maximum of two hundred (200) days.
- C.** Number of days accumulated shall be available to all teachers via the employee self-serve system.
- D.** Leave allowance will not apply, nor may it be earned or accumulated during any leave of absence, paid or unpaid, except as expressly provided in this Agreement
- E. School Conference and Activities Leave.** In accordance with the provisions of MS.181.9412, the District will provide each teacher with up to sixteen hours of school conference and activities leave during any twelve-month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the teacher's leave allowance. In addition to the statutory definition of school conference and activity leave, employees may also use school conference and activity leave for post-secondary college visits for high school age students.

Section 2. Sick Leave.

- A.** Leave allowance may be used by a teacher for a necessary absence on a work day during the school year because of illness or injury of the employee or the employee's dependent child. Leave allowances are available for other individuals to the extent provided by Minnesota law or FMLA, and are not subject to the grievance procedure. This includes medically necessary appointments.
- B.** An individual teacher may be notified in writing that, in order to qualify for future sick leave pay, a statement from a physician of the teacher's choice may be required.
- C.** A teacher receiving compensation under the Worker's Compensation Act may elect to use accumulated leave allowance to make up the difference between the worker's compensation payments and the teacher's regular basic salary. Deductions from leave allowance will be made on a prorated basis according to the additional payments to the teacher. In no event shall the additional compensation paid to the teacher result in the

payment of total daily, weekly or monthly compensation in excess of such teacher's basic salary.

- D. Sick Leave for Part-time Teachers.** Teachers employed less than 20 hours per week shall be eligible for two (2) days of sick leave per year, commensurate with the portion of the day worked, non-accumulative, for personal illness or injury. Leave allowances are available for other individuals to the extent provided by Minnesota law, and are not subject to the grievance procedure. Such teachers will not receive any other benefits provided under this Article.

Section 3. Bereavement Leave.

- A.** Up to a total of ten (10) days leave allowance per year may be used in case of bereavement leave.

Bereavement leave may be used in the case of a death of family members or friends.

Exceptions to the above restrictions may be granted at the discretion of the Superintendent, or designee, depending upon the circumstances surrounding the leave.

Section 4. Emergency Leave.

- A.** Up to two (2) days of leave allowance may be used in the event of emergencies after a teacher's personal leave account has been exhausted. Teachers are eligible to use emergency leave when there are daycare closings that result in a teacher's dependent child not being cared for as planned, damage to a teacher's property, assisting another in an emergency, or to provide information about an emergency to law enforcement or other public safety personnel. Emergency leave will be deducted from an individual's sick leave allowance. The Leave Allowance Bank will not cover the use of Emergency Leave.

Section 5. Personal Leave and Short-term Leave of Absence.

- A.** Teachers will be allowed five (5) days per year of personal leave, non-accumulative, without the necessity of prior administrative approval, but with at least three (3) days written notice via the District's substitute/leave reporting system except for emergencies. These five (5) days will be deducted from the leave allowance. No more than three (3) consecutive personal leave days can be used for the same absence.

With the exception of teacher preparation days where no cap will be in effect, personal leave for a particular day will be granted on the basis of the order such requests are received. The following chart indicates the number of teachers eligible for personal leave by building for each eligible workday:

Northfield High School	4
Northfield Middle School	3
Bridgewater Elementary	2
Greenvale Park Elementary	2
Spring Creek Elementary	2
Northfield Community Education Center	1
ALC	1

Personal leave will not be granted during the first week or the last week of instructional days, or on an open house as referred to on the school calendar, staff development, or conference days, except in exceptional and unusual cases at the discretion of the Director

of Human Resources. Requests need not include reasons for the leave day except when the teacher is requesting an exception to the above regulations.

Any unused personal leave will remain in the employee's sick leave account.

The Director of Human Resources may approve a short term leave of absence beyond that specified herein for exceptional and unusual circumstances, which shall result in the withholding of pay as computed against the total number of teacher duty days in the contract year.

Section 6. General Leave of Absence.

- A. Eligibility:** The District, at its discretion, can grant a request for partial or full unpaid leaves of absence up to one year in duration for those who taught at least two years in the District.
- B. Requests:** Leave requests are required to be submitted to Human Resources by March 1st. Requests received after March 1st may be considered on an individual basis. Requests shall be subject to District approval, whose decision is binding. The School Board's decision may not be grieved.
- C. Reinstatement:** A teacher has a right to be reinstated to a position for which the teacher is licensed (the teacher is not reinstated to a specific position or a specific site) at the beginning of any school year immediately following a year of General Leave, if the teacher notifies the District of his/her intent to return by March 1st preceding the school year in which the teacher is scheduled to return. Written notification of intent to return shall be delivered in person or by mail (US Mail or Interschool) to the Director of Human Resources.
- D. Benefits:** While on a General Leave of Absence, or while on an extended leave of absence granted pursuant to M.S. 122A.46, a teacher may continue participation in the insurance plans of the school district at the teacher's own expense.
- E. Seniority:** Any teacher who is reinstated to a teaching position in the District shall retain seniority and continuing contract rights as though the teacher had been teaching in the District during the period of General Leave of Absence. The teacher is not reinstated to a specific position or a specific site and the time spent on leave does not determine steps taken on the matrix for the teacher's salary upon return.

Section 7. Child Care Leaves. Child care leaves under this section include maternity leave, parental leave and adoption leave. Child care leaves shall be processed under the Federal Family and Medical Leave Act (FMLA) for those teachers that meet the current eligibility requirements of FMLA as outlined in Policy 410 and Policy 448. Child care leaves for those teachers that do not meet the current eligibility requirements of FMLA shall be processed under the District Disability After Childbirth Policy – Policy 411.

- A.** A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the teacher for an extended period of time.
- B.** A teacher making application for ~~unpaid~~ child care leave shall inform the principal in writing with intention to take the leave as soon as possible and at least one calendar month before commencement of the intended leave, except in unusual circumstances. The district and the teacher will attempt to work out a satisfactory plan for the leave.

- C. If the reason for the child care leave is occasioned by pregnancy, the teacher shall also provide at the time of the leave application, a medical certification indicating the expected date of the delivery.
- D. Sick leave under Section 2 and long-term disability insurance under Article VII, Section 4, is available for the disabilities of pregnancy prior to the commencement of the child care leave. Such use of sick leave days shall run concurrently with parental leave days under paragraph L.
- E. The school district, upon meeting in person and discussing the teacher's return date preferences, may make moderate adjustments in the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year - e.g., winter vacation, spring vacation, semester break or quarter break, end of reporting period, end of the school year, or the like.
- F. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:
 - (1) Grant any leave more than six (6) months in length or to the beginning of the school year following such six (6) month period.
 - (2) Permit the teacher to return to his or her employment prior to the date designated in the request for child care leave.
- G. A teacher returning from child care leave shall have a right to return to the teacher's original position as specified in the teacher's child care leave plan if the teacher's leave is commenced and concluded within the same school year or concluded prior to the first teacher duty day of the following school year. If a teacher's child care leave plan does not call for the teacher's return within the year it is commenced, a teacher shall have the right to be returned to an equivalent contractual position, subject to the unrequested leave of absence procedure of Article XIV and transfer procedures in Article XV.
- H. Failure of the teacher to return pursuant to the date determined under this Section shall constitute the failure to teach without first securing a release which is a ground for immediate discharge unless the school district and the teacher mutually agree to an extension in the leave.
- I. A teacher who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave. The teacher shall accrue additional experience credit or leave time during the period of absence for child care leave, if the leave commences and ends within the same school year. Experience credit for any subsequent leaves for the same child shall be in accordance with Article V, Section 1, Item A.
- J. The school district shall continue its contribution for group insurance as specified in Article VII for a teacher on child care leave through the following August. Thereafter, a teacher may continue participation for the remainder of the leave, or subsequent child care leaves for the same child, in the insurance plans of the School District at the teacher's own expense.
- K. Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

- L. Up to ten (10) days parental leave may be used within 30 days of the birth of a child, the days used to be deducted from sick leave. Employees that qualify for maternity leave are not eligible for these parental leave days.

Section 8. Judicial Duty. For any teacher who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such teacher's basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty. Advance notice to the building administrator is required to permit the scheduling of a substitute, if required. An employee is also required to notify the building administrator upon being excused from judicial duty.

ARTICLE IX HOURS OF SERVICE

Section 1. Basic Day. Except as modified pursuant to Article X, Section 2, the basic teacher's day, inclusive of a 25 minute "duty free" lunch, shall be eight hours. Part-time teachers shall have responsibilities in proportion to their contracts: e.g., a teacher with a 3/5 contract is responsible for up to 24 hours of service per week. Part-time teachers working half-time or more will receive a 25-minute duty free lunch period. All part-time teachers will receive pro-rated prep time and non-instruction time within their duty time calculation.

