

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, June 8, 2026 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom
[Meeting 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. Superintendent Focus Areas Final Report
 - b. Legislative Wrap-Up
 - c. 2026-2027 Student Citizenship Handbook
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Overnight Field Trip Requests
 - d. Personnel Items
7. Items for Individual Action
 - a. Resolution Certifying the Population Estimate for the 2026 Payable 2027 Levy
 - b. FY 2026 Audit Engagement Letter
 - c. Ice Arena Lease
 - d. Policy Committee Recommendations
8. Items for Information
 - a. Construction Update No. 27
 - b. Dates for Filing Affidavits of Candidacy
9. Future Meetings
 - a. Wednesday, June 24, 2026, 5:15 p.m., Special School Board Meeting, Approve bids for the NHS Reimagine project, Northfield DO Boardroom
 - b. Monday, July 13, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, August 10, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, June 8, 2026 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom
[Meeting Link](#)

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for the Monday, June 8, 2026 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. Superintendent Focus Areas Final Report. Superintendent Hillmann will present the end of year report on the superintendent's 2025-26 focus areas.
 - b. Legislative Wrap-Up. Superintendent Hillmann will provide an update on the 2026 legislative session.
 - c. 2026-27 Student Citizenship Handbook. Superintendent Hillmann will present the proposed changes to the 2026-27 Student Citizenship Handbook.
6. Consent Agenda
Recommendation: Motion to approve the following items listed under the consent agenda.
 - a. Minutes. Minutes of the regular school board meeting held on May 26, 2026.
 - b. Gift Agreements. Gift agreements to be approved are attached.
 - c. Overnight Field Trip Requests.
 - i. Northfield FFA Advisor T.J. Austin requests board approval to take eight students to Minneiska, MN June 21-22, 2026 for the Northfield FFA Officer Retreat.
 - ii. Northfield FFA Advisor T.J. Austin requests board approval to take four students to Washington, D.C. June 23-27, 2026 for the FFA Leadership Conference.
 - d. Personnel Items.
 - i. Appointments
 1. Alisa Anderson, 1.0 FTE Assistant Director of Special Services for the District beginning 7/1/2026. \$140,360/year + Step 2.
 2. Nicholas Bornhauser, Summer Seasonal Grounds Worker for 40 hrs/week for the District beginning 6/1/2026-8/31/2026. Step 3, \$18.75/hr.
 3. Kyle Bulfer, Summer Seasonal Grounds Worker for 40 hrs/week for the District beginning 6/4/2026-8/31/2026. Step 1, \$17.25/hr.
 4. Kyla Clauer, 1.0 FTE Human Resources Generalist at the District Office beginning 6/8/2026. Class IV, Step 4 - \$26.90/hr.
 5. Melina Collins, Special Education ESY EA for up to 5.5 hours/day at the Middle School beginning 6/25/2026-7/17/2026. Step 4, \$23.51/hr.
 6. Melina Collins, Special Education EA/PCA for 6.75 hours/day at the Middle School beginning 8/31/2026. Step 4, \$23.98/hr.
 7. Marcos Gallardo, Summer Maintenance Technician for 40 hrs/week at the District Shop beginning 6/4/2026-8/31/2026. Step 1, \$17.25/hr.

8. Guadalupe Gallego, Summer Plus Student Site Assistant for up to 7 hours/day at Greenvale Park beginning 6/17/2026-7/30/2026. Step 3, \$17.32/hr.
 9. Zibby Hanifl, .5 FTE Assistant Girls Swim & Dive Coach at the High School beginning 8/17/2026. \$2,545 stipend.
 10. Trenton Herbig, Summer Plus Site Assistant for up to 7 hours/day at Greenvale Park beginning 6/17/2026-7/30/2026. Step 1, \$18.71/hr.
 11. Shelby Miller, Summer Camp Director for Community Education/Recreation beginning 6/16/2026-7/30/2026. \$20/hr.
 12. Kian Morsching, Summer Seasonal Grounds Worker for 40 hrs/week for the District beginning 6/4/2026-8/31/2026. Step 1, \$17.25/hr.
 13. Nolan Nagy, Summer Seasonal Grounds Worker for 40 hrs/week for the District beginning 6/8/2026-8/31/2026. Step 3, \$18.75/hr.
 14. Star Nesseth, Summer Plus Site Assistant for up to 7 hours/day at Greenvale Park beginning 6/17/2026-7/30/2026. Step 3, \$20.03/hr.
 15. Jennifer Reichel, 1.0 FTE Director of Instructional Services for the District beginning 7/1/2026. \$184,256/year + Step 4, + \$5,000 doctoral stipend.
 16. Andrew Richardson, Summer Blast Teacher for 8 hours/day at the Middle School beginning 6/17/2026-7/30/2026. \$40/hr.
 17. Alicia Sullivan, Summer Instructor Assistant for Community Education/Recreation beginning 6/3/2026-8/31/2026. Step 1, \$15.02/hr.
- ii. Increase/Decrease/Changes in Assignment
1. Susie Aldrich, Special Education EA/PCA at the High School, add Summer Plus EA/PCA at Greenvale Park effective 6/17/2026-7/30/2026. Step 4, \$23.51/hr.
 2. Natalie Barsness, Summer Lifeguard for Community Education/Recreation, add Summer Instructor Lead and Summer Instructor Assistant effective 6/3/2026-8/31/2026. Summer Lead, \$16.10/hr. Summer Assistant, \$15.02/hr.
 3. Mae Bowers, Summer Instructor Lead for Community Education/Recreation, add Summer Instructor Assistant effective 6/3/2026-8/31/2026. \$15.02/hr.
 4. Josh Craft, KidVentures Site Assistant on call, as needed at Spring Creek, change to Summer KidVentures Site Assistant for up to 40 hours/week at Spring Creek effective 6/11/2026-8/26/2026. \$19.37/hr.
 5. Matt Detjen, 1.0 FTE Assistant Girls Swim & Dive Coach at the High School, change to .5 FTE effective 8/17/2026.
 6. Lindsey Downs, Teacher at Spring Creek, add Summer Plus Substitute Teacher at Greenvale Park effective 6/17/2026-7/30/2026. \$40/hr.
 7. Antonia Duresky, CNA I from 9:30am-2:30pm at the High School, change hours to 9:00am-2:00pm effective 8/20/2026.
 8. Jake Fox, Summer KidVentures Student Site Assistant for up to 40 hours/week at Spring Creek, change to on call, as needed effective 6/11/2026.
 9. Nancy Fox, Teacher at Spring Creek, add Summer Plus Substitute Teacher at Greenvale Park effective 6/17/2026-7/30/2026. \$40/hr.
 10. Shelly Kruger, Special Education EA/PCA at the High School, add Summer Plus/Blast Substitute Teacher at Greenvale Park and the Middle School effective 6/17/2026-7/30/2026. \$40/hr.
 11. Briana Lanham, KidVentures Summer Site Assistant for up to 40 hours/week at Spring Creek, change to 15 hours/week effective 6/11/2026-8/26/2026.
 12. Darren Lofquist, Teacher at Bridgewater, add Summer Plus Substitute Teacher at Greenvale Park effective 6/17/2026-7/30/2026. \$40/hr.
 13. Hildeliza Lopez, CNA II at the Middle School, add Summer Child Nutrition Associate for up to 5 hours/day at the Middle School effective 6/22/2026-7/30/2026. \$23.06/hr.
 14. Isaac Rich, KidVentures Student Site Assistant on call, as needed at Bridgewater and Spring Creek, change to Summer KidVentures Student Site Assistant for up to 40 hours/week at Spring Creek effective 6/11/2026-8/28/2026.
 15. Faith Torgeson, Special Education EA for 6.75 hours/day at the Middle School, add General Education EA for .25 hours/day effective 9/1/2026.
 16. Molly Viesselman, Director of Human Resources for the District, change to Human Resources Transition Support on an as needed basis, effective 7/1/2026-6/30/2027. \$89.81/hr.
- iii. Leave of Absences
1. N/A
- iv. Retirements/Resignations/Terminations
1. Jordan Defries, KidVentures Student Site Assistant at Greenvale Park and Summer KidVentures Site Assistant at Spring Creek, resignation effective 6/3/2026.
 2. Scott Pitts, Educational Assistant at Bridgewater, resignation effective 6/10/2026.
 3. Sophia Ranslow, Educational Assistant at Greenvale Park, resignation effective 6/2/2026. Sophia will continue as a substitute.

- v. District Administration recommends approval of the following employment agreements/contracts covering the period of July 1, 2026 through June 30, 2028:
 - 1. Head Custodians
 - 2. District Interpreters
 - 3. COTA/Speech Language Assistants
 - 4. Custodians
 - 5. Community Education and Other Coordinators
 - 6. Community Education Staff

*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. Resolution Certifying the Population Estimate for the 2026 Payable 2027 Levy. The board is requested to approve the current population census figure of 30,888 as determined by the Minnesota State Demographer for use in the 2026 payable 2027 revenue calculations. This figure is an increase from the 2020 census figure of 29,235.

Superintendent's Recommendation: Motion to approve the Resolution Certifying the Population Estimate for the 2026 Payable 2027 Levy of Independent School District No. 659 as presented.

- b. FY 2026 Audit Engagement Letter. The board is requested to approve the enclosed audit engagement letter for the audit of the 2025-2026 school year. The engagement letter establishes the parameters and fees associated with the annual audit required by statute.

Superintendent's Recommendation: Motion to approve the FY 2026 Audit Engagement Letter from CliftonLarsonAllen, LLP.

- c. Ice Arena Lease. The board is requested to approve the agreement between the City of Northfield and Northfield Public Schools for the lease of the city's ice arena. At the May 13, 2024 meeting, the board approved a letter affirming the district's commitment to leasing the ice arena up to a maximum of \$250,000 annually (including ice time) for an estimated 20 years. The district will use its lease/levy authority to fund the annual payment.

Superintendent's Recommendation: Motion to approve the agreement between the City of Northfield and Northfield Public Schools for the lease of the city's ice arena.

- d. Policy Committee Recommendations. The board is requested to approve the policy committee's recommended changes to policies 203, 209, 410, 442, 503, 509, 530, 532, 533, 535, 540, 560, 655, and 701. Updates were made to policies 203 and 209 based on discussion at the last board meeting.

Superintendent's Recommendation: Motion to approve the policy committee's recommended changes to policies 203, 209, 410, 442, 503, 509, 530, 532, 533, 535, 540, 560, 655, and 701.

8. Items for Information

- a. Construction Update No. 27. Superintendent Hillmann will provide an update on the NHS construction project.
- b. Dates for Filing Affidavits of Candidacy. The dates for filing for school board are July 14-28, 2026 in the District Office. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on Tuesday, July 28, 2026. The next school board election will be held on Tuesday, November 3, 2026.

9. Future Meetings

- a. Wednesday, June 24, 2026, 5:15 p.m., Special School Board Meeting, Approve bids for the NHS Reimagine project, Northfield DO Boardroom
- b. Monday, July 13, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

c. Monday, August 10, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

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.

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.

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

2025-26 Superintendent Focus Areas Update

June 2026 Update

Purpose: The superintendent's focus areas drive progress toward achieving the district’s vision, strategic commitments, and benchmarks.

Focus Area	Strategic Plan Alignment	June 2026 Update
<p>The superintendent will prioritize career and technical education by developing a school-to-work program for general education high school students beginning with the 2026-27 school year. (A school-to-work program already exists for students receiving special education services.)</p>	<p>Strategic commitment alignment:</p> <p>People, Learner Outcomes, Equity, Stewardship, and Partnerships.</p> <p>Primary benchmark alignment:</p> <p>4. All students exhibit physical, social and emotional well-being.</p> <p>7. All students graduate from high school with a plan to reach their full potential.</p>	<ul style="list-style-type: none"> ● This Work Based Learning Seminar and Experience course has been created and scheduled for the 2026-27 school year (p. 63 of the registration guide). ● The course has program approval from MDE to receive CTE funding. ● Brian Stevens, a longtime NHS teacher with a corporate background before becoming an educator, will teach the course (0.20 FTE). ● Planning and collaboration time has been allotted during the summer of 2026 for Mr. Stevens and Jacob Odell, who has led the work-based learning program for students receiving special education services.
<p>The superintendent will focus on supporting necessary system adaptations resulting from the district's priority-based budget reductions.</p>	<p>Strategic commitment alignment:</p> <p>People, Learner Outcomes, Equity, Communication, Stewardship, and Partnerships.</p> <p>Primary benchmark alignment:</p> <p>8. All employees report satisfaction in the workplace.</p>	<ul style="list-style-type: none"> ● Numerous adaptations were made during the school year in response to the district’s 2025 priority-based reductions. ● Despite the reductions and corresponding stress on the system, several metrics showed year-over-year improvement: <ul style="list-style-type: none"> ○ The District Services Survey results

Focus Area	Strategic Plan Alignment	June 2026 Update
	<p>9. All parents report satisfaction with their children’s educational experience.</p> <p>10. The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability.</p>	<p>improved from 4.60 in 2024-25 to 4.65 in 2025-26 on a five-point scale (36 responses).</p> <ul style="list-style-type: none"> ○ The employee experience survey’s overall rating increased from 4.00 in 2024-25 to 4.10 on a five-point scale in 2025-26. There were 383 respondents in 2025-26 compared to 330 in 2024-25. This is the fourth consecutive year of improvement and the highest rating since we began the survey in 2018. The “top two box” was 76.86%. The “top two box” score is the sum of those who responded “Agreed” and “Strongly Agreed” to each statement. ○ The parent/caregiver survey’s overall rating increased for a fourth consecutive year from 4.10 in 2024-25 to 4.18 on a five-point scale in 2025-26. This is tied for the highest rating since the survey was implemented in 2019. The “top two box” was 78.40%. The “top two box” score is the sum of those who responded “Agreed” and “Strongly Agreed” to each statement. ● After experiencing the changes, the board approved reinstating a full-time Director of Instructional Services, restoring the Director of Human Resources from 0.60 FTE to full-time, restoring the second Assistant Principal position at Northfield High School, and adding a full-time social studies FTE at Northfield Middle School.
<p>The superintendent will prioritize thoughtful innovation by planning and executing the first Northfield School District Artificial Intelligence Development Academy.</p>	<p>Strategic commitment alignment: Learner Outcomes, Stewardship, and Partnerships.</p>	<p>The Artificial Intelligence Development Academy was completed over five sessions in the spring of 2026 (March 12 and 30; April 9 and 30; and May 7).</p>

Focus Area	Strategic Plan Alignment	June 2026 Update
	<p>Primary benchmark alignment:</p> <p>7. All students graduate from high school with a plan to reach their full potential.</p> <p>8. All employees report satisfaction in the workplace.</p> <p>10. The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability.</p>	<ul style="list-style-type: none"> ● 25 staff members registered to participate. ● 17 completed the academy. ● 100% of participants who completed the follow-up survey agreed or strongly agreed with the statement “The AI Academy was organized and a good use of my time.” ● 100% of participants who completed the follow-up survey agreed or strongly agreed with the statement “The things I learned in the AI Academy will benefit my work at Northfield Public Schools.” ● The topics covered in the AI academy included but were not limited to: <ul style="list-style-type: none"> ○ What is AI? ○ What is generative AI? ○ What are the ethics around the use of AI? ○ How do we use AI tools as a thought partner? ○ How do we use AI tools in lesson design? ○ Review of specific AI tools such as Notebook LM, Gemini Storybook, Gemini, Claude, ChatGPT, Perplexity, and Consensus. ● View the follow-up feedback from the academy’s participants.
<p>The superintendent will study enrollment to understand why families from other districts choose to open enroll in Northfield, as well as the reasons Northfield families select other education options for their children.</p>	<p>Strategic commitment alignment:</p> <p>People, Learner Outcomes, Equity, Communication, Stewardship, and Partnerships.</p> <p>Primary benchmark alignment:</p> <p>9. All parents report satisfaction with their children’s educational experience.</p> <p>10. The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure</p>	<ul style="list-style-type: none"> ● The district contracted with Teamworks to conduct an enrollment and demographic study. This was presented to the board on May 11, 2026. ● The district had a partnership with a January class at St. Olaf College to conduct focus groups with district residents who are choosing a different traditional public school district. This report was shared with board members in the board bulletin on March 2.