Section 2. Building Hours. Under normal circumstances, the building hours for the Basic Day shall be from 7:30 a.m. to 3:30 p.m. with a duty free lunch and a preparation period. The specific hours at any individual building may vary according to the need of the educational program of the school district. The School Board retains the right to set different hours for each building after conferring with the exclusive representative, and has, after such a conference, specifically retained the ability to alter the starting and ending times of the basic work day by up to 60 minutes, not to exceed eight (8) hours per day. Any change greater than 30 minutes will require a 90-day notice to the exclusive representative. Teacher requests for flex time of up to 60 minutes may be approved at the discretion of the building principal. Teachers may leave the building on Friday afternoon after the students have left the buildings. The building principal may extend dismissal of staff on Friday for good and sufficient reason after conferring concerning the agenda with the NEA building representative and consistent with the provisions of Article IX, Section 3C.

On scheduled non-student contact days, all buildings will have common building hours and lunch period in order to facilitate collaborative activities between buildings and maximize effective use of presenters and consultants.

Section 3. Preparation Time.

- A. The School Board recognizes that the teachers use part of their time at home as additional preparation time.
- B. Each full-time secondary teacher shall have one uninterrupted period during the school day for preparation. Each full-time elementary teacher shall have sixty minutes for preparation time during the school day. Such preparation time shall be scheduled in one or two uninterrupted time blocks during the student contact day, except when scheduled differently by mutual agreement between the individual teacher and school administration. The District continues its strong commitment to provide full-time elementary teachers with one uninterrupted time block for preparation. Preparation time for part-time teachers shall be prorated. The word "uninterrupted" shall not prevent ordinary professional communications.

- C. In addition to B above, any unscheduled time between the hours of 7:30 a.m. and 3:30 p.m. shall be considered preparation time. Principals may require attendance of building faculty members at one meeting not to exceed one hour per week scheduled during the preparation period.
- D. School District procedures for attendance in the classroom while a special teacher has charge of the class shall be clearly defined in School District policies. In the absence of such a policy, classroom attendance shall be up to the discretion of the classroom teacher. This policy shall be subject to the grievance procedure.

Section 4. Specialists Schedules. The maximum number of 30 minute sections that a 1.0 FTE elementary specialist teacher shall teach per week is 52 sections unless mutually agreed upon by administration and representative of the Northfield Education Association.

ARTICLE X LENGTH OF THE SCHOOL YEAR

Section 1. Teacher Duty Days. Pursuant to M.S. 120A.40, the School Board shall, prior to April 1 of each school year, determine the number of school days and teacher duty days for the next school year. Each teacher shall perform services on those days as determined by the School Board, including those legal holidays on which the school district is authorized to conduct school. The school year shall include not more than 187 teacher duty days (exclusive of holidays and Education Minnesota Professional Conference Days). The School Board shall consider the recommendation of the Meet and Confer Committee concerning the placement of student days and additional teacher duty days, including parent teacher conference days, and/or evenings and open houses for which compensation time shall be scheduled, and shall adopt the school calendar for the succeeding school year indicating the placement of the above days prior to April 1.

When scheduled by the School District, a teacher preparation day is intended to allow teachers to complete necessary work away from the presence of students. Teacher preparation days may be worked on campus or remotely. Required building-wide and district-wide meetings will not be scheduled during this time. Teacher preparation days cannot be converted to staff development days or student contact days. A total of seven (7) teacher preparation days will be included in each school calendar. The Meet and Confer committee will recommend placement of two teacher preparation days on the calendar at the end of 1st, 2nd, and 3rd quarters. The placement of the remaining teacher preparation day on the calendar will be at the discretion of the School Board with input from the Meet and Confer committee.

Section 2. Emergency Closings and Rescheduling of Teacher Duty Days and Hours. In the event of any emergency, school may be closed at the discretion of the Superintendent. Upon the recommendation of the Superintendent, and approval by the School Board, teacher duty days and school days may be rescheduled, building hours may be changed, the length of the basic teacher's day may be adjusted, and instructional days may be conducted remotely per the District's e-Learning Day Program; provided, however, that the School Board shall not increase the total duty time per week required of a teacher. Such changes shall be discussed with the exclusive representative prior to final action by the School Board. For the purpose of this Section an "emergency" shall include, but shall not be limited to, unusually severe weather, mechanical failure of essential equipment affecting the comfort and safety of pupils and teachers, epidemic or widespread illness, severe energy shortages, or damage to building by fire or water, etc., work stoppages by other employee groups. The first student day lost because of emergency closings will not be rescheduled. After the first student day closure, the District may implement an e-Learning day in accordance with the e-Learning day plan instead of rescheduling the student day or, reschedule student day closures, with the approval of the School Board. Staff development days can be shifted to a remote format at the discretion of the Superintendent or may be made up upon recommendation by the Superintendent and approval by the School Board. All leaves scheduled for a day cancelled by the District will be returned to the employee's corresponding leave account.

ARTICLE XI DUES CHECK-OFF

Section 1. Dues Check-Off. The School Board agrees to deduct dues for membership in the Association and such other deductions as are mutually agreed by the Association and the School District for any individual teacher who has authorized such check-offs on the following form:

Dues deductions will be made in equal amounts from each regular salary check of the teacher for eight months, beginning in October and ending with May. The dues check-off authorization shall continue in effect until revoked in writing as specified therein. One week prior to the October payroll cut-off, the Association shall furnish the finance office with a list of the appropriate deductions for each member. Deductions for teachers employed after the commencement of the school year shall be appropriately prorated to complete payments by the following May.

Section 2. Deduction Transmittal. The School Board shall remit to the Association, within ten (10) calendar days following each pay period, the total amount deducted for membership dues. The School Board will provide the Association with an alphabetical list of teachers for whom deductions have been made from the first paycheck in October, and will notify the Association of any changes to this list for subsequent paychecks.

ARTICLE XII EVALUATION AND IMPROVEMENT OF INSTRUCTION

Section 1. Evaluation. The School Board and the Northfield Education Association mutually agree that timely evaluation of all professional staff for the improvement of instruction is a major responsibility of the teaching profession. The District policy regarding the evaluation of professional staff shall be used for evaluation purposes. Any changes in the District policy regarding the evaluation of the professional staff shall be subject to either party placing the topic on an agenda for discussions through the Meet and Confer procedures.

Section 2. Improvement of Instruction. The Association and the District agree that a program of incentives for excellence will be cooperatively developed. Any recommended changes in existing compensation arrangements would be implemented through amendment to this Agreement, ratified by the Northfield Education Association and the School Board.

ARTICLE XIII TRAVEL

Section 1. Mileage. Necessary and approved transportation required of any teacher in the performance of school duties shall be at the expense of the School District. The mileage reimbursement rate for affected employees shall be the rate established by the IRS, and any change in rate will be effective the first of the month following the announcement of the new rate.

Section 2. Attendance at Meetings Outside the District. Attendance of teachers at national and state meetings outside the district will be subject to the availability of funds in the teacher travel budget as may be set by the School Board, which shall be separately stated from the travel budget for administrators. Such travel must be approved in advance by the appropriate building principal. Priority for the use of such funds should go to teachers who are officers in their respective professional groups or who must participate actively in a meeting.

ARTICLE XIV UNREQUESTED LEAVE OF ABSENCE

Section 1. Purpose. The purpose of this Article is to set forth a procedure for unrequested leave of absence without pay or benefits for as many non-probationary teachers as defined in M.S. 122A.40 as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts. This Article has been agreed upon by the School Board and the NEA pursuant to the provisions of M.S. 122A.40, Subd. 10. Accordingly, the provisions of M.S. 122A.40, Subd. 11 and case law stemming from M.S. 122A.40, subd. 10 and 11 shall not be applicable to any teacher included in the appropriate unit. Nothing in this Article shall be construed to limit or impair the rights of any individual who is not included in the appropriate unit represented by the Association.

Section 2. Definitions. For purposes of this Article, the following terms shall be defined as follows:

Teacher: means a non-probationary "teacher" as defined in M.S. 122A.40 who has a valid license to teach in Minnesota and is a member of the appropriate unit as defined in this agreement.

Subject matter or field: "Subject matter or field" means a specific subject area and grade level licensed by the State of Minnesota for which specific licensing criteria have been set.

License: When used in this Article "license" means a regular license issued by the State of Minnesota, and shall include only licenses actually on file in the District Office as of November 1. The term "license" does not include a Tier 1, Tier 2, provisional, limited or temporary license.

Qualified: To be "qualified," a teacher must hold a license from the State of Minnesota for the position in question and must have taught in the School District within the past ten years in an assignment requiring the specific license supporting the teacher's seniority claim.

Days: When used in this Article, "days" means calendar days.

Section 3. Seniority Date. Seniority shall be based upon continuous and unbroken employment with Independent School District No. 659 from most recent date of contracted service, including periods of employment with the district outside the appropriate unit and periods of authorized leave of absence. Upon completion of the probationary period, each teacher employed will be assigned a seniority date retroactive to the first day of actual service for the district during the regular school year pursuant to such individual contract. Services performed outside the regular school year for additional compensation (except for regular teaching service performed for extra weeks) shall not be considered in the establishment of a teacher's seniority date. The original seniority date shall be retained by any teacher whose employment has been legally terminated by resignation or termination pursuant to M.S. 122A.40, but whose employment was subsequently reinstated without actual interruption of regular service.

Section 4. Seniority List. On or before November 15 of each year, the district shall prepare from its records a seniority list, in order of seniority date, which shall contain the seniority date, name and area(s) of licensing for each teacher as shown by licenses on file in the district office as of November 1 of said year, and current employment status (i.e., whether on leave, including specification of type and length of leave). Teachers with identical seniority dates will be listed in the order of their lane placement approved by the School Board as of the date of preparation of the seniority list: the teacher approved for the highest lane placement as of the date of preparation of the seniority list, will be listed first. In the event of a continuing tie, the teacher with the lower license number will be senior. The School Board will provide one (1) copy of the seniority list to the Association and will post one (1)

copy of the seniority list in each school building on or before November 15 of each year. Any teacher may challenge the correctness of the information contained in the posted seniority list by filing a written grievance with the Superintendent. In the absence of a grievance filed within twenty (20) calendar days from the date of posting, the posted seniority list will be conclusively deemed to be correct.

Section 5. Unrequested Leave of Absence. The School Board may place on unrequested leave of absence as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts.

Section 6. Placement on Unrequested Leave. Teachers shall be placed on unrequested leave in inverse order of seniority in the field and subject matter currently employed or taught within the past ten years. Teachers shall not be permitted to apply or exercise their seniority in any other subject matter or field than the one in which they are currently employed or have taught within the past ten years. Any teacher placed on unrequested leave of absence pursuant to this Section shall be notified in writing of such unrequested leave of absence. When completing the process of proposing teachers for unrequested leave, the District will automatically apply bumping rights subject to the following conditions:

- A. The teacher exercising bumping rights must be higher on the seniority list than a teacher being displaced.

Prior to exercising bumping rights in any department or grade level, the district may remove any probationary or less senior teacher who had been part of the Northfield Teaching Fellows (Grow Your Own) grant program and meets performance standards. Teachers who are removed from the process by the district for that reason will not be subject to unrequested leave of absence/non-renewal as outlined in this article for the affected fiscal year.

- B. A teacher with a temporary, limited or provisional license may not bump into a position held by any teacher who holds a Tier 3 or Tier 4 license for the position.
- C. A full-time teacher who has been placed on unrequested leave shall have recall rights to a lesser position but acceptance of a lesser position shall not jeopardize rights to a full-time position equivalent to that previously held.

Section 7. Notification: The District will notify teachers of their placement on unrequested leave of absence before July 1 of the school year in which the unrequested leave will begin. The notice must state the grounds for the unrequested leave of absence and must inform the teacher of the right to request a hearing within fourteen calendar days after receiving the notice. If a hearing is requested within fourteen (14) calendar days, which requires that the District receive the notice within the fourteen (14) calendar day period, the hearing will be held before an independent hearing officer selected by the District. The scope of the hearing will be limited to determining whether the teacher's placement on unrequested leave was in the inverse order of seniority, as required by this Article. The District may consolidate hearings if more than one teacher requests a hearing. If the teacher does not request a hearing within fourteen calendar days after receiving the notice of placement on an unrequested leave of absence, the teacher will be deemed to have acquiesced to unrequested leave of absence.

Section 8. Status While on Leave. An unrequested leave of absence shall be effective as of the last duty day of the regular school year as per the school calendar, or at such earlier time as mutually agreed between the School Board and the individual teacher even though the date for final notice of placement on ULA is June 30. A teacher on such leave may engage in teaching or any other

occupation during the period of such leave, and may be eligible for unemployment compensation pursuant to the criteria for eligibility under the Unemployment Compensation Act.

Section 9. Recall.

Subd. 1. No new teacher shall be employed by the School Board in any position while there is available, on unrequested leave of absence, a teacher who is properly qualified to fill the vacant position. A teacher placed on unrequested leave of absence shall be recalled, as positions become available, to the position from which such teacher was placed on leave, or if not available, to any other position for which such teacher is qualified. If a teacher is offered a contract which results in less than the original employment, the teacher shall not be required to accept the position and this shall not jeopardize the teacher's right to recall to original status. Reinstatement shall be in the inverse order of placement on leave: the last teacher placed on unrequested leave of absence who is qualified for the position shall be the first recalled.

Subd. 2. The School Board may send out multiple letters of recall for a single vacancy, inquiring whether the teachers notified are willing to accept recall to the vacant position if those teachers with superior recall rights do not accept recall to a position. Notice of recall by the School Board shall be complete upon mailing such notice by certified mail addressed to the last known address provided by the teacher.

Subd. 3. Prior to August 1, a teacher accepting or rejecting recall shall respond within ten (10) calendar days of notice as to whether or not he/she will accept such position. Failure to reply within such ten (10) calendar days period shall constitute a waiver on the part of such teacher regarding the position(s) offered and shall constitute waiver on the part of that teacher to any further rights of employment or reinstatement and shall forfeit any further reinstatement or reemployment rights.

If notice of any available position is given to any teacher on or after August 1 of any school year, such teacher must respond within seven (7) calendar days and may decline the recall without waiving his/her rights to further employment or reinstatement and shall maintain his/her seniority date without interruption. Failure to reply within such seven (7) calendar day period shall constitute a waiver on the part of such teacher regarding the position(s) offered and shall constitute waiver on the part of that teacher to any further rights of employment or reinstatement and shall forfeit any further reinstatement or reemployment rights.

Section 10. Termination of Rights. A teacher's seniority rights, unrequested leave of absence, and recall rights, if any, shall terminate upon the earliest of the following events:

- A. Resignation;
- B. Retirement;
- C. Discharge or termination of contract;
- D. Failure to return at the expiration of a leave of absence;
- E. Failure to give written notification of willingness to accept recall to a position equivalent to that from which the teacher is on unrequested leave of absence within the time limits established under Section 8. In the event that a teacher has signed a teaching contract with another school district prior to recall and the School Board of that district notifies the Northfield School District in writing of its refusal to release the teacher from the contract, the teacher will be allowed to defer recall for the next school year or the remainder of the school year without termination of rights under this section.

F. The expiration of five (5) years from the effective date of an unrequested leave of absence without recall.

Section 11. Doctrine of Strand. The holding of the Strand case, and other case law stemming from M.S. 122A.40, subd. 10 and 11, as enunciated by the Minnesota Court of Appeals and the Minnesota Supreme Court shall not be applied in the administration of this Article. The School District shall not be required to perform any type of realignment or to transfer a senior teacher to a different assignment involving another area of licensure in order to accommodate the seniority claim of a less senior teacher during the process of layoff or recall.

Section 12. Continuation of Insurance. The School District shall continue to make health insurance premium contributions as provided in Article VII until the following August 31 for all teachers who are placed on unrequested leave of absence according to the provisions of this Article. A teacher shall not be eligible for benefits while on unrequested leave of absence except as provided by law.

Section 13. Concurrent Leaves. An unrequested leave of absence may run concurrently with any other leave granted in accordance with this contract or in accordance with Minnesota Law.

ARTICLE XV VACANCIES AND TRANSFERS

Section 1. Requests for Transfer. On an annual basis, the School Board will provide an opportunity for teachers to formally request a transfer to any teaching position(s) in the District for which they are properly licensed. The School Board reserves its management right of selection and direction of employees, but shall give written notice to each teacher whose request for transfer is denied.

Section 2. Vacancies. The School Board will post notices for vacant teaching positions. Any teacher may apply for transfer to any posted position for which such teacher is licensed by completing the District's internal application process within five (5) working days from the date of posting. The School Board shall consider all timely applications for voluntary transfer before permanently filling any vacant teaching position. The School Board reserves its management right of selection and direction of employees, but shall give written notice to each teacher whose application for voluntary transfer to a posted position is denied.

Section 3. Involuntary Transfers. The School Board shall give written notice to a teacher being involuntarily transferred to another school building.

Section 4. Assignments. The School District will make an effort to post all teaching assignments for the following school year ten (10) working days before the last teacher duty day. When reassignments involving moving are initiated by the District, the teacher shall be paid a moving reimbursement as outlined in Schedule D of this agreement.

Section 5. Grievances. A teacher who desires a written statement of reasons for his or her involuntary transfer or denial of his or her application for voluntary transfer to a posted position shall make a written request for such statement of reasons to the Director of Human Resources within five (5) working days after receiving notice of the denial or transfer. Such written statement of reasons shall be given to the teacher within five (5) working days following a timely request. Any teacher may file a formal policy grievance over the statement of reasons given to such teacher for an involuntary transfer or denial of a voluntary transfer within twenty (20) working days after receipt of the statement of reasons, but such grievance shall not be subject to arbitration.

ARTICLE XVI LONGEVITY

Section 1. After twenty (20) years of employment as a teacher, ten (10) of which must be in the Northfield School District, a teacher shall receive a career increment totaling \$3,000.00 for the 2023-2024 school year and \$3,000.00 beginning with the 2024-2025 school year.

Section 2. After twenty-five (25) years of employment as a teacher, ten (10) of which must be in the Northfield School District, a teacher shall receive a career increment totaling \$6,000.00 for the 2023-2024 school year and \$6,000.00 beginning with the 2024-2025 school year.

Section 3. After thirty (30) years of employment as a teacher, ten (10) of which must be in the Northfield School District, a teacher shall receive a career increment totaling \$8,000 for the 2023-2024 school year and \$8,000 beginning with the 2024-2025 school year.