Focus Area	Strategic Plan Alignment	June 2026 Update
	financial stability.	
<p>The superintendent will continue seeking feedback from parents to improve BIPOC students' experiences and feelings of belonging.</p>	<p>Strategic commitment alignment:</p> <p>People, Learner Outcomes, Equity, Communication, and Partnerships.</p> <p>Primary benchmark alignment:</p> <p>4. All students exhibit physical, social and emotional well-being.</p> <p>9. All parents report satisfaction with their children's educational experience.</p>	<p>These meetings were held:</p> <ul style="list-style-type: none"> ● The Hispanic parent advisory committee met for the first time (virtually) on Nov. 20, Feb. 17, and April 23. ● The Indigenous parent advisory committee met on Oct. 8, Nov. 22, Jan. 22, and April 21. Daryl Kehler and Sybil Betsinger are now facilitating these meetings. ● The Black parent advisory committee met on Jan. 19, April 16, and will meet on June 19. Rico Bohren is now facilitating these meetings. Rich Torres will also assist in facilitation beginning with the 2026-27 school year. <p>Key discussion points:</p> <ul style="list-style-type: none"> ● The Hispanic parent advisory committee saw its largest participation in February, with specific discussion about how the district was responding to issues created by the federal government's Metro Surge operation. ● Conversations with the district's Indigenous parent advisory committee have led the district to join the "South of the River" consortium, which will provide Indigenous families with access to culturally relevant events across eight other school districts. ● This year's Black parent advisory committee has been focused on partnering meetings with established events, such as the Dr. Martin Luther King, Jr. and Juneteenth celebrations.
<p>These focus areas, in addition to the 41 job responsibilities, are organized around eight major topic areas included in the superintendent's evaluation.</p>		<ul style="list-style-type: none"> ● The district completed the design development phase.

Focus Area	Strategic Plan Alignment	June 2026 Update
<p>Also, the superintendent will focus on executing the design development, bid process, initial construction, and renovations associated with the Reimagine Northfield High School bond referendum</p>		<ul style="list-style-type: none"> ● Initial bids were approximately 20% more than projected. The superintendent, director of finance, and director of buildings and grounds worked closely with partners from Wold Architects and Knutson Construction as part of the value engineering process. Rebidding is due on June 16. ● Groundbreaking is scheduled for June 9.

Other notable achievements:

- The superintendent was recognized with the inaugural “Friend of HCI” award at its annual breakfast on April 15, 2026. It was presented by leaders of the District Youth Council.
- The superintendent was selected as the next executive director for the Minnesota Association of School Administrators and begins that role on July 1, 2026, after 17 years with the Northfield Public Schools, ten of those as superintendent.
- The district reinstated a printed annual report that was mailed to each district address. This was a result of feedback from the communications committee.
- The board renewed the 2017 operating levy for ten years [under its statutory authority](#). The [process spanned several months](#) and included a public meeting that was promoted by sending a postcard to each district address.
- The superintendent continued the “Doing Good Things for Kids” podcast in partnership with KYMN radio. Another ten episodes were published in 2025-26.
- The superintendent was a co-keynote speaker at the Minnesota Community Education Association annual conference.
- The superintendent was a presenter at the fall and spring MASA conferences.
- The district completed teacher negotiations in December 2025.
- Working alongside Director of Human Resources Molly Viesselman and Director of Finance Val Mertesdorf, the team will complete all 15 other labor agreements before the new superintendent begins on July 1.
- The district has completed the renewal of its contract to authorize Prairie Creek Community School for the next five years.
- The current superintendent served as an ambassador for the superintendent selection process, meeting or speaking with numerous candidates and sharing a holistic view of the district.
- The superintendent and incoming superintendent completed seven transition meetings — one at each school site — as a beginning for a smooth leadership handoff.
- The superintendent leaves the district in a financially strong position. The district has an “AA” bond rating (Standard & Poor’s) and an end-of-year projection of 18.5% fund balance. Of the districts in Minnesota rated by Standard & Poor’s, only three have a better bond rating than Northfield.
- Northfield Middle School was identified as a National Blue Ribbon School for 2025-26 by the Minnesota Department of Education, winning both the Exemplary High Performing and Exemplary Achievement Gap Closing School nominations. The program was dissolved by the United States Department of Education after the school was recommended by MDE. According to the middle school, only 200 Minnesota schools had received this designation since 1982. Of those 200 Minnesota schools, only four were awarded the Blue Ribbon Award for both Exemplary High Performing and Exemplary Achievement Gap Closing. Northfield Middle School is one of these four schools and the only middle school in Minnesota to be identified for both awards in the same year.

- The district's academic performance continues to be strong, as evidenced by finishing in the top 10% of school districts in the state on the 2025 ACT and in the top 20% of districts testing ten or more students on the MCA assessments.
- The superintendent led the successful selection process for two elementary principals and the director of special services.
- The superintendent, in collaboration with the incoming superintendent, coordinated the selection process for the directors of instructional services and human resources.
- The superintendent facilitated the Legislative Action Committee, [which met eight times during the Minnesota Legislative session on Saturday mornings](#).
- The superintendent continued to prioritize student voice through consistent engagement with the District Youth Council, including inviting students to the MASA/MSBA Day at the Capitol and to participate in job interviews for district-level administrative positions.
- The superintendent continues to prioritize exceptional communication, including publishing 24 district family updates and regular KYMN radio segments after each board meeting.
- The superintendent assisted the board in resuming its discussion of modifying school start times to align with research indicating health and other benefits for teenagers from beginning their school day later.

Information: End of Session Update

Mon, May 18, 2026 at 5:38 AM

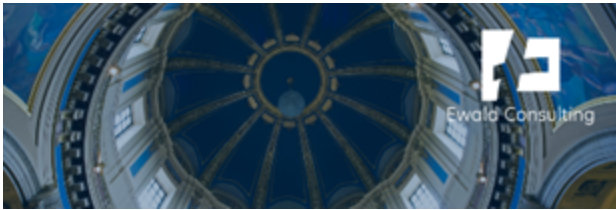
Greetings!

Another legislative session will close today. Late last night, a final agreement was reached. MASA's Lobbyist Valerie Dosland outlines the details below. I know you join me in thanking Valerie for keeping us updated throughout the session and for her tireless advocacy at the Capitol. She has a message for you at the end of her update.

A huge thanks to all of you for meeting with legislators, attending meetings at the Capitol, testifying, and highlighting the quality work you do every day with your representatives and public to support Minnesota's K-12 students.

Best regards,

Deb



With a few days left in the legislative session, Governor Walz and legislative leaders announced a bipartisan end-of-session budget agreement, making way for closing out the 2026 legislative session.

The [agreement](#) totals \$660 million in appropriations in FY27 and a budget reduction of \$294 million in FY28. One-time spending includes a vehicle tab fee reduction, a property tax homestead credit, funding for Hennepin County Medical Center, funding for a rural and critical access hospital relief fund, and anti-fraud provisions (including funding to modernize county IT systems, additional funding for the Attorney General's Office, and funding to create a statewide Office of Inspector General). Legislative leaders and the Governor also reached an agreement on a \$1.2 billion bonding bill.

The legislature worked through the weekend to pass the final bills by the midnight Sunday deadline. Members returned Monday for the tradition of retiring legislators giving final floor speeches and farewells. This year's class of departing members is sizable. In the House, twenty-six representatives have [announced](#) their exit after the 2026 session. 10 are retiring, seven are running for Senate, and nine are seeking other offices. In the Senate, 15 are retiring, and two are running for other offices.

Education Funding and Policy Provisions

For K12 education, the final budget agreement totaled \$31.7 million in one-time funding, spread across several budget areas and bills. The legislature also passed a small omnibus education policy bill.

[SF4282 - Forecast adjustment bill](#)

[HF2433 - Supplemental education funding bill](#)

[HF4492 - Omnibus education policy bill](#)

Key funding and policy provisions

Compensatory revenue:

- Appropriates \$10 million in FY27 and \$1 million in FY28.
- Revenue for each district equals at least 65.9971% of the revenue calculated at the site in FY26, after adjustment for any decline in total enrollment between October 1, 2024, and October 1, 2025.
- Authorizes a school district to allocate up to 40 percent of its FY28 compensatory revenue to school sites according to a plan adopted by the school board.
- See district runs [here](#).

Anonymous threat reporting systems:

- Appropriates \$4 million in FY27 only for anonymous threat reporting system grants.
- Requires a school district or charter school to implement either a local or statewide anonymous threat reporting system by July 1, 2028, and establishes requirements for a local anonymous threat reporting system.
- Beginning January 15, 2028, MDE is required to submit an annual report.
- Provides data practices classifications for local and statewide anonymous threat reporting system data.

School-linked behavioral health grants: Appropriates \$12.25 million in FY27 for school-linked behavioral health grants. Grant awards must allow a grantee to use grant funds for a partnership with a nonpublic or Tribal Contract school. [See SF4612 – Omnibus Health And Human Services Bill page 314.](#)

Children’s mental health crisis services grants: Appropriates \$3.8 million in FY27 only for *children’s mental health crisis services grants under MS245.4889*. [See SF4612 – Omnibus Health And Human Services Bill page 313.](#)

Operating capital revenue: Authorizes a school district to use operating capital revenue to pay utility service costs.

Seasonal tax base replacement aid: Establishes an ongoing school district seasonal tax base replacement aid program that reduces voter-approved operating referendum levies by up to 50% in districts with a certain amount of class 4c(12) seasonal recreational market value. Effective for taxes payable in 2027 and later. [See HF2438 – Omnibus tax bill page 39.](#)

School district health insurance data survey: Requires the Legislative Budget Office annually to survey school districts and charter schools on information about the school’s group health insurance plans and submit the report to the legislature. [See SF4612 – Omnibus Health And Human Services Bill pages 306-309.](#)

Fund transfers: Authorizes fund transfers for Maple Lake Public Schools and West St. Paul-Mendota Heights-Eagan School District.

Read Act

- Extends, for one more school year, the option for a school district to reduce the hours of instruction by 5.5 hours for teachers to receive at least 5.5 hours of approved professional development.
- Excludes a teacher who was first enrolled in a Minnesota-approved elementary, special education, or early childhood education teacher preparation program on June 1, 2026, from additional training.
- Amends the definition of literacy specialist to include any Professional Educators Licensing and Standards Board licensed educator who has completed Read Act professional development.
- Beginning with the 2026-2027 school year, local literacy plans must include a description of how schools in the district will use the school library media center to complement students’ foundational reading skills.
- Allows an English language learner’s screening for the characteristics of dyslexia to be done according to vendor assessment guidelines.
- Directs a district to administer an approved reading screener to students in grades 4 and above who are not reading at grade level at least once per year until the student reaches grade-level proficiency.

- Requires districts to provide vendor-approved screening accommodations to students with documented accommodation plans.
- By October 1, 2026, directs MDE to establish an ongoing review process to identify curriculum and intervention materials using the Read Act rubric that's posted on the department's website.

Early literacy field experience: Directs a teacher preparation provider that prepares teacher candidates to provide instruction in early literacy to require a supervised early literacy field experience aligned to evidence-based best practices in reading. This requirement applies to teacher candidates who enroll in preparation programs beginning in the 2027-2028 school year.

Paraprofessionals in Title 1 programs: Aligns current law for meeting highly qualified requirements for Title 1 professionals with those of special education professionals.

High school diploma for veterans: Requires a school district or charter school to issue a high school diploma to a veteran who was unable to complete their high school education and who served during the Korean Conflict or during the Vietnam War.

Constitutional Amendment on Permanent School Fund Distribution Final Passage

The House and Senate took final action this week on the [legislation](#) proposing a constitutional amendment regarding the distribution of the Permanent School Fund. Bills proposing constitutional amendments do not require the governor's signature, so this question will now appear on the November ballot.

Pension Bill Final Passage

The [Omnibus Pension Bill](#) passed both the House and Senate this week and is now headed to the Governor for his signature. Key TRA provisions include

- Requires employers across all state public pension plans, including TRA, to make pension contributions on the salaries of reemployed annuitants. For TRA, this means retired members who have returned to TRA-covered positions while drawing their pension.
- Lowers the minimum age from 62 to 59½ at which a teacher may enter into a written return-to-work agreement with their employer before retirement.
- Lowers the employee contributions for St. Paul TRA members from 9% to 8% of salary for coordinated members.

Grooming Bill Final Passage

The House and Senate passed, and sent to the Governor for his signature, [legislation](#) adding grooming as a criminal offense, requiring law enforcement to notify PELSB when a teacher is charged with certain crimes, and requiring the Department of Children, Youth, and Families (DCYF) to develop training for mandatory reporters.

Elections Bill Final Passage

The House and Senate passed, and sent to the Governor for his signature, the [Omnibus Elections Bill](#). This bill includes a provision requiring that for special elections conducted by a school district with boundaries in more than one county, at least one polling place must be designated within each county in which more than 5,000 of the school district's registered voters reside.

Bonding Bill Final Passage

Passage of bonding bills in Minnesota requires a three-fifths vote in both chambers, which makes bipartisan agreement essential and often difficult to secure. Legislative leaders and Governor Walz were able to reach an agreement on a bipartisan bonding bill that passed Sunday evening. Included in the bill is \$1 million for the [Safe Routes to Schools Infrastructure Grant Program](#).

Thank You!

Thanks for all your advocacy work this session. Whether you sent emails, made phone calls, or came down to the Capitol to talk with your legislators, your efforts were worth it. Legislators hear from a lot of people, and

your connections are important. I'm looking forward to staying in touch over the interim and getting ready to do it all again next January!

...