School years during which a teacher has been on any type of leave of absence for which step increments are not granted shall not be counted as a year of employment for the purposes of determining longevity eligibility. Longevity amounts shall be prorated to the FTE portion of the teacher's individual contract.

ARTICLE XVII SEVERANCE

Section 1. Eligibility. Teachers shall notify the District of their intent to retire by April 1. Teachers must have been employed prior to July 1, 2002, in order to receive severance pay. Teachers hired between March 1, 1997 and June 30, 2002 had the opportunity to make an irrevocable decision to forfeit severance pay and thereafter be eligible to receive matching contributions in accordance with Article XVIII. Provisions for severance pay are listed in Subdivisions 1 through 5 below.

Subd. 1 Teachers who meet the conditions of either paragraph A or B below shall be eligible for severance pay pursuant to the provisions of this Article upon retirement.

A. 30 years as a licensed teacher, 25 years in Northfield.

2011-12 and beyond		
30 Year Provision		Proration
Total Years	Years in Northfield	Percentage
30	25	100%
29	24	90%
28	23	80%
27	22	70%

B. 25 years as a licensed teacher, 15 years in Northfield, and age 59. Beginning with the 2012-13 school year, the requirement of this section reverts eligibility for the full severance package under paragraph B to those who have worked 25 years as a licensed teacher and served 15 of those years in Northfield. No additional pro-ration will be made for paragraph B.

2012-13 and beyond Age 59 Provision		
Total Years	Years in Northfield	Percentage
25	15	100%

Subd. 2. School years during which a teacher has been on a leave of absence shall not be counted as a year of employment for the purposes of determining the number of years of service.

Subd. 3. A teacher shall be eligible to receive severance pay upon his/her retirement in the amount of 100 days, times the teacher's daily rate at the time of retirement.

Subd. 4. The teacher's daily rate of pay shall be based on the basic annual salary at the time of retirement, as provided in the basic salary scheduled for the basic school year and shall include longevity. The rate shall not include an additional compensation for co-curricular activities, extended employment or other extra compensation.

Subd. 5. Severance pay shall be paid by the School District in one lump sum within a month after the effective date of retirement and shall not be granted to any teacher who is discharged from the district.

ARTICLE XVIII MATCHING 403(b) TAX DEFERRED PLAN

Section 1. Eligibility.

A. Teachers hired on or after July 1, 2002, and those teachers making an irrevocable severance forfeiture decision as provided for in Article XVII, shall be eligible for a matching contribution by the School District to a 403(b) tax-deferred plan beginning with the school year in which they become non-probationary in the Northfield School District and in accordance with applicable state and federal laws, rules and regulations, according to the provisions of subdivisions 1 through 4 below.

Subd. 1. Each year by October 1, eligible teachers who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) tax-deferred plan. In a year in which a teacher makes no contribution, the District shall likewise make no contribution to that teacher's account.

Subd. 2. The School District will match a teacher's contribution to a 403(b) tax-deferred plan according to and up to the maximum amounts on the following schedule. For teachers who work less than full time, the district matching contribution will be prorated accordingly.

<u>Years of Completed Teaching Experience in Northfield</u>	<u>Maximum Annual School District Matching Contribution</u>
1-6 years	\$1,000.00
7-17 years	\$1,500.00
18 years or more	\$2,500.00

Subd. 3. Teachers on leave of absence for one or more years may not participate in the District's matching 403(b) tax-deferred plan while on leave.

Subd. 4. Tax deferred accounts shall be opened with an approved vendor. The District approved vendor list is available in the Human Resources Office, the Finance Office or on the District web site.

Matching contributions made by the School District will continue until the total matching contribution made by the School District for the eligible teacher reaches \$35,000.

ARTICLE XIX SPECIAL PAY DEFERRAL AND HEALTH CARE SAVINGS PLAN

Section 1. Teachers who retire and are eligible for severance pay shall participate in an IRS approved 401(a), 403(b) or 457 based Special Pay Deferral Plan and a trust-based Health Care Savings Plan made available through the School District. Of the severance amount, 0% shall be designated to the Special Pay Deferral Plan, and 100% shall be designated to the Health Care Savings Plan.

ARTICLE XX PROFESSIONAL GROWTH PROGRAM

Section 1. Premises for Professional Growth Program. In a society that is rapidly expanding in its social, technological, and educational needs, it becomes imperative that the Northfield School District should recognize and provide leadership in areas which will lead to a quality education for all our students.

- A. Though excellent facilities and materials are very important, the parties believe that the primary factor for a quality education, is a progressive, well-trained, experienced, and dedicated faculty.
- B. To attract and retain quality teachers, the District must provide a variety of ways in which they may maintain and enhance their high standards. This continuous growth process should include avenues for growth in skills, for gaining new insights into the needs of our students, for providing a broad base of experience and information, and for exploring new methods and patterns most conducive to efficient learning.
- C. The District recognizes the worth of these highly trained teachers by providing a salary schedule that includes several lanes.
- D. The District provides the procedures that will most efficiently and fairly evaluate each individual's professional growth before accepting his/her credits for lane change.
- E. The District attempts to recognize past credits earned by teachers and encourages the teaching staff to prepare for the present and future needs of our students.

Section 2. Establishment and Operation of the Professional Growth Committee.

- A. All matters pertaining to Professional Growth will be submitted to the Professional Growth Committee in the following manner:
 - (1) Each teacher should review his/her plan for professional growth with the building committee representative(s).
 - a. This Building Committee will include the building Principal (or his/her appointee), and two full-time certified teaching staff members (one of which will represent the Building Professional Growth Committee on the District Professional Growth Committee).
 - b. The Building Committee will review the candidate's "Intent Form" and suggest improvements or deletions if necessary. These Intent Forms are due prior to the Professional Growth Committee meeting date. To be certain that the credits will

be acceptable, it is the staff members' responsibility to consult with their Professional Growth Building Representatives prior to beginning any course.

- c. When Intent Forms are completed and approved by the Building Committee, they will be forwarded to the Professional Growth Committee. The Professional Growth Committee will review the Intent Forms and recommend action to the Human Resources Department or the Superintendent's designee.
- d. Minutes and lane change recommendations of the Professional Growth Committee will be submitted to the Director of Human Resources for appropriate action. Each staff member will receive a copy of the minutes of the Professional Growth meeting and it is the staff member's obligation to review these minutes to determine his or her lane change status. When necessary, teachers should consult with their building committee in regard to their professional growth records.
- e. All approved credits shall remain a part of each staff member's professional growth file and shall not be subject to revocation as long as the staff member is employed by the Northfield School District.

B. Professional Growth and the Professional Growth Committee shall relate to NEW TEACHERS as follows:

- (1) When new teachers are hired, the academic credentials of these staff members will be submitted to the Human Resources Department for recommended lane placement. The chair of the Professional Growth Committee will review the placement before action by the School Board in all cases where it is possible or applicable.
- (2) New teachers are bound by the step and lane agreement upon which they were hired as indicated on the Declared Credits by New Teachers Form. Review of a teacher's step or lane placement would be made only when there is a claim that credentials are misrepresented by a teacher or claim that the Board or its representative has misrepresented its offer.
- (3) The Professional Growth Committee shall provide information about professional growth procedures in the "New Teacher Packets" distributed by the Human Resources Office. New teachers should contact their Building Professional Growth Committee if procedure clarification is required.
- (4) Graduate credits earned before the date of a new teacher's licensure may be considered for initial lane placement at the discretion of the Director of Human Resources or the Superintendent's designee if the graduate credits are germane to the teachers assigned subject matter.

C. The Professional Growth Committee:

- (1) The Professional Growth Committee will include two (2) teachers and one (1) alternate from each building of the District, one (1) elementary administrator, one (1) secondary administrator, and the Director of Human Resources.
- (2) Professional Growth Representatives in each school building shall determine the members of their Building Professional Growth Committee. It is recommended that there should be at least one experienced member on the building committee.

(3) The Chairperson of the School Board shall appoint one (1) School Board member.

D. Forms. The following forms are in use by the Professional Growth Committee and should be available in the office of the Principal of each building. These forms are periodically revised to meet changing needs.

1. Application for Lane Change Form
2. Declared Credits by New Teacher Form

Section 3. Lane Change Procedures.

A. A teacher who qualifies for a higher salary education classification will be placed upon the higher schedule based on recommendations by the Director of Human Resources and the Professional Growth Committee. Individual contracts will be modified prospectively to reflect qualified lane changes in accordance with the following procedures. The salary for the higher lane placement will become effective on the first of the month following the Professional Growth Committee's action. Undeclared credits earned prior to initial employment may not be used to attain subsequent lane advancement. To ensure that the applicant is informed that undeclared graduate credits earned prior to initial employment may not be used to attain subsequent lane advancement, both applicant and Director of Human Resources shall sign the Declared Credits by New Teacher Form. Copies of the Declared Credits by New Teacher Form shall then be placed in applicant's professional growth folder and personnel file.

A teacher applying for a lane change shall submit a completed copy of the Application for Lane Change Form to the Professional Growth Committee.

B. When the Professional Growth Committee recommends a lane change for a teacher, an official transcript of college credits and a list of approved local credits in quarter hours shall be submitted (credits which apply to the particular lane change) to the Director of Human Resources at the next District Professional Growth meeting. When the teacher is moving to the MA lane, the official transcript must show the terminal degree and the date the degree was conferred. Beginning with the 2020-21 school year, all credits will be processed in semester hours.

C. Cut Off Dates. The cut-off dates when teachers must submit intentions to change lanes for the upcoming semester are published yearly in the Guidelines for Professional Growth Procedures.

D. Written Statements. Teachers who intend to make any kind of changes in professional status should be sure they secure the proper forms from their building representatives and submit them before the published deadlines.

Section 4. Guidelines for the Continuing Professional Growth Program.

A. General Policies

- (1) Credit may be earned by staff members through study initiated for one or more of the following purposes:
 - a. Increasing the depth of preparation in areas of specialization.
 - b. Broadening of liberal education in areas related to field of specialization.

- c. Acquiring new skills and/or knowledge related to current developments and scholarship in field of specialization.
 - d. Increasing knowledge of educational methods, philosophy, child development, and psychology.
 - e. Preparation for new responsibilities in the District that have been or will be assigned.
- (2) All graduate credits earned after a bachelor's degree has been granted, and that are in education, in the particular teacher's field, or in a related field will be evaluated by a committee.
 - (3) All local credits will also be evaluated by this committee.
 - (4) Only those graduate and/or local credits earned after a terminal degree has been granted shall be applicable to the next lane. After the B.A. or M.A. has been granted and validated by the college, future graduate and/or local credits earned are applied to the next lane change. Teachers who earn a Tier 3 or Tier 4 license while employed by the District will be eligible to apply all relevant graduate level credits earned in pursuit of that license to the next lane change upon issuance of the Tier 3 or Tier 4 license.
 - (5) The building level evaluation committee will include the building principal or assistant principal and one or more Professional Growth Committee building representatives.

B. Kinds of credits to be considered for evaluation.

- (1) Local credits might include in-service training, travel, technical workshops, approved customized professional development experiences, approved micro-credentials or conferences.
- (2) College/University graduate level credits.
- (3) Technical College credits must meet the same criteria as college or local credit. It is the intent that these credits be granted for increasing skills that improve an instructor's technical competencies in the areas of his/her teaching assignment and relevance to current workforce needs.
- (4) Undergraduate credits in the following areas with prior approval from the Superintendent or designee:
 - a. Spanish as a second language
 - b. American Sign Language
 - c. Somali as a second language
 - d. Swahili as a second language
 - e. English as a second language

C. The requirements for local credit would be as follows:

- (1) In-service courses or workshops must have the approval of the Professional Growth Committee prior to offering the course to insure that credit will be granted.

- (a) This includes instructors (leaders) and participants attending courses or workshops outside the school day who do not receive a stipend or are not otherwise compensated by the school district for their time.
- (b) Instructors will receive local credits only once for the same course and then only if not paid for service.
- (2) The instructor of the course must certify the proficiency of the applicant for the records to be eligible. The instructor may earn credits by declaring the amount of time spent instructing during the workshops as well as his or her preparation time. A minimum of twenty (20) hours combined class and out-of-class work as an instructor or leader is deemed sufficient to equal one local credit.
- (3) Persons wishing to take local credits should receive the approval of their building committee.
- (4) The norm for course credits or technical workshop credits is as follows:
 - 1 credit: A minimum of twenty (20) hours combined class and out-of-class work.
 - 2 credits: A minimum of forty (40) hours combined class and out-of-class work.
- (5) Allowances for special projects or other course-related activities will be evaluated individually. These would include evaluation for activities not specified or of a shorter duration such as travel, conferences, etc. No more than a career total of six (6) credits for travel shall be allowed for any individual teacher.
- (6) No more than four (4) local credits shall be applied within any given lane, except for technical workshop credits, where all credits approved by the Professional Growth Committee shall apply.
- (7) A certificate will be issued by the instructor or administrator at the completion of workshop or coursework for local credit. Members are required to retain these certificates in their professional growth files.

ARTICLE XXI PROTECTIVE CLOTHING

Section 1. Payments. The School District shall provide protective clothing and protective eyewear for teachers in classes that require other than the ordinary clothing. This would include such classes as industrial technology, family and consumer science, art, and science. The maximum annual amount per eligible employee is \$250.00.

ARTICLE XXII SALARY CHECKS

Section 1. Salary Payments and Deductions. Salary payments will be electronically deposited twice per month on or before the 15th and 30th of each month commencing each contract year in the month of September. In most instances electronic payments will be deposited on the Friday prior to those dates if they fall on a weekend. The Finance Office will annually electronically publish a list of payroll dates for the ensuing contract year.

Teachers will be paid on a 24 payment basis with equal amounts paid beginning September 15 and ending August 30 of the subsequent year. Payment for additional work will be made as reported by principals. Pay for co-curricular activities will be made according to the statement of the assignment.

ARTICLE XXIII MEET AND CONFER PROCEDURES

Section 1. Meet and Confer Items. The School Board and the Association mutually recognize that the PELRA provides for the establishment of procedures whereby the parties may meet and confer on educational policies of the district and on matters relating to the terms and conditions of employment in addition to the terms and conditions specifically set forth in this Agreement.

Section 2. Meet and Confer Committee. In order to comply with the spirit and intent of the PELRA, the parties hereby establish a Meet and Confer Committee to which all matters subject to the meet and confer process shall be referred; provided, however, that matters appropriate for consideration by the Staff Advisory Council should be deferred to the Council. The Meet and Confer Committee shall be composed of four (4) members appointed by the School Board at least one of whom shall be a School Board member, and four (4) members appointed by the NEA. The Meet and Confer Committee shall meet at the request of either party, but no less often than once every four months. The Meet and Confer Committee shall be given advance notice and reasonable opportunity to meet prior to the adoption of changes to any of the following policies: 102 - Educational and Employment Opportunity; 426 - Employee Assistance Program; 436 – Professional Staff Performance Evaluation; 403 – Dismissal of Employees; 652 – Instructional Materials Selection and Production.

Any grievances with respect to such policies shall be policy grievances and shall not be subject to arbitration. The teacher handbook for each building shall be reviewed with the NEA building representative prior to its presentation to the staff during workshop.

Section 3. Other District Committees. The Co-Curricular Committee shall continue to function in accordance with policies adopted by the School Board. Proposed changes in the functions or purposes of the Co-Curricular Committee will be discussed with the Meet and Confer Committee prior to implementation, unless the Superintendent and the Association have already reached agreement on the proposed changes.

ARTICLE XXIV GRIEVANCE PROCEDURE

Section 1. Definitions.

Contract Grievance: A claim by a teacher, group of teachers, or the exclusive representative that there has been a violation, misinterpretation, or misapplication of any provision of this Contract.

Policy Grievance: Any dispute or disagreement as to the interpretation or application of any term or terms of other established policies, rules, or regulations of the Employer. A policy grievance may be processed through the grievance procedure to the level of the School Board, but shall not be subject to arbitration.

Days: “Days” mean calendar days excluding Saturday, Sunday, and legal holidays as defined by Minnesota Statutes.

Service and Filing: The filing or service of any notice or document herein shall be timely if it is personally served or if it is sent by certified mail postmarked by the United States Postal Service within the time period.

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

has a grievance form for this purpose (see Exhibit D), copies of which are available in the office of each building principal. The grievance form must be signed by the grieving teacher (or one of a group of grieving teachers) and by a duly authorized representative of the Association (even if the teacher does not wish to be represented by the Association). All subsequent processing of the grievance should ordinarily use the original grievance form.

Answer: “Answer” means a concise response outlining the School Board’s position on the grievance.

Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the day on which the act, event or default for which the designated time period begins to run shall not be counted. If the last day of the period so computed falls on a day within the regular school year which is not a teacher duty day, that day shall not be counted and the period shall run until the end of the next teacher duty day. If the last day of the period so computed falls outside the regular school year on a Saturday, a Sunday, or a legal holiday, that day shall not be counted and the period shall run until the end of the next day which is not a Saturday, a Sunday or a legal holiday.

Section 2. Level I. Before filing a formal grievance, the teacher shall first discuss the alleged grievance with his/her building principal or other immediate supervisor in an attempt to resolve the grievance on an informal basis within the same conference.

A formal grievance is initiated at Level I when it is reduced to writing on the grievance form (“Exhibit D”) and served on the building Principal or other immediate supervisor. The building Principal or other immediate supervisor must be served within twenty (20) days after the grievance occurred or twenty (20) days after the teacher knew, or through the exercise of reasonable diligence should have known, of the occurrence giving rise to the grievance. The teacher filing a formal grievance shall also serve a copy on the Association.

The building Principal or other representative of the Employer shall, within five (5) days after receipt of the written grievance, meet with and serve on the grievant and the Association a written statement of the disposition of the grievance.

Section 3. Level II. If a grievance is not satisfactorily resolved at Level I, it may be appealed to Level II by serving a notice of appeal on the Superintendent within five (5) days after receipt of the written disposition of the grievance at Level I. A formal grievance involving teachers in more than one building may also be initiated by the Association at Level II by reducing it to writing on the grievance form (“Exhibit D”) and serving it on the Superintendent within twenty (20) days after the grievance occurred or twenty (20) days after the Association knew, or through the exercise of reasonable diligence should have known of the occurrence giving rise to the grievance.