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Connect with us:    



[Quoted text hidden]

Deb Henton <deb.henton@mnaasa.org>
To: Matt Hillmann <mhillmann@northfieldschools.org>

Mon, May 18, 2026 at 7:25 AM



Deb Henton, Ed.D.
Executive Director
MN Association of School Administrators (MASA)



STUDENT CITIZENSHIP HANDBOOK

2026 - 2027

RIGHTS, RESPONSIBILITIES, DISTRICT POLICIES

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

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

Table of Contents

VISION, STRATEGIC COMMITMENTS, AND STUDENT DISCIPLINE PHILOSOPHY

Philosophy Regarding Learning and Discipline
Roles and Responsibilities

STUDENTS' RIGHTS AND RESPONSIBILITIES

Access to Records
Student Apparel (Dress and Appearance)
Equal Opportunity
Fair Treatment
Free Speech
Harassment
Learning
Nondiscrimination
Pledge of Allegiance
Privacy
Student Government
Student Safety

DISCIPLINE GUIDELINES & DISCLAIMER

[Abuse, Verbal](#)
[Alcohol, Cannabis, or Chemicals, Possession or Use](#)
[Alcohol or Chemicals, Possession With Intent to Distribute or Sell](#)
[Arson](#)
[Assault, Aggravated](#)
[Assault, Physical](#)
[Bodily Harm, Inflicting](#)
[Bullying](#)
[Burglary](#)
[Cell Phones & Personal Devices - Elementary \(Grades K-5\)](#)
[Cell Phones & Personal Devices - Middle School \(Grades 6-8\)](#)
[Cell Phones & Personal Devices - ALC & High School \(Grades 9-12\)](#)
[Dishonesty, Scholastic](#)
[Disrespectful Behavior](#)
[Disruptive Behavior](#)
[Driving, Careless or Reckless](#)
[False Reporting/Misrepresenting the Truth](#)
[Fighting](#)
[Fire Alarm, False](#)
[Fire Extinguisher, Unauthorized Use](#)
[Firearms](#)
[Fireworks or Ammunition](#)
[Freedom of Expression](#)
[Gambling](#)
[Gang/Threat Group Activity](#)
[Harassment and Violence](#)
[Hazing](#)
[Insubordination](#)
[Offensive Behavior](#)
[Records or Identification Falsification](#)

[Robbery or Extortion](#)
[Safety](#)
[Sexual Misconduct](#)
[Technology and Telecommunication Misuse](#)
[Theft, Receiving or Possessing Stolen Property](#)
[Threat, Direct/Indirect](#)
[Tobacco, Smoking, and Vaping](#)
[Transportation](#)
[Trespassing](#)
[Truancy](#)
[Unauthorized Areas](#)
[Unexcused Absence](#)
[Vandalism, Major Acts](#)
[Vandalism, Minor Acts](#)
[Vehicle, Unauthorized Parking](#)
[Weapons \(exclusive of firearms\)](#)
[Multiple/Chronic Violations & Unique Situations](#)

ADDITIONAL DISCIPLINE INFORMATION

DEFINITIONS

POSSIBLE DISCIPLINARY CONSEQUENCES

TITLE IX AND HUMAN RIGHTS REPORTING INSTRUCTION

STAFF DIRECTORY

VISION, STRATEGIC COMMITMENTS, AND STUDENT DISCIPLINE PHILOSOPHY

The purpose of student discipline is to ensure a learning environment that helps achieve the district's vision to prepare **every** student for lifelong success by developing critical thinkers who are curious and ready to engage in our society. This philosophy aligns with the district's strategic commitments to people, learner outcomes, equity, stewardship, communication, and partnerships.

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

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

PHILOSOPHY REGARDING LEARNING AND DISCIPLINE

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

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

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

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

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

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

ROLES AND RESPONSIBILITIES

Board of Education

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

Superintendent

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

Principal and Assistant Principals

The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal and assistant principals shall consult with parents/guardians/caregivers of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents/guardians/caregivers. For the purposes of the discipline guidelines that are enumerated in this document, the word “principal” means either the school principal, building administrator, or assistant principal.

Teachers

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

Other School District Personnel

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

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

Parents or Legal Guardians

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

Students

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

Community Members

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

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

ACCESS TO RECORDS

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

STUDENT APPAREL (DRESS AND APPEARANCE)

Rights/Opportunities	Responsibilities
<p>Students have the opportunity to wear clothing of their choosing and to engage in personal grooming which is not potentially disruptive to the education process, which does not pose a threat to the health or safety of other students and which is not lewd, vulgar, obscene, sexually explicit or discriminatory. Hair or hairstyles choices are at the discretion of the individual student. This includes but is not limited to hair texture and hair styles such as braids, locks, and twists.</p>	<p>Students are responsible to dress in such a manner that is not disruptive nor likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, including gang and/or hate symbols. Clothing which displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.</p>

EQUAL OPPORTUNITY

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

FAIR TREATMENT

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

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

FREE SPEECH

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

HARASSMENT

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

LEARNING

Rights/Opportunities	Responsibilities
Students should have the opportunity to receive a comprehensive appropriate education. (Policy 102 Equal Educational Opportunity)	Students are responsible for daily attendance, for completing class assignments on time and for bringing appropriate materials required for class use.
Students should have the opportunity to attend school in a safe environment that is free from disruptive behavior by others.	Students are responsible to behave in such a manner that does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process of others.

Students have the opportunity to make up schoolwork missed during an excused absence.	With age-appropriate assistance from their teachers, students are responsible to obtain and complete make-up work assigned for periods of absence.
Students have the right to necessary homebound instruction as regulated by state guidelines when absent for an extended period.	Students are responsible to complete work assigned as part of the homebound instructional process.

NONDISCRIMINATION

Rights/Opportunities	Responsibilities
Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, gender identity, and status with regard to public assistance or disability. (Minnesota Human Rights Act)	Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to building principals as outlined in district Policies 413 and/or 522 . While not required, individuals can make complaints using this form .

PLEDGE OF ALLEGIANCE

Rights/Opportunities	Responsibilities
Students have the right to participate in the reciting of the Pledge of Allegiance. Students have the right to express themselves by not participating in the pledge including the right to remain seated.	Students are responsible to either participate in reciting the Pledge of Allegiance or respect the rights of those who wish not to participate. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

PRIVACY

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

STUDENT GOVERNMENT

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

STUDENT SAFETY

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

DISCIPLINE GUIDELINES & DISCLAIMER

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

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

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

ABUSE, VERBAL

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal or behavior coach • Principal or behavior coach phone call to parent/guardian/caregiver • Restorative activity • Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Removal from class • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal or behavior coach • Principal or behavior coach phone call to parent/guardian/caregiver • Restorative activity 	<p>Consequences could include but are not limited to:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver conference with the principal • Restorative activity • Removal from class • Restriction or loss of school privileges 	<p>Consequences could include but are not limited to:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver conference with the principal • In school suspension • Restorative activity • Removal from class • Restriction or loss of school privileges

	<ul style="list-style-type: none"> Other appropriate consequences determined by the principal 	<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal
6-8	<p>Consequences could include but are not limited to:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver conference with the principal Detention In school suspension Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences determined by the principal 	2-3 day suspension	3-5 day suspension
9-12	<p>Consequences could include but are not limited to:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver conference with the principal Detention In school suspension Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences determined by the principal 	2-3 day suspension	3-5 day suspension

ALCOHOL, CANNABIS, OR CHEMICALS, POSSESSION OR USE

Possession or use of any alcohol, cannabis, nonintoxicating cannabinoid as defined in [Policy 418](#), edible cannabinoid product, a narcotic, controlled substance or drug paraphernalia is prohibited by Minnesota or federal law. Any student in possession of or under the influence of alcohol, cannabis, a nonintoxicating cannabinoid as defined in [Policy 418](#), an edible cannabinoid product, a narcotic, a toxic substance, a controlled substance, or drug paraphernalia at a school location will be reported to the police. Further recommendations such as possible chemical assessment may also be required. A chemical assessment may be required on a second school occurrence prior to readmission to school.

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal

	<ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<ul style="list-style-type: none"> ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<ul style="list-style-type: none"> ● 3-5 day suspension ● Referral for chemical evaluation ● Police referral 	<ul style="list-style-type: none"> ● Social worker intervention ● 5-10 day suspension ● Chemical assessment ● Police referral ● Possible recommendation for expulsion 	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Police referral ● Chemical assessment
6-8	<ul style="list-style-type: none"> ● 3-5 day suspension ● Referral for chemical evaluation ● Police referral 	<ul style="list-style-type: none"> ● Social worker intervention ● 5-10 day suspension ● Chemical assessment ● Police referral ● Possible recommendation for expulsion 	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Police referral ● Chemical assessment
9-12	<ul style="list-style-type: none"> ● 3-5 day suspension ● Referral for chemical evaluation ● Police referral 	<ul style="list-style-type: none"> ● Social worker intervention ● 5-10 day suspension ● Chemical assessment ● Police referral ● Possible recommendation for expulsion 	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Police referral ● Chemical assessment

ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

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

Grades	First Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal ● Police referral
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>	

4-5	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Referral for chemical evaluation ● Police referral
6-8	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Referral for chemical evaluation ● Police referral
9-12	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Referral for chemical evaluation ● Police referral

ARSON

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

Grades	First Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal ● Police referral <p><i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i></p>
4-5	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Police referral ● Restitution
6-8	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Police referral ● Restitution
9-12	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Police referral ● Restitution

ASSAULT, AGGRAVATED

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

Grades	First Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges

	<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal <p style="text-align: center;"><i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i></p>
4-5	<ul style="list-style-type: none"> 5-10 day suspension Possible recommendation for expulsion
6-8	<ul style="list-style-type: none"> 10 day suspension Recommendation for expulsion Police referral
9-12	<ul style="list-style-type: none"> 10 day suspension Recommendation for expulsion Police referral

ASSAULT, PHYSICAL

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> Student conference with the principal or behavior coach Principal or behavior coach phone call to parent/guardian/caregiver Restorative activity Other appropriate consequences determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<ul style="list-style-type: none"> 3-5 day suspension Police referral 	<ul style="list-style-type: none"> 5-10 day suspension Police referral Possible recommendation for expulsion 	<ul style="list-style-type: none"> 10 day suspension Possible recommendation for expulsion Police referral
6-8	<ul style="list-style-type: none"> 3-5 day suspension Police referral 	<ul style="list-style-type: none"> 5-10 day suspension Police referral Possible recommendation for expulsion 	<ul style="list-style-type: none"> 10 day suspension Possible recommendation for expulsion Police referral
9-12	<ul style="list-style-type: none"> 5-10 suspension Police referral 	<ul style="list-style-type: none"> 5-10 day suspension Police referral Possible recommendation for expulsion 	<ul style="list-style-type: none"> 10 day suspension Possible recommendation for expulsion Police referral

BODILY HARM, INFLICTING

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Consequences will include but are not limited to one or more of the	Consequences will include but are not limited to one or more of the	Consequences will include but are not limited to one or more of the

	<p>following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	1 day suspension	3 day suspension
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p>	1 day suspension	3 day suspension

	<ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 		
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BULLYING

Any act of bullying or cyberbullying is strictly prohibited as defined in district [Policy 514](#). Many behaviors can be “bullying-like” and are addressed using relevant consequences related to the specific infraction. For the purposes of discipline, bullying is defined as behavior that is:

- Intimidating, threatening, abusive or hurtful conduct
- Objectively offensive
- Involves an imbalance of power or materially and substantially interferes with a student’s education or ability to participate in school activities
- And occurs repeatedly

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class

	<ul style="list-style-type: none"> Other appropriate consequences determined by the principal 	<ul style="list-style-type: none"> Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> Restriction or loss of school privileges Other appropriate consequences as determined by the principal
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	1-3 day suspension	3-5 day suspension
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal or assistant principal Parent/guardian/caregiver in-person conference with the principal or assistant principal Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by principal or assistant principal 	1-3 day suspension	<ul style="list-style-type: none"> 5-10 day suspension Possible recommendation for expulsion

BURGLARY

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

Grades	First Occurrence	Second Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Restriction or loss of school privileges 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges

	<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>		
4-5	<ul style="list-style-type: none"> 5 day suspension Police referral 	<ul style="list-style-type: none"> 10 day suspension Recommendation for expulsion Police referral
6-8	<ul style="list-style-type: none"> 5 day suspension Police referral 	<ul style="list-style-type: none"> 10 day suspension Recommendation for expulsion Police referral
9-12	<ul style="list-style-type: none"> 5 day suspension Police referral 	<ul style="list-style-type: none"> 10 day suspension Recommendation for expulsion Police referral

CELL PHONES & PERSONAL DEVICES - ELEMENTARY (Grades K-5)

We recognize that cell phones/personal electronic devices are common tools for communication with many families. Our goal is to help students maintain a focus on learning. Please know that most elementary students have no need to carry a cell phone or personal electronic device to school and these devices are vulnerable to theft. We are committed to using technology as an accelerant for student learning and provide the appropriate tools for our students in their classrooms.

Students who need to carry a cell phone or personal electronic device to school must have them turned off and stored out of sight during school hours. These devices may not be used to talk, take pictures, play games, record or text during school hours, including recess. The district is not responsible for lost, damaged or stolen phones or other electronic devices brought from home.

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-5	Confiscate and return at end of day	Confiscate and parent/guardian/caregiver pick up	Students are no longer allowed to bring a device to school until a parent/ guardian/caregiver conference is held with the building principal.

Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.

Incidents involving the unauthorized photography or recording

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal or behavior coach Principal or behavior coach phone call to parent/guardian/caregiver Restorative activity Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal

Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.

CELL PHONES & PERSONAL DEVICES - MIDDLE SCHOOL (Grades 6-8)

We recognize that cell phones/personal electronic devices are common tools for communication with many families. Our goal is to help students maintain a focus on learning. Cell phones are not permitted in classrooms, during transition times, or in the lunchroom between 7:45 am and 2:51 pm. If there is a need for a student to have a cell phone at school, staff should not hear it or see it. It should be put in a locker during the day. If any staff member sees a phone out in classrooms, during transition times, or in the lunchroom, it will be labeled and taken to the office. The phone can be picked up after 2:51 pm. Additionally, video recording students or staff without their consent is prohibited at Northfield Middle School.

Causing a disruption with personal electronic devices, universal remote controls, laser pointers, speakers, headphones, bluetooth, or similar devices is not permitted. This includes, but is not limited to, causing a nuisance through the non-curricular use of cameras or other devices for photographic, audio, video, or digital recording and/or sharing of those recordings without student or staff permission. While school-issued devices will not be confiscated in most circumstances, they may have various apps or features disabled as a result of misuse.