The Superintendent or his/her designee shall meet with the grievant and/or Association within ten (10) days after receipt of an appeal of a grievance from Level I or a grievance initiated at Level II. The Superintendent or his/her designee shall, within five (5) days of such meeting, serve on the grievant and the Association a written statement of the disposition of the grievance at Level II.

Section 4. Level III. If a grievance is not satisfactorily resolved at Level II, it may be appealed to Level III by serving a notice of appeal on the Clerk of the School Board within five (5) days after receipt of the written disposition of the grievance at Level II. Such notice of appeal shall include a copy of the written statement of the grievance and the answers at Level I and Level II.

The School Board shall meet with the grievant and the Association within ten (10) days after receipt of the notice of appeal, or by the date of its next regular board meeting, whichever is later. In

the case of a grievance involving a group of teachers, such meeting need include only the Association and the School Board.

The School Board shall, within ten (10) days of such meeting, serve on the grievant and the Association a written statement of the disposition of the grievance at Level III.

Section 5. Level IV. The Association may submit to arbitration any contract grievance that has been properly processed through Level III of the grievance procedure. The Association must file with the Superintendent and Bureau of Mediation Services a written notice of intention to arbitrate not more than fifteen (15) days after the written disposition of the grievance at Level III.

The parties shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If no agreement is reached, either party may request from the Bureau of Mediation Services, a list of arbitrators selected by the Commissioner, providing such request is made within fifteen (15) days after request for arbitration. Upon receipt of the list of arbitrators, the School District and the exclusive representative shall alternately strike names from the list of arbitrators selected by the Commissioner until only one (1) name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin.

Upon appointment of the arbitrator, the teacher(s) or the exclusive representative shall within five (5) days after the notice of appointment forward to the arbitrator, with a copy to the School Board, the substance of the grievance that shall include the following:

1. The issues involved.
2. Statement of the facts.
3. Position of the grievant.
4. The written documents developed in the first three levels of the grievance procedure.

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

The Board and the exclusive representative shall not be permitted to assert in such arbitration procedure any grievance or to rely on any evidence not previously disclosed to either party.

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

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

Each party shall bear its own expenses in connection with arbitration including expenses relating to the parties' representatives, witnesses, and any other expenses that the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees of the arbitrator, but the cost of the transcript or recording will be paid by the party requesting the same (or shared if mutually agreeable) any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Processing of all grievances shall occur after the close of the student contact portion of the teacher's workday whenever possible. If this is not possible, teachers shall not lose wages, subject to the limitation in Article IV, Section 8, during their necessary participation in the grievance proceeding on the following basis:

A. The number of teachers participating may equal the number of administrative representatives participating in the grievance proceeding on behalf of the School Board; or

B. If the number of said administrative representatives participating on behalf of the School Board is less than three, three teachers may participate in the proceedings without loss of wages.

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

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

Section 6. Time Limits. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the parties shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

Section 7. Contract Expiration. Notwithstanding the expiration of this contract, any claim or grievance arising hereunder may be processed through the grievance procedure until resolution.

Section 8. No Reprisals. No reprisals of any kind shall be taken by the Board or the School Administration against any teacher because of his/her participation or refusal to participate in this grievance procedure.

Section 9. Representation. Any teacher or the Employer may be represented at any stage of this grievance procedure by any person(s) or agent(s) designated by such party to act in his/her behalf. The Association shall have the right to have a representative present and to express its position at any meeting for the adjustment of grievances under this Contract.

ARTICLE XXV DISCIPLINE AND DISCHARGE

Section 1. Discipline and Discharge. No teacher shall be disciplined without just cause. School District actions regarding discharge shall be governed by MN Stat. 122A.40.

Section 2. Corrective Discipline.

Subd. A. Objective. A step in just cause disciplinary situations is a teacher/supervisor conference where the teacher has the opportunity to provide the teacher's side of the situation.

Subd. B. Representation. Both the teacher and the school district are entitled to be represented at all levels of this disciplinary process.

Subd. C. Written Reprimand. If the Supervisor believes that a written reprimand is necessary, and having provided the teacher with the opportunity for the teacher to provide an

explanation regarding the circumstances, the Supervisor will provide a copy of the reprimand to the teacher.

Subd. D. Suspension. If the District decides that a suspension is appropriate, the length of the suspension will be appropriate to the infraction or misconduct under the circumstances of the situation.

Subd. E. Progressive Discipline. The school district intends to follow a policy of progressive discipline with its employees, but reserves its right to decide the level of discipline it deems appropriate. The normal sequence of discipline would be:

- 1) Oral reprimand (in a formal, private setting);
- 2) Written reprimand;
- 3) Suspension without pay.

The relative seriousness of the matter will determine at what level disciplinary action is commenced. The District may, in its discretion, suspend a teacher with pay pending an investigation.

Subd. F. Appeal. The employee may request review of the school district's decision through the grievance procedure. At the employee's option, the matter may be submitted directly to arbitration pursuant to Section 5 of the grievance procedure.

ARTICLE XXVI JOB SHARING

Section 1. Teachers may volunteer and the School District may, in its sole discretion, agree that two or more teachers may share a position. A teacher's status in a shared position may be renewed on a year-to-year basis.

Section 2. Teachers sharing a position shall be entitled to the leave benefits of Article VIII on a pro-rata basis.

Section 3. Salaries for teachers sharing positions shall be pro-rated to reflect the fraction of the position shared. Increments and lane changes for teachers sharing a position shall be administered as if such teachers were teaching full-time, appropriately pro-rated for time worked.

Section 4. Teachers sharing positions shall be treated in accordance with their former status, if any, as full-time or part-time teachers for purposes of Article XIV.

Section 5. Teachers who formerly taught full-time and are eligible for protection under the unrequested leave of absence article (Article XIV), shall be entitled to revert to full-time status in any future school year, (unless, pursuant to Article XIV, this would result in the placement on unrequested leave of a more senior qualified teacher), by giving written notice of this intention to the Superintendent before February 1st prior to the school year of the intended return.

Section 6. Insurance benefits are as provided in Article VII for part-time teachers.

**ARTICLE XXVII
DURATION**

Section 1. Term and Reopening Negotiations. This Agreement shall remain in full force and effect for a period commencing on July 1, 2023, through June 30, 2025, and thereafter until modifications are made pursuant to the PELRA. If either party desires to modify or amend this Agreement commencing on July 1, it shall give written notice of such intent no later than May 1, 2025. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. Effect. This Agreement constitutes the full and complete Agreement between the School Board and the Northfield Education Association representing the teachers of the District. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality. Any matters relating to the current contract terms, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement unless mutually agreed upon by both parties.

Section 4. Severability. The provisions of this Agreement shall be severable, and if any provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

Section 5. Individual Contracts. All teachers except occasional substitutes will be initially employed by written individual contracts. Any individual contract between the School District and an individual teacher, heretofore executed, will be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with the Agreement, this Agreement during its duration shall be controlling. Any individual contract hereafter executed will be in the form provided in Appendix E. Extensions or renewals of individual contracts may be by written notice of assignment.

**ARTICLE XXVIII
TEACHER RETIREMENT**

Teachers planning on retiring from Northfield Public Schools shall notify the District by April 1 of the year in which they plan on retiring.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth under the signatures of their respective representatives.

NORTHFIELD EDUCATION ASSOCIATION

INDEPENDENT SCHOOL DIST. NO 659

Kevin Dahle, President

Claudia Gonzalez-George, Chairperson

Ray Coudret, Chief Negotiator

Amy Goerwitz, Clerk

Dated this ____ day of August, 2023.

Dated this ____ day of August, 2023.

**SCHEDULE A
SALARY SCHEDULE 2023-2024**

	<u>BA</u>	<u>BA10</u>	<u>BA20</u>	<u>BA30</u>	<u>BA40</u>	<u>MA</u>	<u>MA10</u>	<u>MA20</u>	<u>MA30</u>	<u>MA40</u>
1	53,826	55,422	57,468	59,541	61,599	63,354	64,726	66,104	67,476	68,849
2	55,213	56,864	59,069	61,306	63,528	65,332	66,706	68,088	69,464	70,838
3	56,635	58,340	60,709	63,122	65,515	67,371	68,748	70,131	71,508	72,883
4	58,093	59,858	62,399	64,992	67,565	69,477	70,853	72,235	73,612	74,988
5	59,590	61,413	64,136	66,916	69,682	71,648	73,021	74,401	75,778	77,152
6	61,124	63,010	65,919	68,899	71,863	73,884	75,255	76,636	78,009	79,381
7	62,698	64,645	67,751	70,939	74,112	76,192	77,558	78,935	80,302	81,672
8	64,313	66,327	69,637	73,039	76,431	78,571	79,931	81,301	82,664	84,029
9	65,969	68,049	71,573	75,201	78,824	81,025	82,378	83,743	85,098	86,455
10	-----	69,819	73,565	77,429	81,290	83,557	84,899	86,254	87,602	88,951

Teachers that hold an Ed.D. or Ph.D. are eligible for a \$2,500 annual stipend. Transcripts outlining the Ed.D. or Ph.D. must be on file with the Human Resources Office.