Grades	First Occurrence	Second Occurrence	Third Occurrence
6-8	Confiscate and return at end of day	Confiscate and return at end of day	<ul style="list-style-type: none"> Confiscate and parent/guardian/caregiver pick up Students who have a fourth violation may be required to turn in their phone to the office each day
Incidents involving the unauthorized photography or recording			
Grades	First Occurrence	Second Occurrence	Third Occurrence
6-8	1-3 day suspension	3-5 day suspension	5-10 day suspension
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			

CELL PHONES & PERSONAL DEVICES - ALC & HIGH SCHOOL (Grades 9-12)

We recognize that cell phones/personal electronic devices are common tools for communication with many families. We also recognize concerns about their use in schools. Our goal is to help students maintain a focus on learning. Students are not permitted to use cell phones during class time without explicit permission from the teacher. Students may use cell phones before and after school, during passing times, during flex hour, and, for students who are in good standing, during study hall. The ALC and high school have cell phone/electronic device procedures that will be followed. Procedures prior to an office discipline referral include student reminders, redirection with and parent/caregiver contact. The consequences listed below will be applied when an office discipline referral has been submitted.

Causing a disruption with personal electronic devices, universal remote controls, laser pointers, speakers, headphones, bluetooth, or similar devices is not permitted. This includes, but is not limited to, causing a nuisance through the non-curricular use of cameras or other devices for photographic, audio, video, or digital recording and/or sharing of those recordings without student or staff permission. While school-issued devices will not be confiscated in most circumstances, they may have various apps or features disabled as a result of misuse.

Grades	First Occurrence	Second Occurrence	Third Occurrence
9- 12	<ul style="list-style-type: none"> Parent/caregiver will be contacted by administration and cell phone use plan will be created. For school-issued devices, restrictions may be enacted for the school-issued device. 	<ul style="list-style-type: none"> The student's device will remain in the office for the remainder of the day. Administration will notify parents/guardians with the student present, and will review the previously developed plan. 	<ul style="list-style-type: none"> Additional phone restrictions, including the removal of phone privilege on campus. Possible 1-3 day suspension

Incidents involving the unauthorized photography or recording			
Grades	First Occurrence	Second Occurrence	Third Occurrence
9- 12	1-3 day suspension	3-5 day suspension	5-10 day suspension
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			

DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism, submitting artificial intelligence generated work as one’s own without explicit disclosure, or collusion is prohibited. (Collusion means that this segment also applies to students who knowingly assist others in cheating on school assignments, tests, or plagiarism as outlined in this handbook.) Academic consequences may also be assigned. Incidents of academic dishonesty will be cumulative for the duration of attendance at each building.

Grades	First Occurrence	Second Occurrence	Third Occurrence or More
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal or behavior coach • Principal or behavior coach phone call to parent/guardian/caregiver • Restorative activity • Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Removal from class • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal or behavior coach • Principal or behavior coach phone call to parent/guardian/caregiver • Restorative activity • Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Removal from class • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal
6-8	<ul style="list-style-type: none"> • The teacher will address the student with evidence when the infraction occurs and notify parents/guardians/caregivers 	<ul style="list-style-type: none"> • All of the disciplinary action of the first occurrence will occur • The student will receive an automatic zero on the assignment or test and no 	<ul style="list-style-type: none"> • All of the disciplinary action of the first occurrence will occur • The Assistant Principal will initiate a parent/guardian/caregiver-student-

	<ul style="list-style-type: none"> • The student can receive a zero on the assignment, but may, at the teacher's sole discretion, set up an opportunity to re-do the assignment with supervision. • The teacher will file an incident referral form with the Assistant Principal. 	<p>make-up work will be offered to compensate for lost points</p> <ul style="list-style-type: none"> • The teacher will file an incident referral form with the Assistant Principal, who will conference with the student and notify parents/guardians/caregivers 	<p>counselor conference</p> <ul style="list-style-type: none"> • The student will receive one day of In-School Suspension (ISS).
9-12	<ul style="list-style-type: none"> • The teacher will address the student with evidence when the infraction occurs and notify parents/guardians/caregivers • The student can receive a zero on the assignment, but may, at the teacher's sole discretion, set up an opportunity to re-do the assignment with supervision. • The teacher will file an incident referral form with the Assistant Principal 	<ul style="list-style-type: none"> • All of the disciplinary action of the first occurrence will occur • The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points • The teacher will file an incident referral form with the Assistant Principal, who will conference with the student and notify parents/guardians/caregivers 	<ul style="list-style-type: none"> • All of the disciplinary action of the first occurrence will occur • The Assistant Principal will initiate a parent/guardian/caregiver-student-counselor conference • The student will receive one day of In-School Suspension (ISS).

DISRESPECTFUL BEHAVIOR

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal or behavior coach • Principal or behavior coach phone call to parent/guardian/caregiver • Restorative activity • Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Removal from class • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal 	Same/next day dismissal

	<ul style="list-style-type: none"> ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	1-3 day suspension
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	1-3 day suspension

DISRUPTIVE BEHAVIOR

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Consequences will include but are not limited to one or more of the following options:	Consequences will include but are not limited to one or more of the following options:	Consequences will include but are not limited to one or more of the following options:

	<ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	Same/next day dismissal
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	Same/next day dismissal
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal 	1-3 day suspension

<ul style="list-style-type: none"> ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	
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DRIVING, CARELESS OR RECKLESS

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
9-12	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> ● Revocation of parking permit to identified time period ● Police referral 	<ul style="list-style-type: none"> ● 3 day suspension ● Permanent revocation of parking permit ● Police referral

FALSE REPORTING/MISREPRESENTING THE TRUTH

Deliberately reporting false information is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	Consequences will include but are not limited to one or more of the	Consequences will include but are not limited to one or more of the	Consequences will include but are not limited to one or more of the

	<p>following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Principal phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	1-3 day suspension	3-5 day suspension

FIGHTING

Engaging in any form of physically aggressive confrontation, including fighting, where blows are exchanged is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
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K-3	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> • Student conference with the principal or behavior coach • Principal or behavior coach phone call to parent/guardian/caregiver • Restorative activity • Other appropriate consequences determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Removal from class • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal
	<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>		
4-5	Consequences could include but are not limited to: <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver conference with the principal • In school suspension • Restorative activity • Removal from class • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal 	1-3 day suspension	3-5 day suspension
6-8	1-3 day suspension	3-5 day suspension	<ul style="list-style-type: none"> • 10 day suspension • Possible recommendation for expulsion
9-12	1-3 day suspension	3-5 day suspension	<ul style="list-style-type: none"> • 10 day suspension • Possible recommendation for expulsion

FIRE ALARM, FALSE

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> • Student conference with the principal or behavior coach 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal

	<ul style="list-style-type: none"> Principal or behavior coach phone call to parent/guardian/caregiver Restorative activity Other appropriate consequences determined by the principal 	<ul style="list-style-type: none"> Restorative activity Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> 1 day suspension Restitution 	<ul style="list-style-type: none"> 2-3 day suspension Police referral Restitution
6-8	<ul style="list-style-type: none"> 3-5 day suspension Police referral Restitution 	<ul style="list-style-type: none"> 5-10 day suspension Police referral Restitution 	<ul style="list-style-type: none"> 10 day suspension Possible recommendation for expulsion Police referral Restitution
9-12	<ul style="list-style-type: none"> 3-5 day suspension Police referral Restitution 	<ul style="list-style-type: none"> 5-10 day suspension Police referral Restitution 	<ul style="list-style-type: none"> 10 day suspension Possible recommendation for expulsion Police referral Restitution

FIRE EXTINGUISHER, UNAUTHORIZED USE

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal or behavior coach Principal or behavior coach phone call to parent/guardian/caregiver Restorative activity 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Restriction or loss of school privileges 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class

	<ul style="list-style-type: none"> Other appropriate consequences determined by the principal 	<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> Restriction or loss of school privileges Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Removal from class Restorative activity Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> 1 day suspension 	<ul style="list-style-type: none"> 2 day suspension Restitution
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> 3-5 day suspension Police referral Restitution 	<ul style="list-style-type: none"> 10 day suspension Police referral Restitution
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Restriction or loss of school privileges 	<ul style="list-style-type: none"> 3-5 day suspension Police referral Restitution 	<ul style="list-style-type: none"> 10 day suspension Police referral Restitution

	<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal 		
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FIREARMS

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

Grades	First Occurrence
K-3	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal
	<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>
4-5	<ul style="list-style-type: none"> 10 day suspension Recommendation for expulsion Police referral
6-8	<ul style="list-style-type: none"> 10 day suspension Recommendation for expulsion Police referral
9-12	<ul style="list-style-type: none"> 10 day suspension Recommendation for expulsion Police referral

FIREWORKS OR AMMUNITION

(Snaps, sparklers, firecrackers, smoke bombs, stink bombs, etc.) Possession, distribution or use of any type of fireworks or ammunition is prohibited. Police referral will be made when state law has been violated.

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> Student conference with the principal or behavior coach Principal or behavior coach phone call to parent/guardian/caregiver Restorative activity Other appropriate consequences determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal
	<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>		

4-5	1 day suspension	2 day suspension	5 day suspension
6-8	1-3 day suspension	3-5 day suspension	5-10 day suspension
9-12	1-3 day suspension	3-5 day suspension	5-10 day suspension

FREEDOM OF EXPRESSION

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

Dress or appearance at a school location in the following manner is prohibited.

- Grades K-8: Hats or bandanas are not permitted without special permission of the building administrator.
- Dress or appearance that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promote or advertise weapons, alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Dress or appearance in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups (including but not limited to gang and/or hate symbols).
- Dress or appearance in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- Dress or appearance that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
- When, in the judgment of the administration (principal, assistant principal, and/or designee), a student’s appearance or mode of dress does not adhere to this policy, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified and other disciplinary measures may be taken.
- Administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- An organized student group shall receive administrative approval before recommending a form of dress for a specific student sponsored event.
- Any student who feels offended by an individual's dress may report that concern to staff, a teacher or to school administration in the building.

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	Consequences will include but are not limited to one or more of the	Consequences will include but are not limited to one or more of the	Consequences will include but are not limited to one or more of the

	<p>following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Principal phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal, including possible suspension
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Principal phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal, including possible suspension

GAMBLING

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	Same/next day dismissal
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges 	1-3 day suspension	3-5 day suspension

	<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal 		
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	1-3 day suspension	3-5 day suspension

GANG/THREAT GROUP ACTIVITY

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal or behavior coach Principal or behavior coach phone call to parent/guardian/caregiver Restorative activity Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal or behavior coach Principal or behavior coach phone call to parent/guardian/caregiver 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity

	<ul style="list-style-type: none"> ● Restorative activity ● Other appropriate consequences determined by the principal 	<ul style="list-style-type: none"> ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
6-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> ● 1-5 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 5-10 day suspension ● Possible recommendation for expulsion ● Police referral
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> ● 1-5 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 5-10 day suspension ● Possible recommendation for expulsion ● Police referral

HARASSMENT AND VIOLENCE

Racial, gender, religious, age, disability, sexual orientation, marital status, and public assistance harassment and violence as defined by district [Policy 413](#) is prohibited. Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. “Harassment” includes all forms of racial, religious and sexual harassment. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct is used as a factor in decisions affecting the student’s education or the conduct has the purpose or effect of unreasonably interfering with the student’s educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcoming pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching, physical contact or

soliciting, distributing, or showing sexually inappropriate photos or videos. Depending on the content of the photography or video, the infraction may also be considered sexual misconduct. Parents/guardians/caregivers and students may also make a direct report to the Human Rights Officer/Title IX coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district [Policies 413](#) and/or [522](#). Reports should be made to:

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

While not required, individuals can make complaints using this [form](#).

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	Same/next day dismissal	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral ● Possible recommendation for expulsion
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			
6-8	<ul style="list-style-type: none"> ● 1-3 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 5-10 day suspension ● Police referral ● Possible recommendation for expulsion
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			

9-12	<ul style="list-style-type: none"> ● 1-3 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 5-10 day suspension ● Police referral ● Possible recommendation for expulsion
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			

HAZING

The district maintains a learning environment that nourishes respect for the individual. Hazing activities of any type are prohibited at all times. Principals will enforce [Policy 526 Hazing Prohibition](#).

Grades	Any Occurrence
K-12	Consequences for any hazing violation will be determined by school administration based on the results of the investigation as outlined in Policy 526 . Such consequences may include, but are not limited to, warning, suspension, exclusion, expulsion, transfer, or remediation.
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>	

INSUBORDINATION

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges 	1 day suspension

		<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal 	
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	1 day suspension	1-3 day suspension
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	1 day suspension	1-3 day suspension

OFFENSIVE BEHAVIOR

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal or behavior coach Principal or behavior coach phone call to parent/guardian/caregiver 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity

	<ul style="list-style-type: none"> ● Restorative activity ● Other appropriate consequences determined by the principal 	<ul style="list-style-type: none"> ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	1-3 day suspension
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	1-3 day suspension
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class 	Detention	1-3 day suspension

	<ul style="list-style-type: none"> ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 		
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RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, forging notes is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	1-3 day suspension
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal 	1-3 day suspension	3-5 day suspension

	<ul style="list-style-type: none"> ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 		
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	1-3 day suspension	3-5 day suspension

ROBBERY OR EXTORTION

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal 	Same/next day dismissal	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral ● Possible recommendation for expulsion

	<ul style="list-style-type: none"> ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 		
6-8	<ul style="list-style-type: none"> ● 1-3 day suspension ● Police referral ● Restitution 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral ● Restitution 	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Police referral ● Restitution
9-12	<ul style="list-style-type: none"> ● 1-3 day suspension ● Police referral ● Restitution 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral ● Restitution 	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Police referral ● Restitution

SAFETY VIOLATIONS

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			

SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse, or sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person’s intimate parts, or intentional removal or attempted removal of clothing covering a person’s intimate parts or clothing covering a person’s undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Taking photos/video in locker rooms or bathrooms or soliciting or distributing, sharing, or showing sexually explicit photos or video of other students, staff, or school community members is prohibited. The use of artificial intelligence (AI) to nonconsensually digitally alter or fabricate sexually explicit images known as “deepfakes” or “deepnudes” is prohibited. Distributing, sharing, or showing AI-altered sexually explicit images or video is prohibited. Parents/guardians/caregivers and students may also make a direct report to the Human Rights Officer/Title IX coordinator

about sexual harassment, racially-motivated harassment, or other discrimination governed by district [Policy 413](#) and/or [522](#). Reports should be made to:

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

While not required, individuals can make complaints using this [form](#).

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	1-3 day suspension	3-5 day suspension
6-8	<ul style="list-style-type: none"> ● 10 day suspension ● Possible recommendation for expulsion ● Police referral 		
9-12	<ul style="list-style-type: none"> ● 10 day suspension ● Possible recommendation for expulsion ● Police referral 		

TECHNOLOGY AND TELECOMMUNICATION MISUSE

Misuse of computer equipment or network/deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, internet sites; deliberate contamination of system; unethical use of information or violation of copyright laws is prohibited. It is expected that students will abide by [Policy 524.2 Acceptable Use of Technology and Telecommunications Systems By Students](#). Parents/guardians/caregivers are expected to read and discuss this policy with their child.

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			

THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p>	<ul style="list-style-type: none"> ● 1-3 day suspension 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Restitution

	<ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 		
6-8	<ul style="list-style-type: none"> ● 1-3 day suspension ● Police referral ● Restitution 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral ● Restitution 	<ul style="list-style-type: none"> ● 5-10 day suspension ● Recommendation for expulsion ● Police referral ● Restitution
9-12	<ul style="list-style-type: none"> ● 1-3 day suspension ● Police referral ● Restitution 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral ● Restitution 	<ul style="list-style-type: none"> ● 5-10 day suspension ● Recommendation for expulsion ● Police referral ● Restitution

THREAT, DIRECT/INDIRECT

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

Grades	First Occurrence	Second Occurrence
K-3	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Police referral ● Other appropriate consequences as determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Police referral ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>		
4-5	<ul style="list-style-type: none"> ● 5 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 10 day suspension ● Possible recommendation for expulsion ● Police referral
6-8	<ul style="list-style-type: none"> ● 5-10 day suspension ● Police referral ● Possible recommendation for expulsion 	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Police referral
9-12	<ul style="list-style-type: none"> ● Up to 10 day suspension 	

	<ul style="list-style-type: none"> ● Recommendation for expulsion ● Police referral
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TOBACCO, SMOKING, AND VAPING

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> ● 1-3 day suspension ● Referral for chemical evaluation 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Referral for chemical evaluation
6-8	<ul style="list-style-type: none"> ● 1 day suspension ● Referral for chemical evaluation ● Police referral 	<ul style="list-style-type: none"> ● 2-3 day suspension ● Referral for chemical evaluation ● Police referral 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Referral for chemical evaluation ● Police referral
9-12	<ul style="list-style-type: none"> ● 1 day suspension ● Referral for chemical evaluation ● Police referral 	<ul style="list-style-type: none"> ● 2-3 day suspension ● Referral for chemical evaluation ● Police referral 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Referral for chemical evaluation ● Police referral

TRANSPORTATION

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

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Parent/guardian/caregiver contacted	Parent/guardian/caregiver contacted	<ul style="list-style-type: none"> ● Parent/guardian/caregiver meeting ● 1-3 days off the bus <p>Additional occurrences are individually considered. Students may lose their bus riding privileges for a longer period of time, including the remainder of the school year.</p>
	<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>		
4-5	Parent/guardian/caregiver contacted	Parent/guardian/caregiver contacted	<ul style="list-style-type: none"> ● Parent/guardian/caregiver meeting ● 1-3 days off the bus <p>Additional occurrences are individually considered. Students may lose their bus riding privileges for a longer period of time, including the remainder of the school year.</p>
6-8	Parent/guardian/caregiver contacted	<ul style="list-style-type: none"> ● Parent/guardian/caregiver contacted ● Up to 5 days off the bus 	<ul style="list-style-type: none"> ● Parent/guardian/caregiver meeting ● Up to 10 days off the bus <p>Additional occurrences are individually considered. Students may lose their bus riding privileges for a longer period of time, including the remainder of the school year.</p>
9-12	Parent/guardian/caregiver contacted	<ul style="list-style-type: none"> ● Parent/guardian/caregiver contacted ● Up to 5 days off the bus 	<ul style="list-style-type: none"> ● Parent/guardian/caregiver meeting ● Up to 10 days off the bus <p>Additional occurrences are individually considered. Students may lose their bus riding privileges for a longer period of time, including the remainder of the school year.</p>

TRESPASSING

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	Same/next day dismissal	5 day suspension
6-8	<ul style="list-style-type: none"> ● 1 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 1-3 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 5-10 day suspension ● Police referral
9-12	<ul style="list-style-type: none"> ● 1 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 1-3 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 5-10 day suspension ● Police referral

TRUANCY

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

UNAUTHORIZED AREAS

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Principal phone call to parent/guardian/caregiver ● Restorative activity ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restriction or loss of school privileges 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Removal from class ● Restriction or loss of school privileges

		<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Principal phone call to parent/guardian/caregiver Restorative activity Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Detention Parent/guardian/caregiver in-person conference with the principal Restorative activity Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Detention Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal

UNEXCUSED ABSENCE

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.
6-8	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.
9-12	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.

VANDALISM, MAJOR ACTS

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. Vandalism is considered “major” when the estimated cost of the damage is \$500 or more. Estimated costs include, but are not limited to, replacement, repair, and cleaning. **Restitution, when appropriate, is applied.**

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Consequences will include but are not limited to one or more of the following options:	Consequences will include but are not limited to one or more of the following options:	Consequences will include but are not limited to one or more of the following options:

	<ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Restitution ● Other appropriate consequences determined by the principal 	<ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restitution ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restitution ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<ul style="list-style-type: none"> ● 5-10 day suspension ● Restitution ● Police referral 	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Restitution ● Police referral 	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Restitution ● Police referral
6-8	<ul style="list-style-type: none"> ● 5-10 day suspension ● Possible recommendation for expulsion ● Restitution ● Police referral 	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Restitution ● Police referral 	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Restitution ● Police referral
9-12	<ul style="list-style-type: none"> ● 5-10 day suspension ● Possible recommendation for expulsion ● Restitution ● Police referral 	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Restitution ● Police referral 	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Restitution ● Police referral

VANDALISM, MINOR ACTS

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. Vandalism is considered “minor” when the estimated cost of the damage is less than \$500. Estimated costs include, but are not limited to, replacement, repair, and cleaning. **Restitution, when appropriate, is applied.**

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal or behavior coach ● Principal or behavior coach phone call to parent/guardian/caregiver ● Restorative activity ● Restitution ● Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restitution ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> ● Student conference with the principal ● Parent/guardian/caregiver in-person conference with the principal ● Restorative activity ● Restitution ● Removal from class ● Restriction or loss of school privileges

			<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Restitution Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> 1-5 day suspension Restitution Police referral 	<ul style="list-style-type: none"> 5-10 day suspension Possible recommendation for expulsion Restitution Police referral
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	<ul style="list-style-type: none"> 1-5 day suspension Restitution Police referral 	<ul style="list-style-type: none"> 5-10 day suspension Possible recommendation for expulsion Restitution Police referral
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges 	<ul style="list-style-type: none"> 1-5 day suspension Restitution Police referral 	<ul style="list-style-type: none"> 5-10 day suspension Possible recommendation for expulsion Restitution Police referral

	<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal 		
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VEHICLE, UNAUTHORIZED PARKING

[\(Policy 527 Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches\)](#)

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
9-12	Written parking violation warning	Administrative referral-student must report to office upon receipt of ticket	Loss of parking permit and/or tow at owners expense

WEAPONS (EXCLUSIVE OF FIREARMS)

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> Student conference with the principal or behavior coach Principal or behavior coach phone call to parent/guardian/caregiver Restorative activity Other appropriate consequences determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Restriction or loss of school privileges Other appropriate consequences as determined by the principal 	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> Student conference with the principal Parent/guardian/caregiver in-person conference with the principal Restorative activity Removal from class Restriction or loss of school privileges 	<ul style="list-style-type: none"> 3-10 day suspension Police referral Possible recommendation for expulsion 	<ul style="list-style-type: none"> 10 day suspension Police referral Recommendation for expulsion

	<ul style="list-style-type: none"> • Other appropriate consequences as determined by the principal 		
6-8	<ul style="list-style-type: none"> • 3-10 day suspension • Police referral • Possible recommendation for expulsion 	<ul style="list-style-type: none"> • 5-10 day suspension • Police referral • Possible recommendation for expulsion 	<ul style="list-style-type: none"> • 10 day suspension • Police referral • Recommendation for expulsion
9-12	<ul style="list-style-type: none"> • 3-10 day suspension • Police referral • Possible recommendation for expulsion 	<ul style="list-style-type: none"> • 5-10 day suspension • Police referral • Possible recommendation for expulsion 	<ul style="list-style-type: none"> • 10 day suspension • Police referral • Recommendation for expulsion

MULTIPLE/CHRONIC VIOLATIONS & UNIQUE SITUATIONS

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

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

ADDITIONAL DISCIPLINE INFORMATION

CORPORAL PUNISHMENT AND PRONE RESTRAINT

The district strictly prohibits corporal punishment and the use of prone restraint by employees or agents of the district. Corporal punishment involves the hitting or spanking of a person with or without an object or any unreasonable force that causes bodily harm or substantial emotional harm. Prone restraint means placing a child in a face-down position. ([Policy 507](#))

DISCIPLINE PROCEDURES

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

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

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

CANINE SEARCH - PURPOSE AND PROCEDURE

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

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

A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of [Policy 527](#).

EFFECT OF DISCIPLINARY ACTION ON STUDENT RECORD

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

MODIFICATION OF CONSEQUENCES

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

PARENTAL COMPLAINTS OR QUESTIONS ABOUT DISCIPLINE

Parents/guardians/caregivers may contact building administration to discuss an infraction and consequence assigned if they have questions regarding the situation. Please refer to [Policy 103 Concerns or Complaint Resolution](#).

PHYSICAL RESTRAINT

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

POLICE REFERRAL

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

PUBLICATION OF DISCIPLINE POLICY

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

SCHOOL DISTRICT LOCKER POLICY

District [Policy 502](#) and the State of Minnesota state that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. **School authorities for any reason may conduct inspection of lockers at any time, without notice, without student consent and without a search warrant.**

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

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

SPECIAL EDUCATION OR DISABLED STUDENTS

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

UNIQUE SITUATIONS

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

DEFINITIONS

“Detention” requirements for a student to remain in school or attend school outside normal school hours: Detention does not include withholding recess from students. Detention may be assigned during recess if a student causes or is likely to cause serious physical harm to other students or staff; with written parent permission; or for students receiving special education services, the student’s individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

“Dismissal” means dismissing a student from school for less than one school day.

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

“Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

"Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title I services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections [121A.41](#); [121A.575](#), clauses (1) and (2); [121A.031](#), subdivision 4, paragraph (a), clause (1); [121A.61](#), subdivision 3, paragraph (r); and [122A.627](#), clause (3).

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

"Pupil" means any student:

- (1) without a disability under 21 years of age; or
- (2) with a disability under 22 years old who has not received a regular high school diploma or for a child with a disability who becomes 22 years old during the school year but has not received a regular high school diploma, until the end of that school year; and
- (3) who remains eligible to attend a public elementary or secondary school.
 - (b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under [Minnesota Statutes, section 125A.02](#).

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

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

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

“School personnel” means any person employed or under the direction/assignment of school personnel and who is acting within the scope of their assignment.

“Suspension” means an action taken by the school administration, under rules promulgated by the school board prohibits a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for less than one school day, except as provided in federal law for a student with a disability. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented when that suspension exceeds ten days. Students in Grades Kindergarten—Grade 3 are not subject to suspension unless non-exclusionary discipline measures have been exhausted or there is an ongoing serious safety threat to the child or others.

POSSIBLE DISCIPLINARY CONSEQUENCES

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

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

EXPELLABLE OFFENSES

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

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

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

TITLE IX AND HUMAN RIGHTS REPORTING INSTRUCTIONS

Parents/guardians/caregivers and students may also make a direct report to the Human Rights Officer/Title IX Coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district [Policies 413](#) and/or [522](#).

Reports should be made to:

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

While not required, individuals can make complaints using this [form](#).

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

May 26, 2026

District Office Board Room

1. Call to Order

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

2. Agenda Approval/Table File

On a motion by Quinnell, seconded by Epstein, the board unanimously approved the agenda.

3. Public Comment

There were no public comments.

4. Announcements and Recognitions

- Over \$144,000 was awarded in the form of 100+ local scholarships at Northfield High School's Senior Awards Night. Congratulations to the senior class for their achievements, and thanks to the scholarship donors and the Northfield community for their support.
- This year's NHS Honors Arts Gallery is on display through June 6 at the Northfield Arts Guild. "You're Gonna Wanna See This" is the show theme for this year's gallery.
- The community is invited to a groundbreaking ceremony for the Reimagine Northfield High School project on Tuesday, June 9 at 4:00 p.m. in front of door 1 at the high school.
- The district's annual parent/caregiver satisfaction survey was conducted in April and showed a fourth consecutive year of improvement. There were 702 responses from 537 unique individuals, up from 457 responses in last year's survey, and the overall survey mean increased from 4.10 to 4.18. The "top two box" score, or the sum of those who agreed or strongly agreed to each statement, was 78.40%. The greatest strengths, as indicated by the survey results were, "I believe this school provides a safe environment for my child to learn," and "I believe my child's learning is a high priority at this school." The greatest opportunities for growth were, "I receive positive phone calls, emails, or notes about my child from school," and "I regularly receive feedback from school staff on how well my child is learning." Additionally, 278 "shoutouts" were given to staff members from the survey. The district thanks St. Olaf College for being our third-party survey administrator.
- Certificates of appreciation were presented to the senior members of the District Youth Council (DYC). The DYC provides connections between the school board, school, administration, and student body. They provide youth input on school district-related issues and serve on various committees throughout the district.

5. Items for Discussion and Reports

- a. Educators at Sea Program. Northfield High School Counselor Mark Ensrud and Northfield High School Mathematics Teacher and Coach Janet Smith presented to the board about their participation in the Educators at Sea program, which included an overnight stay on the USS Theodore Roosevelt aircraft carrier in the Pacific Ocean.
- b. District Youth Council 2025-26 Recap. DYC Co-Chairs Delphine Hawkins and Atticus Mayer provided an end-of-year recap of the 2025-26 school year.
- c. NHS Reimagine Project Update. Sal Bagley with Wold Architects and Engineers and George Sullivan with Knutson Construction provided an update on the Northfield High School Reimagine project, the value engineering process, and the rebidding schedule.
- d. Ice Arena Lease. Superintendent Hillmann presented a draft lease between the City of Northfield and Northfield Public Schools for the lease of the city's ice arena. At the May 13, 2024 meeting, the board approved a letter affirming the district's commitment to leasing the ice arena up to a maximum of \$250,000

annually (including ice time) for an estimated 20 years. The district will use its lease/levy authority to fund the annual payment. This will be an item for individual action at the June 8, 2026 board meeting.

- e. Later School Start Times Update. At the May 14, 2026 work session, the board reviewed later school start times options and began to develop a survey to send to parents and caregivers. Superintendent Hillmann presented an updated version of the survey to the board.
- f. Policy Committee Recommendations. Superintendent Hillmann presented the policy committee's recommended changes to policies 203, 209, 410, 442, 503, 509, 530, 532, 533, 535, 540, 560, 655, and 701. This will be an item for individual action at the June 8, 2026 board meeting.

6. Consent Agenda

On a motion by Epstein, seconded by Butler, the board unanimously approved the consent agenda.