Employees that hold a Ph.D. or Ed.D. in a field of study germane to their subject matter will receive an additional \$1,000 annual stipend.

Teachers holding a Principal license and an Education Specialist degree will automatically be placed at MA+40. Transcripts outlining the Education Specialist degree must be on file with the Human Resources Office.

Lane Freezing (from Article V, Section 2).

A. The following lanes will have steps frozen as listed:

<u>Lane</u>	
B.A.	9
All other lanes	10

No teacher may advance beyond the maximum step on a lane set forth above.

B. Negotiated raises in steps during subsequent years shall, however, be paid.

C. A teacher changing lanes from a frozen step shall receive credit toward step increments in the new lane for service while on the frozen step, up to the maximum step on the new lane set forth above.

SCHEDULE B
SALARY SCHEDULE 2024-2025

Step	BA	BA10	BA20	BA30	BA40	MA	MA10	MA20	MA30	MA40
1	55,441	57,085	59,192	61,327	63,447	65,255	66,667	68,087	69,501	70,915
2	56,870	58,570	60,841	63,145	65,434	67,292	68,707	70,131	71,548	72,963
3	58,334	60,090	62,531	65,016	67,481	69,393	70,811	72,235	73,653	75,070
4	59,836	61,654	64,271	66,942	69,592	71,561	72,978	74,402	75,820	77,237
5	61,378	63,256	66,060	68,923	71,773	73,797	75,212	76,633	78,052	79,467
6	62,958	64,900	67,897	70,966	74,019	76,101	77,512	78,935	80,349	81,763
7	64,579	66,585	69,783	73,068	76,335	78,477	79,885	81,303	82,711	84,122
8	66,243	68,317	71,726	75,230	78,724	80,929	82,329	83,740	85,144	86,550
9	67,948	70,090	73,721	77,457	81,188	83,456	84,849	86,255	87,651	89,048
10	67,948	71,914	75,772	79,752	83,729	86,063	87,446	88,842	90,230	91,619

Teachers that hold an Ed.D. or Ph.D. are eligible for a \$2,500 annual stipend. Transcripts outlining the Ed.D. or Ph.D. must be on file with the Human Resources Office.

Employees that hold a Ph.D. or Ed.D. in a field of study germane to their subject matter will receive an additional \$1,000 annual stipend.

Teachers holding a Principal license and an Education Specialist degree will automatically be placed at MA+40. Transcripts outlining the Education Specialist degree must be on file with the Human Resources Office.

Lane Freezing (from Article V, Section 2).

A. The following lanes will have steps frozen as listed:

<u>Lane</u>	
B.A.	9
All other lanes	10

No teacher may advance beyond the maximum step on a lane set forth above.

B. Negotiated raises in steps during subsequent years shall, however, be paid.

C. A teacher changing lanes from a frozen step shall receive credit toward step increments in the new lane for service while on the frozen step, up to the maximum step on the new lane set forth above.

SCHEDULE C
Co-Curricular Pay Schedule

I. DETERMINATION OF SUPPLEMENTS

The rate of pay for activities included in this section shall be determined through negotiations between the Board and the Northfield Education Association.

Coaches and Advisors of athletic and activities programs will be placed on the Schedule C pay schedule based on 4 criteria:

1. Number of Participants
2. Length of Season
3. Liability/Safety
4. Program Supervision

A review of participation in each activity will be conducted every 4 years to determine approximate placement of positions on Schedule C

Pay is based on a percentage of BA, Step 1 of the teacher salary schedule in each year of the contract.

SCHEDULE C 2023-2024

<u>MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL) SPONSORED ACTIVITIES</u>									
<u>HEAD COACHES</u>			<u>ASSISTANTS AND OTHER</u>			<u>9TH GRADE</u>	<u>MS HEAD</u>	<u>MS ASST</u>	<u>MS 6TH GR</u>
14%	13%	12%	10%	9%	8%	8%	6%	5%	4%
\$7,536	\$6,997	\$6,459	\$5,383	\$4,844	\$4,306	\$4,306	\$3,230	\$2,691	\$2,153

<u>NON-MSHSL SPONSORED ACTIVITIES</u>			
1	2	3	4
12%	9%	6%	4%
\$6,459	\$4,844	\$3,230	\$2,153

SCHEDULE C 2024-2025

<u>MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL) SPONSORED ACTIVITIES</u>									
<u>HEAD COACHES</u>			<u>ASSISTANTS AND OTHER</u>			<u>9TH GRADE</u>	<u>MS HEAD</u>	<u>MS ASST</u>	<u>MS 6TH GR</u>
14%	13%	12%	10%	9%	8%	8%	6%	5%	4%
\$7,762	\$7,207	\$6,653	\$5,544	\$4,990	\$4,435	\$4,435	\$3,326	\$2,772	\$2,218

<u>NON-MSHSL SPONSORED ACTIVITIES</u>			
1	2	3	4
12%	9%	6%	4%
\$6,653	\$4,990	\$3,326	\$2,218

Coaches and advisors that were paid in accordance with Schedule C during the 2020-2021 school year will have their compensation held harmless beginning July 1, 2021 until they resign their position on Schedule C.

A. Experience Increment for Activities

New Coaches and advisors will be placed on the following table based on the prior experience as determined by the Director of Student Activities, or other designee.

Coaches and advisors hired prior to June 30, 2021 will be placed on the experience schedule below based on their longevity placement on Schedule C from the 2020-21 contract.

Completed Years of Experience	Stipend
1	\$0.00
2	\$0.00
3	\$125.00
4	\$125.00
5	\$175.00
6	\$175.00
7	\$250.00
8	\$250.00
9	\$250.00
10	\$350.00

SCHEDULE D | 2023-2025
All Schedule D rates begin July 1 of each year

<u>Miscellaneous Rates</u>	<u>2023-24</u>	<u>2024-25</u>	
Hourly rate of pay outside of contract time unless stated otherwise. Examples include but are not limited to: <ul style="list-style-type: none">• Attending training• Providing training• Supervision of non-athletic events• After school instruction• Targeted Services instruction• Bridges to Kindergarten• Building and District Level Work Teams• Curriculum Writing	\$40.00/hr	\$40.00/hr	
Substituting for another teacher	\$40.00/hr	\$40.00/hr	
Homebound Instruction	Lane/Step	Lane/Step	
Chair of the Continuing Education Committee	\$750.00	\$750.00	
District Initiated Room Move Stipend	\$100.00	\$100.00	
Elementary Teachers who are assigned additional students because a substitute for the students’ regular teacher cannot be secured will receive additional compensation as indicated below: <ul style="list-style-type: none">• Less than or equal to two hours• More than two hours• Entire class for the full day	<ul style="list-style-type: none">• \$75.00• \$150.00• \$200.00	<ul style="list-style-type: none">• \$75.00• \$150.00• \$200.00	
Summer School/Credit Recovery/Extended School Year	Lane/Step	Lane/Step	
<u>Overload Calculation</u>			
A secondary teacher who contracts to teach a sixth class or a second supervision assignment will be compensated at the rates indicated below. A homeroom or activity period that is implemented by a seventy percent (70%) affirmative vote of a building teaching staff who cast ballots and whose activities, topics and utilization is determined by the building teaching staff and not assigned by the building principal or administration shall not constitute a sixth class or second supervision period as described in this paragraph. Any vote associated with this section will be jointly <u>counted by the exclusive representative and an assigned representative from the District.</u>			
<u>Schedule</u>	<u>Classes</u>	<u>Supervision</u>	<u>Rate</u>
7 period day	6	1	1/5 Pro-rata

6 period day	6	0	½ Pro-rata
7 period day	6	0	⅙ Pro-rata
6 period day	5	1	⅙ Pro-rata
7 period day	5	2	⅓ Pro-rata
6 period day	N/A	N/A	

Proration shall be based on the teacher's lane and step placement on the salary schedule, excluding longevity and other compensation.

<u>Ancillary Rates</u>	<u>2023-24</u>	<u>2024-25</u>
High School Band	\$6,055	\$6,236
Middle School Band	\$3,676	\$3,786
Pep Band	\$2,811	\$2,895
Elementary Band	\$2,379	\$2,450
High School & Middle School Jazz Band	\$1,514	\$1,559
High School Orchestra	\$6,055	\$6,236
Middle School Orchestra	\$3,676	\$3,786
Elementary Orchestra	\$2,379	\$2,45-
High School Vocal	\$6,055	\$6,236
Middle School Vocal	\$3,676	\$3,786
Elementary Vocal (split)	\$1,027	\$1,058
Junior and Senior Class Advisors	\$2,379	\$2,450
Rock and Roll Revival - Director	\$7,352	\$7,573
Rock and Roll Revival - Choreographer	\$4,865	\$5,011
Rock and Roll Revival - Band Leader	\$4,217	\$4,343
Rock and Roll Revival - Vocal Coach	\$4,217	\$4,343
Rock and Roll Revival - Production Coordinator	\$4,217	\$4,217
Middle School Spelling Bee	\$584	\$601
Middle School Geography Bee	\$584	\$601
DECA Advisor	\$3,244	\$3,341

The stipends above will be tied to the increase on Schedule A and B, respectively.