- a. Minutes. Minutes of the regular school board meeting held on May 11, 2026.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Overnight Field Trip Request. Northfield High School French Teacher Hannah Ames requested board permission to take 12 students to Quebec City, Canada May 28-31, 2027 for the Languages and Friendships program.
- d. Personnel Items.
 - i. Appointments
 1. Joni Canney, Summer Plus Teacher for 3.5 hours/day at Greenvale Park beginning 6/17/26-7/30/2026. \$40/hr.
 2. Molly Knutelski, 1.0 FTE Grade 6 Launch Teacher at the Middle School beginning 8/27/2026. BA, Step 6.
 3. Claire Koenig, 1.0 FTE Long-Term Substitute Earth Science Teacher beginning 8/27/2026-6/11/2027. BA, Step 1.
 4. Greta Kortuem, Water Safety Instructor for Community Education/Recreation beginning 5/13/2026-5/31/2026. Step 2, \$17.45/hr.
 5. Avery Modory, Summer Instructor Assistant for Community Education/Recreation beginning 6/3/2026-8/31/2026. Step 1, \$15.02/hr.
 6. Oliver Otting, Summer Instructor Lead for Community Education/Recreation beginning 6/3/2026-8/31/2026. Step 2, \$16.37/hr.
 7. Kaj Overlie, Summer Plus Site Assistant for 6 hrs/day at Greenvale Park beginning 6/17/2026-7/30/2026. Step 1, \$18.71/hr.
 8. Ella Streiff, Summer KidVentures Site Assistant for up to 40 hrs/week at Spring Creek beginning 6/3/2026-9/4/2026. Step 1, \$18.71/hr.
 9. Xochitl Valdez, Summer Plus Site Assistant for 6 hrs/day at Greenvale Park beginning 6/17/2026-7/30/2026. Step 1, \$18.71/hr.
 10. Scott Van Epps, 1.0 FTE Mathematics Teacher at the High School beginning 8/27/2026. MA+20, Step 10.
 11. Ollie Waterland, Summer Instructor Assistant for Community Education/Recreation beginning 6/3/2026-8/31/2026. Step 2, \$15.29/hr.
 12. Ariana Vermilyea, Summer Blast Site Assistant for 6 hours/day at the Middle School beginning 6/17/2026-7/31/2026. Step 3, \$20.03/hr.
 13. Gabrielle Anderson, Special Education EA/PCA for 6.75 hours/day plus .25 hours/day supervisory at Spring Creek beginning 8/31/2026. Step 2, \$22.75/hr.
 14. Mariana Cruz, Summer Instructor Lead for Community Education/Recreation beginning 6/3/2026-8/31/2026. Step 3, \$16.64/hr.
 15. Mary Dobey, 1.0 FTE Social Studies Teacher at the High School beginning 8/27/2026. MA, Step 5.
 16. Rachel Eichhorn, Special Education EA/PCA for 6.75 hours/day at Bridgewater beginning 8/31/2026. Step 3, \$23.18/hr.
 17. Estella Freeman, Summer Instructor Assistant for Community Education/Recreation beginning 6/3/2026-8/31/2026. Step 3, \$15.56/hr.
 18. John Garvey, 1.0 FTE Grade 8 Social Studies Teacher at the Middle School beginning 8/27/2026. MA, Step 6.
 19. Jack Gustina, Assistant Boys Basketball Coach at the High School beginning 10/18/2026. \$5,655 stipend.
 20. Denise Halvorson, Summer Plus Teacher for 3.5 hours/day at Greenvale Park beginning 6/17/2026-7/30/2026. \$40/hr.
 21. Aubrey Heller, Summer Instructor Assistant for Community Education/Recreation beginning 6/3/2026-8/31/2026. Step 1, \$15.02/hr.

22. Greta Kortuem, Summer Water Safety Instructor for Community Education/Recreation beginning 6/3/2026-8/31/2026. Step 2, \$17.45/hr.
 23. Mary Lazaro-Hefer, Summer Child Nutrition Associate for up to 5 hours/day at Greenvale Park beginning 6/29/2026-7/30/2026. \$23.06/hr.
 24. Miles Martig, Summer KidVentures Site Assistant for up to 40 hours/week at Spring Creek beginning 6/3/2026-9/4/2026. Step 1, \$18.71/hr.
 25. Lee Miller, .8 FTE Social Studies Teacher at the High School beginning 8/27/2026. MA, Step 6.
 26. Brekken Modory, Assistant Knowledge Bowl Advisor at the High School beginning 9/8/2026. \$2,262 stipend.
 27. Ainsley Nutt, Grade 7 Math Teacher at the Middle School beginning 8/27/2026. BA, Step 1.
 28. Jill Petersen, 1.0 FTE Assistant Director of Special Services for the District beginning 7/1/2026. \$140,360/year + Step 4.
 29. Stephanie Rezac, Summer Blast Social Worker for 6 hours/day at the Middle School beginning 6/17/2026-7/30/2026. \$40/hr.
 30. Leila Sassine, ESY Special Education EA/PCA for up to 5.5 hours/day at the Middle School beginning 6/25/2026-7/17/2026. Step 4, \$23.51/hr.
 31. Tatum Sawyer, Summer KidVentures Site Assistant for up to 40 hours/week at Spring Creek beginning 6/3/2026-9/4/2026. Step 1, \$18.71/hr.
 32. Oliver Waters, Summer Instructor Assistant for Community Education/Recreation beginning 6/3/2026-8/31/2026. Step 3, \$15.56/hr.
- ii. Increase/Decrease/Changes in Assignment
1. Claire Edwards, Special Education EA at Spring Creek, add Summer KidVentures Site Assistant for up to 40 hrs/week at Spring Creek effective 6/11/2026-8/26/2026.
 2. Isabel Fleming, KidVentures Site Assistant for up to 15 hrs/week at Greenvale Park, change to Summer KidVentures Site Assistant for up to 40 hrs/week at Spring Creek effective 6/11/2026-9/4/2026.
 3. Ilana Forsgren, CNA I for 5 hrs/day at the High School, change to CNA II for 5.5 hrs/day at the High School effective 5/18/2026.
 4. Ilana Forsgren, KidVentures Site Assistant for 8.5 hrs/week at Bridgewater, change to Summer KidVentures Site Assistant on call, as needed effective 6/11/2026-8/26/2026.
 5. Jake Fox, KidVentures Student Site Assistant for up to 15 hrs/week at Spring Creek, change to Summer KidVentures Site Assistant for up to 40 hrs/week at Spring Creek effective 6/11/2026-9/4/2026.
 6. Aimee Gerdesmeier, KidVentures Site Leader for 35 hrs/week at Spring Creek, change to 40 hrs/week effective 6/11/26-9/4/2026.
 7. Madison Hansen, Substitute KidVentures Site Assistant, change to Summer KidVentures Site Assistant for up to 40 hrs/week at Spring Creek effective 6/11/2026-9/4/2026.
 8. Gretchen Heil, Teacher at Spring Creek, add Summer Plus Teacher for 3.25 hours/day at Greenvale Park effective 6/17/2026-7/30/2026. \$40/hr.
 9. Stephanie Hernandez Flores, Community School Student Site Assistant at Greenvale Park, change to Summer Plus Site Assistant for 6.5 hrs/day at Greenvale Park effective 6/17/2026-7/30/2026.
 10. Jaelyn Holz, KidVentures Student Site Assistant for up to 18 hrs/week at Spring Creek, change to Summer KidVentures Site Assistant for up to 40 hrs/week at Spring Creek effective 6/11/2026-9/4/2026.
 11. Liam Kline, KidVentures Student Site Assistant for up to 15 hrs/week at Spring Creek, change to Summer KidVentures Site Assistant on call, as needed effective 6/11/2026-9/4/2026.
 12. Josie Kuennen, KidVentures Student Site Assistant for up to 15 hrs/week at Bridgewater, change to Summer KidVentures Site Assistant for up to 40 hrs/week at Spring Creek effective 6/11/2026-9/4/2026.
 13. Briana Lanham, KidVentures Site Assistant for 28.5 hrs/week at Spring Creek, change to Summer KidVentures Site Assistant for up to 40 hrs/week at Spring Creek effective 6/11/2026-9/4/2026.
 14. Susie Lightfield, KidVentures Student Site Assistant for up to 15 hrs/week at Spring Creek, change to Summer KidVentures Site Assistant on call, as needed effective 6/11/2026-8/26/2026.
 15. Tammy McDonough, Substitute Teacher for the District, change to 1.0 FTE Long-Term Substitute Science Teacher at the High School effective 5/12/26-5/21/2026. Lane/step.
 16. Tonya Merritt Skluzacek, KidVentures Site Leader for 35 hrs/week at Bridgewater, change to 40 hrs/week at Spring effective 6/11/26-9/4/2026.
 17. Harper Miller, KidVentures Site Assistant on call, as needed for the District, change to Summer KidVentures Site Assistant for up to 40 hrs/week at Spring Creek effective 6/11/2026-9/4/2026.
 18. Theo Miller, KidVentures Student Site Assistant for up to 15 hrs/week at Greenvale Park, change to Summer KidVentures Student Site Assistant on call, as needed effective 6/11/2026-8/26/2026.
 19. Joshua Mogren, Community School Site Assistant at Greenvale Park, change to Summer Plus Site Assistant for 6.5 hrs/day at Greenvale Park effective 6/17/2026-7/30/2026.
 20. Lacey Neuman Bissonnette, KidVentures Site Leader for 35 hrs/week at Greenvale Park, change to on call, as needed effective 6/15/2026-8/26/2026.
 21. Marea Nielsen, KidVentures Site Assistant for up to 12 hrs/week at Greenvale Park, change to Summer KidVentures Site Assistant for up to 40 hrs/week at Spring Creek effective 6/11/2026-9/4/2026.
 22. Brody Nygaard, KidVentures Student Site Assistant for up to 15 hrs/week at Spring Creek, change to Summer KidVentures Site Assistant for up to 40 hrs/week at Spring Creek effective 6/11/2026-9/4/2026.

23. Oliver Otting, Summer Instructor Lead for Community Education/Recreation, add Summer Instructor Assistant effective 6/3/2026-8/31/2026. Step 2, \$15.29/hr.
24. Osiris Perez, Community School Student Site Assistant at Greenvale Park, change to Summer Plus Site Assistant for 6.5 hrs/day at Greenvale Park effective 6/17/2026-7/30/2026.
25. Nicole Rasmussen, KidVentures Site Assistant for up to 15 hrs/week at Bridgewater, change to Summer KidVentures Site Assistant for up to 40 hrs/week at Spring Creek effective 6/11/2026-8/26/2026.
26. Gina Swenson, Teacher at Greenvale Park, add Summer Plus Teacher for 6.5 hours/day at Greenvale Park effective 6/17/2026-7/30/2026. \$40/hr.
27. Isabella Townley, KidVentures Student Site Assistant for up to 15 hrs/week at Greenvale Park, change to Summer KidVentures Student Site Assistant for up to 40 hrs/week at Spring Creek effective 6/11/2026-9/4/2026.
28. Madison Warner, Substitute Early Ventures Teacher and Substitute KidVentures Site Assistant, change to Early Ventures Teacher and Summer KidVentures Site Assistant for up to 40 hrs/week at the NCEC/Spring Creek effective 6/11/2026-9/4/2026.
29. Alex Altermatt, Summer Instructor Assistant for Community Education/Recreation, add Summer Instructor Lead effective 6/3/2026-8/31/2026. Step 3, \$16.64/hr.
30. Michelle Anderson, Special Education EA/PCA at Greenvale Park, add ESY EA/PCA for up to 5.5 hours/day at Greenvale Park effective 6/25/2026-7/17/2026.
31. Nick Avila, Instructor Assistant for Community Education/ Recreation, add Instructor Lead effective 3/7/2026-5/31/2026. Step 6, \$17.45/hr.
32. Kaitlin Bell, Grade 3 Teacher at Bridgewater, change to Grade 3 Teacher at Greenvale Park effective 8/27/2026.
33. Kiwi Bielenberg, .45 FTE DAPE Teacher at Spring Creek and .55 FTE POHD Teacher for the District, change to .25 FTE DAPE at Spring Creek, . 2 FTE DAPE at the Middle School, and .55 FTE POHD for the District effective 8/27/2026-6/11/2027.
34. Emily Borgerding, Kindergarten Teacher at Greenvale Park, change to Grade 1 Teacher at Greenvale Park effective 8/27/2026.
35. Briana Bulfer, Grade 2 Teacher at Greenvale Park, change to .9 FTE Science Teacher at Greenvale Park and .1 FTE Science Teacher at Spring Creek for a total of 1.0 FTE effective 8/27/2026.
36. Jack Christy, Custodian at the Middle School from 11am-7pm, change to 6am-2:30pm effective 6/11/2026.
37. Anita Corwin, Early Ventures Site Assistant for 40 hours/week at the NCEC, change to up to 40 hours/week, generally 32 hours/week effective 6/12/2026-8/28/2026.
38. Caitlin David, Special Education SOAR Teacher at Greenvale Park, add Special Education ESY Teacher for up to 5.75 hours/day effective 6/25/2026-7/25/2026. Lane/step.
39. Jacob Dayneko, 1.0 FTE CTE Teacher at the High School, add a 1/6 overload teaching an additional section of Auto Mechanics for semester 1 only at the High School, effective 8/27/2026-1/22/2027.
40. Lindsey Dietiker, Child Nutrition Manager I at Greenvale Park, add Summer Child Nutrition Associate for up to 5 hours/day effective 6/22/2026-6/25/2026. \$23.06/hr.
41. Nicole Drexler, Long-Term Substitute Grade 5 Teacher at Bridgewater, change to Long-Term Substitute Grade 5 Teacher at Greenvale Park effective 8/27/2026-1/27/2027. BA, Step 2.
42. Antonia Duresky, CNA I for 5 hours/day at the High School, change to 5.5 hours/day effective 8/20/2026.
43. Tyler Faust, Special Education Teacher at Greenvale Park, add ESY Special Education Teacher for up to 5.75 hours/day at Greenvale Park effective 6/25/2026-7/17/2026. Lane/step.
44. Adria Fischer, Early Ventures Teacher for 40 hours/week at the NCEC, change to up to 40 hours/week, generally 16 hours/week effective 6/12/2026-8/28/2026.
45. Sara Gerdesmeier, Early Ventures Site Assistant for 32.5 hours/week, change to up to 40 hours/week effective 6/12/2026-8/28/2026.
46. Sarah Graff, CNA I for 3.25 hours/day at Bridgewater, change to CNA I for 5 hours/day at the High School effective 8/20/2026.
47. Stephanie Grundman, Title I Teacher at Spring Creek, change to Grade 2 Teacher at Greenvale Park effective 8/27/2026.
48. Becki Haar, 1.0 FTE Grade 4 Teacher at Spring Creek, change to .6 FTE Title I Teacher at Spring Creek/.2 FTE Title I Teacher at St. Dominic for a total of .8 FTE effective 8/27/2026-6/11/2027.
49. Inger Hanson, EL Teacher at the ALC/Greenvale Park, change to .7 FTE EL Teacher at the Middle School/.3 FTE EL Teacher at the ALC for a total of 1.0 FTE effective 8/27/2026.
50. Maria Hegland, Summer Instructor Lead for Community Education/Recreation, add Summer Instructor Assistant effective 6/3/2026-8/31/2026. Step 3, \$15.56/hr.
51. Hollis Holden, Summer Instructor Lead for Community Education/Recreation, add Summer Instructor Assistant effective 6/3/2026-8/31/2026. Step 2, \$15.29/hr.
52. Zoe Jesh, Early Ventures Teacher for 40 hours/week at the NCEC, change to up to 40 hours/week, generally 35.5 hours/week effective 6/12/2026-8/28/2026.
53. Anna Kelly, .8 FTE Science Teacher at Greenvale Park, change to 1.0 FTE Grade 5 Teacher at Greenvale Park effective 8/27/2026.
54. Kasie Larsen, Summer Instructor Lead for Community Education/Recreation, add Summer Lifeguard effective 6/3/2026-8/31/2026. Step 2, \$15.29/hr.