	<p><u>EXHIBIT D</u></p> <p style="text-align: center;">GRIEVANCE FORM</p> <p>Grievance # _____ (District Completes)</p> <p>Name of Grievant _____</p> <p>Date Filed _____</p> <p>Home Phone _____</p> <p>Teaching Assignment _____</p> <p>Association Representative _____</p> <p>Date Grievance Occurred _____</p> <p>Statement of the grievance (including events/conditions of the grievance/persons responsible)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Contract provision allegedly violated: _____</p> <p>Redress Sought: _____</p> <p>_____</p> <p>Grievant Signature _____ (signed before submitting grievance)</p>	<p style="text-align: center;"><u>Distribution of Form</u></p> <ul style="list-style-type: none"> • Board of Education • Superintendent • Human Resources Director • Building Principal • Northfield Education Association • Grievant
Step 2	<p><u>LEVEL I - FORMAL -- DATE ISSUED:</u> _____</p> <p><u>Disposition by Principal and Reasons Therefore:</u></p> <p>Disposition: _____</p> <p>_____</p> <p>Reasons: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Principal's Signature _____</p>	
Step 3	<p>Initial Applicable Statements:</p> <p>_____ I hereby accept the above disposition.</p> <p>_____ I hereby decline the above disposition.</p> <p>_____ I intend to process the grievance to the next step.</p> <p style="text-align: right;">Grievant's Signature (after principal's disposition)</p> <p style="text-align: right;">Date: _____</p>	

LEVEL II - FORMAL -- DATE ISSUED: _____

Disposition by Superintendent and Reasons Therefor:

Disposition: _____

Reasons: _____

Signature

Initial Applicable Statements:

_____ I hereby accept the above disposition.

_____ I hereby decline the above disposition.

_____ I intend to process the grievance to the next step.

Grievant's Signature

Date: _____

LEVEL III - FORMAL -- DATE ISSUED: _____

Disposition by Board of Education and Reasons Therefor:

Disposition: _____

Reasons: _____

Signature

Initial Applicable Statements:

_____ I hereby accept the above disposition.

_____ I hereby decline the above disposition.

_____ I intend to process the grievance to the next step.

Grievant's Signature

Date: _____

LEVEL IV - FORMAL -- DATE ISSUED

Disposition and Award of Arbitrator: _____

Signature of Arbitrator



INDEPENDENT SCHOOL DISTRICT #659 PROBATIONARY TEACHER CONTRACT

The School Board of Independent School District No. 659 of the State of Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **TEACHER NAME**, a legally qualified and licensed teacher who agrees to perform the teaching services prescribed by the School Board or its designated representative as **TEACHER ASSIGNMENT** for the **XXXX-XXXX** school year.

1. **Basic Services:** Said teacher also agrees to perform related professional services prescribed by the School Board or its designated representative during the school day as defined in the Agreement. This contract incorporates and is subject to the provisions of M.S. 122A.40, as amended, and the provisions of the Agreement for teachers of this District now or hereafter adopted for the said school year pursuant to the provisions of PELRA, as amended.
2. **Duration:** This contract covers the time period of **DATE** through **DATE**.
3. **Duty Year:** Teacher duty days and school days shall be those named on the school calendar as adopted by the School Board in accordance with the provisions of the Agreement for teachers of this District and the teacher agrees to teach on those legal holidays which the calendar may specify as a teacher duty day or school day.
4. **Additional Assignments:** The teacher may undertake, by separate agreement, the performance of additional work days or other additional assignments beyond the normal service prescribed for the teaching position, for the additional compensation established for such services. Any such additional assignment, and the additional compensation therefor, shall terminate at the end of the school year, and shall not be subject to the provisions of Minnesota Statutes 122A.40, unless otherwise expressly provided herein.
5. **Salary:** In consideration thereof, the School Board agrees to pay said teacher a salary based on the following information:

FTE:

Lane:

Step:

Days/Year:

Base Salary:

Employee Signature:

Board Chair Signature of Receipt:

Board Clerk Signature:

Policy 448 DISTRICT PAID MATERNITY LEAVE

I. PURPOSE

The purpose of this policy is for the Northfield School District to establish parameters governing district paid maternity leave.

II. GENERAL STATEMENT OF POLICY

Paid maternity leave may be granted for the birth of a child or children of the employee. This policy may only be modified by mutual agreement between the Northfield Education Association and the Northfield School District.

III. ELIGIBILITY

Eligible employees must qualify for the Federal Family and Medical Leave Act (FMLA), as outlined in Policy 410. To qualify for FMLA, an employee must have worked for the employer for twelve months and have worked 1,250 annual hours. Maternity leave for those employees that do not meet the current eligibility requirements of FMLA shall be processed under the District Disability After Childbirth Policy 411.

IV. PARTICIPATION AND USE

- A. An employee making an application for maternity leave under this policy shall inform the district in writing with intention to take the leave as soon as possible and at least one calendar month before commencement of the intended leave, except in unusual circumstances. The district and the employee will attempt to work out a satisfactory plan for the leave.
- B. The district, upon meeting in person and discussing the employee's return date preferences, may make moderate adjustments in the proposed beginning or ending date of a maternity leave so that the dates of the leave coincide with some natural break in the school year - e.g., winter vacation, spring vacation, semester break or quarter break, end of reporting period, end of the school year, or the like.
- C. An employee returning from maternity leave shall have a right to return to the employee's original position as specified in the employee's maternity leave plan if the employee's leave is commenced and concluded within the same school year or concluded prior to the first duty day of the following school year. If an employee's maternity leave plan does not call for the employee's return within the year it is commenced, an employee shall have the right to be returned to an equivalent position.

- D. An employee who returns from maternity leave within the provisions of this policy shall retain all previous experience credit and any unused leave time accumulated under the provisions of this policy at the commencement of the leave. The employee shall accrue additional experience credit or leave time during the period of absence for maternity leave, if the leave commences and ends within the same school year.
- E. FMLA qualifying maternity leave will be paid by the district for up to eight (8) work weeks or forty (40) work days, commensurate with the employee's scheduled work day.

Policy 448 District Paid Maternity Leave

Adopted: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Co-Curricular Coach/Advisor Matrix | August 28, 2023**Val Mertesdorf | Director of Finance**

The 2017-19 Master Agreement with the Northfield Education Association changed the way co-curricular positions are added, eliminated, and modified. In the past, the District negotiated the specific number of coaching or advisor positions for each activity and the amount of stipend each position would receive based on its placement on the co-curricular salary schedule (commonly referred to as Schedule C). After the settlement of the agreement, the School Board will approve the additions, reductions, or modifications to positions and the associated stipend amount. The salary schedule itself remains in the NEA Master Agreement and the stipend amounts for each “level” will still be part of the negotiations process with the NEA.

Recommended Changes		
Position	Salary	Rationale
Fall Play - Assistant Director	\$3,230	<ul style="list-style-type: none">Due to the change in the Rock n Roll Revival schedule the musical was skipped. There was a request to allow an Assistant Director for the fall play to ensure continuity in the future. This is a one time request and the cost is covered due to the general fund savings from not having a musical for two years.
Total Salary and Benefits	\$3,719	*Note: This is the best approximation at this time.

Salaries based on the anticipated 2023-24 co-curricular salary schedule.

NOEL STRATMOEN, 400 IVANHOE AVE, NORTHFIELD, MINNESOTA

August 24, 2023

Dr. Matthew Hillmann
Superintendent, Northfield Public Schools
201 Orchard Street South
Northfield, Mn, 55057

Subject: Notification of my ability to return and serve as Board Member

On December 9, 2022, I notified Dr. Hillmann that I was temporarily resigning from the Northfield School District Board of Education due to health reasons and that I did not believe that I could fulfill my duties for at least 90 days.

This letter serves as notification to Dr. Hillmann and the Northfield School District Board of Education of my ability and intent to resume duties as a member of the School Board effective with the Board's resolution to reinstate me.

Sincerely



Noel Statmoen

Resolution Reinstating a School Board Member After a Temporary Vacancy Caused by Illness or Prolonged Absence

WHEREAS, in a resolution adopted on December 12, 2022, the school board declared that a vacancy exists on the school board due to illness or prolonged absence from the district by school board member Noel Stratmoen; and

WHEREAS, Pursuant to Minnesota Statute 123B.09, subd. 4, Robert Coleman was appointed to fill the vacancy and to serve the remainder of the unexpired term of said school board member, or until said school board member was again able to resume duties as a member of the school board, whichever date was earliest; and

WHEREAS, on August 24, 2023 school board member Noel Stratmoen notified the school board of his ability to resume duties as a member of the school board.

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

The school board hereby determines and declares that Noel Stratmoen is again a member of the school board, with a term expiring the first Monday of January, 2025. The reinstatement of said school board member shall have immediate effect upon the adoption of this resolution.

The school board further determines and declares that the appointment of Robert Coleman to serve in the absence of the aforementioned school board member is hereby terminated with immediate effect. The school board extends sincere thanks to Robert Coleman for his service as a member of the school board.

This Resolution is adopted as of the _____ day of _____, 20_____.