55. Kayla LaVoy, Grade 2 Teacher at Bridgewater, change to Grade 1 Teacher at Bridgewater effective 8/27/2026.
56. Darren Lofquist, Grade 2 Teacher at Bridgewater, change to Grade 3 Teacher at Bridgewater effective 8/27/2026.
57. Josh Malecha, Instructor Assistant for Community Education/Recreation, add Instructor Lead effective 3/7/2026-5/31/2026. Step 6, \$17.45/hr.
58. McKenzie Malecha, Early Ventures Teacher for 40 hours/week at the NCEC, change to up to 40 hours/week, generally 32 hours/week effective 6/12/2026-8/28/2026.
59. Shari Malecha, Custodian at the Middle School, change to Head Custodian at Greenvale Park effective 6/11/2026. Step 1, \$31.61/hr.
60. Lee Miller, .8 FTE Social Studies Teacher at the High School, change to 1.0 FTE effective 8/27/2026-6/11/2027.
61. Brekken Modory, .5 FTE English/Language Arts Teacher at the High School, change to .6 FTE effective 8/27/2026-6/11/2027.
62. Joan Odell, Long-Term Substitute Special Education EA/PCA at the High School, add ESY EA/PCA for up to 5.5 hours/day effective 6/25/2026-7/17/2027.
63. Jade Olson, Special Education EA/PCA for 3.2 hours/day at the NCEC and 3 hours/day at Greenvale Park, change to Special Education EA/PCA for 4 hours/day at Bridgewater, 3 hours/day at Greenvale Park and .25 hours/day General Education EA/PCA at Greenvale Park effective 5/21/2026-6/10/2026.
64. Jade Olson, Special Education EA/PCA at Greenvale Park/Bridgewater, change to ongoing Special Education EA/PCA for 6.75 hours/day at Greenvale Park effective 6/10/2026.
65. Eleanor Otting, Summer Water Safety Instructor for Community Education/Recreation, add Summer Lifeguard effective 6/3/2026-8/31/2026. Step 2, \$15.29/hr.
66. Sandy Pelava, Early Ventures Teacher for 40 hours/week at the NCEC, change to up to 40 hours/week, generally 34 hours/week effective 6/12/2026-8/28/2026.
67. Jen Peterson, School Social Worker at Bridgewater, add ESY Social Worker for up to 5.75 hours/day at Greenvale Park effective 6/25/2026-7/17/2026. Lane/step.
68. Kelli Rehbein, Early Ventures Teacher for 40 hours/week at the NCEC, change to up to 40 hours/week, generally 24 hours/week effective 6/12/2026-8/28/2026.
69. John Schiel, .8 FTE PE/DAPE Teacher at Greenvale Park, add .12 FTE DAPE Teacher at Spring Creek for a total of .92 FTE effective 8/27/2026-6/11/2027.
70. Jenna Schlatter, Grade 6 Launch Teacher at the Middle School, change to Grade 6 English/Language Arts Teacher at the Middle School effective 8/27/2026.
71. Alexa Schmidt, Early Ventures Teacher for 40 hours/week at the NCEC, change to up to 40 hours/week, generally 22 hours/week effective 6/12/2026-8/28/2026.
72. Angie Schewe, Early Ventures Teacher for up to 40 hours/week at the NCEC, change to up to 40 hours/week, generally 16 hours/week effective 6/12/2026-8/28/2026.
73. Scott Stanina, .5 FTE Assistant Knowledge Bowl Advisor at the High School, change to 1.0 FTE effective 9/8/2026.
74. Scott Stanina, Teacher at the High School, add Summer School Teacher for up to 50 hours/session at the ALC effective 6/12/2026-7/23/2026. Lane/step.
75. Andrea Stowe, Special Education BEST Teacher at Greenvale Park, change to Long-Term Substitute Kindergarten Teacher at Greenvale Park effective 8/27/2026-2/3/2027. BA, Step 4.
76. Jade Suhsen, Early Ventures Teacher for 18.74 hours/week at the NCEC, change to up to 40 hours/week effective 6/12/2026-8/28/2026.
77. Jonathan Thompson, Teacher at the High School, add Summer Blast Teacher for 6.5 hours/day at the Middle School effective 6/17/2026-7/30/2026.
78. Ellen Trotman, EL Teacher at the Middle School, change to .7 FTE Greenvale Park/.2 FTE St. Dominic/.1 FTE NCEC for a total of 1.0 FTE effective 8/27/2026.
79. Tegan Underdahl, Early Ventures Teacher for 40 hours/week at the NCEC, change to up to 40 hours/week, generally 31.5 hours/week effective 6/12/2026-8/28/2026.
80. Lori Warner, Occupational Therapist for the District, add ESY Occupational Therapist for up to 5.75 hours/week at Greenvale Park and the Middle School effective 6/25/2026-7/17/2026. Lane/step.

iii. Leave of Absences

1. Sean DuBé, Language Arts Teacher/Dean of Students at the High School, unpaid leave of absence for the 2026-27 school year. Sean has accepted the Interim Assistant Principal position at the High School for the 2026-27 school year.
2. Jennifer Peterson, School Social Worker at Bridgewater, FMLA leave of absence beginning 4/14/2026 and continuing on an intermittent basis for up to 60 work days.

iv. Retirements/Resignations/Terminations

1. Brittney Braucher, Summer Child Nutrition Associate at the Middle School, declined position effective 5/13/2026.
2. Kari Hartwig, Class III Office Specialist at the Middle School, resignation effective 6/15/2026.
3. Ellen Mucha, Assistant Knowledge Bowl Advisor at the High School, resignation effective 5/18/2026.
4. Michelle Bauer, Pre-K-12 Instructional Coach for the District, resignation effective 6/30/2026.
5. Anne Lehmkuhl, Assistant Volleyball Coach at the High School, resignation effective 5/22/2026.
6. Jody Mathews, CNA III at Spring Creek, resignation effective 6/10/2026.

- 7. Amy Randall, Speech Language Pathologist at Bridgewater, resignation effective 6/10/2026.
- 8. Linda Temple, Teacher at Bridgewater, retirement effective 5/22/2026.
- 9. Kaitlyn Townzen, Early Childhood Special Education Teacher at the NCEC, resignation effective 6/10/2026.
- v. District Administration recommends approval of the following employment agreements covering the period of July 1, 2026 through June 30, 2028:
 - 1. Educational Assistants
 - 2. Principals
 - 3. Child Nutrition Associates
 - 4. Interpreters
 - 5. COTA/Speech Language Assistants
- vi. District Administration is Recommending the Approval of the Following Rates of Pay
 - 1. The following hourly rates apply to driver education instructors, including updated rates for Spanish-language instruction: \$30.50/hour for both classroom and behind the wheel instruction; and \$41.15/hour for behind the wheel instruction in Spanish.

*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. Renewal of Contract Between Northfield Public Schools and Prairie Creek Community School. On a motion by Miller, seconded by Butler, the board unanimously approved to renew the contract between Northfield Public Schools and Prairie Creek Community School for the time frame of July 1, 2026 - June 30, 2031. Simon Tyler, director of Prairie Creek Community School, and Daryl Kehler, the district’s charter school authorizer lead, provided an overview of the proposed contract at the May 11, 2026 board meeting.
- b. Bid for NHS Reimagine Project. On a motion by Butler, seconded by Miller, the board unanimously approved the special inspection services bid from Braun Intertec in the amount of \$215,091.00 for the NHS Reimagine Project.
- c. Resolution Proposing to Place Tenured Licensed Staff on Unrequested Leave of Absence. On a motion by Butler, seconded by Epstein, the board adopted by roll call the resolution related to the proposed placement of the following teachers on unrequested leave of absence effective at the end of the 2025-26 school year. Voting “yes” were: Butler, Epstein, Miller, Quinnell, and Gonzalez-George. No one voted “no.”

<u>Name</u>	<u>FTE</u>	<u>Position</u>
Taylor-Libbey, Lori	0.60 FTE	High School Spanish
Taylor-Libbey, Lori	0.20 FTE	High School ADSIS
Taylor-Libbey, Lori	0.20 FTE	EL at St. Dominic’s

This action is taken with the understanding that the following individuals will be offered a contract for the 2026-2027 school year as follows:

<u>Name</u>	<u>FTE</u>	<u>Position</u>
Taylor-Libbey, Lori	0.60 FTE	High School Spanish
Taylor-Libbey, Lori	0.20 FTE	High School ADSIS

- d. Resolution Establishing Dates for Filing Affidavits of Candidacy. On a motion by Butler, seconded by Miller, the board adopted by roll call the Resolution Establishing Dates for Filing Affidavits of Candidacy. Voting “yes” were: Butler, Epstein, Miller, Quinnell, and Gonzalez-George. No one voted “no.” The Notice of Filing Dates will be posted and advertised in the Northfield News, according to the deadlines indicated on the election calendar published by the Minnesota Secretary of State’s Office. Affidavits of Candidacy for the three (3) school board vacancies may be filed at the District Office, 201 Orchard Street South, beginning Tuesday, July 14, 2026 and ending Tuesday, July 28, 2026. An election will be held to fill three (3) vacancies with four-year terms. The terms of Ben Miller, Jenny Nelson, and Jeff Quinnell expire on January 4, 2027.

8. Items for Information

- a. Graduation Dates. The ALC graduation is scheduled for 6:00 p.m. on Thursday, June 4 in the Middle School Auditorium. Northfield High School’s graduation is scheduled for 2:00 p.m. on Sunday, June 7 at Memorial

Field.

9. Future Meetings

- a. Thursday, June 4, 2026, 6:00 p.m., ALC Graduation, Northfield Middle School Auditorium
- b. Sunday, June 7, 2026, 2:00 p.m., High School Graduation, Memorial Field
- c. Monday, June 8, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Wednesday, June 24, 2026, 5:15 p.m., Special School Board Meeting, Approve bids for the NHS Reimagine project, Northfield DO Boardroom
- e. Monday, July 13, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Quinnell, seconded by Epstein, the board unanimously approved to adjourn the meeting at 8:25 p.m.

Maggie Epstein
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: Maggie Epstein, Clerk

Date of the bequest, donation, or gift:	Amount:	Who the bequest, donation, or gift is from:	What the bequest, donation, or gift is for:
5/19/2026	\$4.00	Tao Vang	MS Gr. 7: Team 1 Northfield Historical Museum Field Trip Scholarship Donation
5/19/2026	\$4.00	Cheyenne Luckman	MS Gr. 7: Team 1 Northfield Historical Museum Field Trip Scholarship Donation
5/20/2026	\$4.00	Artemio Martinez Junior	MS Gr. 7: Team 1 Northfield Historical Museum Field Trip Scholarship Donation
5/20/2026	\$4.00	Monica Castano	MS Gr. 7: Team 1 Northfield Historical Museum Field Trip Scholarship Donation
5/24/2026	\$4.00	Rob Thompson	MS Gr. 7: Team 2 Northfield Historical Museum Field Trip Scholarship Donation
5/26/2026	\$15.00	Tyrell McElroy	GVP Grade 5 Bowling
5/26/2026	\$4.00	James Pleschourt	MS Gr. 7: Team 1 Northfield Historical Museum Field Trip Scholarship Donation
5/26/2026	\$750.00	Carleton College	Cinco de Mayo Scholarship
5/27/2026	200 folders	The Music Mart	Northfield Orchestra - Summer Strings Academy
5/29/2026	\$1,000.00	Jana Hirsch	Senior Scholarship
5/24/2026	\$518.93	The Music Mart	Donation for Big 9 Music Festival
6/2/2026	\$1,000.00	Northfield Raider Touchdown Club	TD Club Scholarship



*Northfield Public Schools
Northfield, MN*

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): T.J. Austin (512) 787-3574

School and Program: Northfield High School, Northfield FFA

Date of Requested Trip: 6/21/26-6/22/26

1. What group is taking this trip? Northfield FFA
2. Estimated # of Students: 8 # Adult Supervisors: 2
3. Destination: Riverview Radiance
Address: 422 Bennett Ave, Minneiska, MN 55910, USA
4. Date/Time of Departure: 6/21 12:00pm
5. Date/Time of Return: 6/22 12:00pm
6. State purpose and/or educational value of trip (attach information to form if needed).

Officer training and planning for the Northfield FFA program of activities for the 2026-2027 school year. Team building and planning is vital to the sustainability of the Northfield FFA chapter.

7. Name the manner of travel and the carrier.

Students will either car pool with permission slips or parent/gaurdian chaperone.

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

Riverview Radiance
Address: 422 Bennett Ave, Minneiska, MN 55910, USA

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

T.J. Austin (512) 787-3574
Jaylynn Frandup (612) 840-9140

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

Lily Duban: President
Jon Wierson: Vice President
Molly Albers: Secretray
Grant Kreft: Treasurer

Mackenzie Hohrman: Reporter
Jerrin Nelson: Historian
Gunnar Johnson: Sentinel
Carter Feldman: Student Advisor

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

T.J. Austin FFA advisor and Jaylynn Frandup Randolph Alumni and female chaperone

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

Medical forms with permission slips on file. Parent contact and emergency contacts via AET where all members information is kept for regional, state and national level events. Epi pens, inhalers on hand for any allergies or asthma.

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

\$600 paid for by the fundraising events throughout the year. Students will be in charge of their own transportaion costs to and from.

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

N/A

Signature of Staff Member Responsible: *TJ Austin*

Date field trip request was submitted to Principal: Tuesday, May 26 2006

Principal/Administrator Signature and Date: *[Signature]* 5/27/26

Approved: Not Approved:

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____

2026-27 Northfield Chapter Officer Training Tentative Retreat Agenda June 21-22, 2026

Hello 2026 Officer Team!

I am excited for our work together at this year's officer retreat! This is a crucial and vital piece of running a sustainable and rewarding FFA chapter for everyone involved. Transportation will need to be provided or shared rides and worked out beforehand. We can follow each other down and back up. Please communicate with me to ensure everyone is on the same page! Below is the tentative schedule, chaperone contacts, permission slip and transportation slip which all need to be completed before leaving.

Day 1 - SUNDAY

12:00 Meet at CUBS FOOD in Northfield for dinner task meal planning & shopping

1:00: Leave for LARK TOYS (Putt Putt)

63604 170th Ave • Kellogg, MN 55945

3:00: John A. Latsch State Park (Please ensure you have good hiking shoes)

4:00:

[Riverview Radiance](#)

Address: 422 Bennett Ave, Minneiska, MN 55910, USA

Check In: 4pm

Check Out: 11am

4:30-5:25 Orientation Meeting - review schedule, establish code of conduct, make assignments

- Review home – rules, respect property (no snooping, please leave things as we find them or better), if you need anything, please ask
- My One Word
- Officer Snapshot (Give to Mackenzie Hohrman for “get to know your new officer team” section in the first newsletter of the year and officer photos outside V-100.)
- FFA officers contact info

5:25 - 5:30 BREAK

5:30 - 6:30 Officer expectations & opening/closing ceremonies

- Officer responsibilities – read to each other, do we need more?
- Northfield Constitution Amendments: An member/officer should or should not
- Officer Expectations
- Our Team Contract
- SWOT Analysis

6:30-7:30 DINNER/BREAK

7:30-8:30 Chapter Ideas and Goal Setting

- Goal setting – setting a SMART GOAL
 - Specific
 - Measurable
 - Attainable
 - Relevant
 - Timely

9:00 Campfire – weather permitting or movie

11:30 (or earlier) Lights out

Day 2 - MONDAY

8:00 - 8:30: Breakfast

9:00 – 9:55 POA

What is a POA?

Committees

Break into groups and have them work on their areas

10:00 - 11:00 Monthly Chapter meeting planning

- Meeting themes
- FFA Week activities
- Career Development Events/Leadership Development Events
- My Plan for the Year
- Begin Social Skills

11:00 Leave for Northfield

12:30 Return back to Northfield

CHAPERONES:

T.J. Austin

TAustin@northfieldschools.org

Cell #: 512-787-3574

Jaylynn Frandup

Cell #: 612-232-7207

Northfield Chapter Officer Retreat
Parent Permission Slip

I, _____ will allow _____ to
(Print Parent Name) (Print Student Name)
attend the Northfield FFA officer retreat. I understand that in the event that he/she disregards rules or schedules or breaks the Northfield High School Good Conduct Policy, I will be called to come pick up my child from the officer retreat. I also authorize the FFA Advisor or chaperones to make decisions regarding medical emergencies if I cannot be notified.

In case of medical emergency, please notify _____ at
(_____) _____
(Cell Phone Number) (Print Name)

MEDICINES/ALLEGRIES: _____

+++Please note we will be in nature with bugs/mosquitoes/bees and hiking can be difficult for some so if you need an epi pen or inhaler. Other first aid supplies will be provided.

Parent Signed: _____ **Date:** _____

Please list any pertinent information the FFA advisor needs to be aware of in case of an emergency (medications, allergies, pre-existing conditions, etc):

Student Alternate Transportation, Permission, Release, and Indemnification Agreement

This is to certify that _____ has my permission to personally drive or ride with another student (Student) (to/from/both) the _____ event(s) on _____ at _____.
(Sport/Activity) (Date(s)) (Location(s))

I hereby release and discharge the Northfield Independent School District #659, its agents, employees, and officers from all claims, demands, actions, judgments, and executions which I may have or my heirs, executors, administrators, or assigns may have or claim to have against Northfield Independent School District #659, its agents, employees, officers, parent-volunteers, successors in interest, or assigns for all personal injuries, known or unknown, and from all known or unknown injuries to property, real or personal, caused by or arising out of the above-described transportation.

I further agree that I shall indemnify and save harmless the Northfield Independent School District #659 and its agents, assigns and employees from all suits, actions, or claims of any character, type, or description brought or made for or on account of any injuries or damages received or sustained by any person or persons or property, arising out of, or occasioned by, the acts of the above-named student while he/she is transporting himself/herself, or being transported, in alternative transportation not provided by the District.

I further agree and understand that the Northfield Independent School District #659 does not have any control, involvement, or supervision over students who are providing their own transportation or who will be carpooling with other students or families to the locations of events associated with district activities.

I agree, as a legal parent or guardian, that I will provide proper instruction to my son/daughter about the dangers of distracted driving which may include, but is not limited to: the use of electronic devices, impaired driving, or distractions from other passengers. I will also provide instruction on the importance of wearing a seatbelt and that all passengers in the student's care must also be wearing a seatbelt. I will also discuss the importance of obeying all posted speed limits and other signs as well as how to drive in a manner appropriate for the conditions.

As a parent or legal guardian, I also agree to discuss the requirements of Minnesota's graduated driver's license law with my son/daughter and will not allow them to transport other students, or be transported by other students, if doing so would violate that law.

I further agree to ensure that any student or other person driving my son/daughter is legally allowed to transport them.

I further agree to ensure that any vehicle my son/daughter drives to district events is properly insured under state law. As a parent or legal guardian, I am solely responsible for ensuring that my son/daughter or anybody transporting my son/daughter, is a responsible driver and does not pose a risk to others on the road.

As a parent or legal guardian, I am voluntarily assuming the risks of loss, damage, or injury associated with my student's transportation to or from district events and I voluntarily waive, release, and hold harmless the district arising out of any such loss, damage or injury unless it is caused by the gross negligence or willful or wanton misconduct of the district or its agents.

I, the undersigned, have read this Release and Indemnification Agreement and understand all of its terms and conditions. I execute it voluntarily and with full knowledge of its significance.

Student Signature/Date: _____

Parent/Guardian Signature/Date: _____



*Northfield Public Schools
Northfield, MN*

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): T.J. Austin

School and Program: Northfield FFA

Date of Requested Trip: June 23-26

1. What group is taking this trip? Northfield FFA
2. Estimated # of Students: 4 # Adult Supervisors: 1
3. Destination: Washington Leadership Conference, Washington, D.C.
4. Date/Time of Departure: 6/23 11:17am
5. Date/Time of Return: 6/27 5:43pm
6. State purpose and/or educational value of trip (attach information to form if needed).

WLC inspires FFA members to become changemakers in their communities. Each day of the conference focuses on a different principle taught through the context of our nation's capital. These principles include exploration, encouragement, advocacy and service. At the end of the week, members leave with a Living to Serve Plan they can implement in their communities.

7. Name the manner of travel and the carrier.
American Airlines (AA 5311) destination
American Airlines (AA 5506) return

8. State housing arrangements (must include name, address and phone number of hotel).
Omni Shoreham Hotel
2500 Calvert St NW, Washington, DC 20008

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

T.J. Austin
(512) 787-3574
TAustin@northfieldschools.org

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

Alyssa Malecha
Gavinn Schnieder
Maddison Hanson
Samantha Pasch

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

T.J. Austin the Northfield FFA advisor and the National FFA staff

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

Medical staff available onsite at all times during the conference. All medical forms and insurance are on file and with FFA advisor at all times.

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

Student randomized quad is \$975/student. Chaperone shared room is \$1,157. All funds are fundraised and scholarships. The Randolph Alumni pays for one dinner while at conference.

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

N/A

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date:

 6/11/26

Approved: Not Approved:

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



2026 WASHINGTON LEADERSHIP CONFERENCE SCHEDULE

Updated: 8/25/2025

2026 WLC Conference Schedule

JUNE	On-site Check-In starts @ 2 p.m.				
	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 1: JUNE 2-5	2	3	4	5	Students check out and can leave anytime on Saturday.
WEEK 2: JUNE 9-12	9	10	11	12	Students check out and can leave anytime on Saturday.
WEEK 3: JUNE 16-19	16	17	18	19	Students check out and can leave anytime on Saturday.
WEEK 4: JUNE 23-26	23	24	25	26	Students check out and can leave anytime on Saturday.
Break Week: June 29-July 3, 2026					
JULY	On-site Check-In starts @ 2 p.m.				
	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 5: JULY 7-10	7	8	9	10	Students check out and can leave anytime on Saturday.



2026 WASHINGTON LEADERSHIP CONFERENCE PRICING

Updated: 12/1/2025

Student Conference Fee Structure

PACKAGE TYPE	PRICE
Student Randomized Quad - A shared room with up to 3 other students of same-gender identification, conference materials, 2 conference T-shirts, meals, transportation during the program (Metrocard, bus, etc.), and all scheduled tours.	\$975
A \$50 nonrefundable registration fee will be charged per student/chaperone. Example: Student registrations are \$925 + \$50 nonrefundable reg. fee = \$975 Refunds are only calculated and determined for the registration cost.	

*All student registration packages include a participant workbook, training materials, supplies, meals, tours, lodging, transportation during the conference (Metro card), and two conference T-shirts.

Chaperone Conference Fee Structures

PACKAGE TYPE	PRICE
Chaperone Shared - A <i>shared</i> room with another registered chaperone of same-gender identification OR a requested guest (spouse, chaperone, etc.), meals, transportation during the program (Metrocard, bus, etc.), and all scheduled tours. NOTE: Guests (spouses, chaperones, etc.) should use this package to register for the conference.	\$1,157
Chaperone Private - A <i>private</i> room, meals, transportation during the program (Metrocard, bus, etc.), and all scheduled tours.	\$1,692
Room Only - A <i>private</i> room, <u>NO</u> meals, transportation during the program (Metrocard, bus, etc.), or tours included.	\$1,125
Child Add-On - Meals, transportation during the program (Metrocard, bus, etc.), and all scheduled tours for one child (ages 5-12). This is in addition to most of the advisor packages listed above. *Must be purchased with a chaperone private package or 2 chaperone shared packages that are rooming together.*	\$615
A \$50 nonrefundable registration fee will be charged per student/chaperone. Example: Student registrations are \$925 + \$50 nonrefundable reg. fee = \$975.00 Refunds are only calculated and determined for the registration cost.	

*Depending on the package you choose, the advisor registration fee may include training materials, supplies, meals, scheduled tours, lodging, meetings, webinars, sightseeing suggestions, and transportation during the conference.



WASHINGTON LEADERSHIP CONFERENCE

TRAVEL INFORMATION

Updated: 9/24/2025

Traveling to/from The Conference

Conference participants are responsible for booking their travel arrangements and ground transportation to/from the Omni hotel.

Notes:

Travel Assistance: Please see all information below regarding travel to/from the Omni. Should you experience unexpected travel delays, please email wlc@ffa.org to update staff on your anticipated arrival time.

SmarTrip (metro) cards: Metro fares (SmarTrip Cards) can be purchased from self-service machines outside all Metro stations for a one-time \$2 charge plus the cost of the fare. The SmarTrip cards are reloadable, and you only pay the \$2 the first time. The fare for this Metro ride is approximately \$3-\$4 per person (plus \$2 for SmarTrip card).

Staff availability during travel: WLC staff will **not** be stationed at any airport, metro or train station to greet participants.

Travel by Air

WLC participants are encouraged to fly into Ronald Reagan Washington National (DCA) Airport. Washington Dulles International (IAD) Airport or Baltimore-Washington International (BWI) Airport are also options. Transportation options to the Omni hotel are listed below for all three airports.

Traveling as an Unaccompanied Minor (Age 15 or younger): Parents/Guardians of conference attendees age 15 or younger traveling without an accompanying adult should contact their airline regarding unaccompanied minor traveling status. Depending on age and traveling status, some airlines may require designating a pick-up person for the child to be released upon arrival.

Conference staff is not permitted to pick up or drop off any conference participant from the airport.

Learn More: [When Kids Fly Alone](#) (U.S. Department of Transportation)

Ronald Reagan Washington National (DCA) Airport to/from the Omni hotel

The Omni hotel does not offer a shuttle service to/from Ronald Reagan Washington National (DCA) airport. The Omni hotel is approximately 8 miles from Ronald Reagan Washington National (DCA) airport.

Taxi: from Ronald Reagan (DCA) Airport - approximately \$20-\$30 for the 20-25-minute drive.

Metro: Reagan National (DCA) Airport offers convenient access to Washington, D.C.'s public transportation system, the Metro. The escalator to the Metro station at DCA airport is located in Terminal B only, lower level, near baggage claim #10.

You can use [WMATA's System Map](#), [WMATA's Trip Planner](#), Apple Maps or Google Maps for step-by-step instructions on traveling through the metro. Instructions are as follows:

- Take the Blue Line in the direction of Largo Town Center
- Exit the Blue Line train and transfer at the Metro Center metro station.
- Board the Red Line train in the direction of Shady Grove.
- Exit the Red Line train at the Woodley Park/Zoo/Adams Morgan Metro Station.
- Exit the metro station, and complete a 5-minute walk to the Omni Shoreham hotel. The hotel is located one block from the Woodley Park/Zoo/Adams Morgan Metro Station. Once you exit the Metro station via the escalators, turn right and go down the stairs. Turn left and walk to Calvert Street (one block). Cross the street, take a right and walk straight. The hotel will be on your left.

Washington Dulles International (IAD) Airport to/from the Omni Hotel

The Omni hotel does not offer a shuttle service to/from Washington Dulles International (IAD) Airport. The Omni hotel is approximately 30 miles from Washington Dulles International (IAD) Airport.

Taxi: from Washington Dulles (IAD) Airport – approximately \$80-\$90 for the 80-90-minute drive.

Metro: Access to the Metro at IAD is adjacent to Parking Garage 1, opposite the terminal.

- Take the Silver Line in the direction of Largo Town Center to the Farragut West Metro Station.
- Exit the Farragut West Metro Station and walk 0.1 miles North on 17th Street SW to the Farragut North Metro Station.
- Board the Red Line towards Shady Grove.
- Exit the Red Line train at the Woodley Park/Zoo/Adams Morgan Metro Station.
- Exit the metro station, and complete a 5-minute walk to the Omni Shoreham hotel. The hotel is located one block from the Woodley Park/Zoo/Adams Morgan Metro Station. Once you exit the Metro station via the escalators, turn right and go down the stairs. Turn left and walk to Calvert Street (one block). Cross the street, take a right and walk straight. The hotel will be on your left.

Baltimore-Washington International (BWI) Airport to/from the Omni hotel:

The Omni hotel does not offer a shuttle service to/from Baltimore-Washington International (BWI) Airport. The Omni hotel is approximately 38 miles away from Baltimore-Washington International (BWI) Airport.

Transportation options at Baltimore-Washington International (BWI) Airport to/from the Omni hotel:

Taxi: from Baltimore-Washington International (BWI) Airport - \$110-\$125 for the 120-plus-minute drive.

Metro: Baltimore-Washington International (BWI) does NOT have direct access to the Metro.

Travel by AMTRAK Train or Greyhound Bus to Union Station to/from the Omni Hotel

Use the AMTRAK train to the Washington, D.C. (WAS) Union Station destination or via the Greyhound Bus to the Union Station destination. The Omni hotel does not offer a shuttle service to/from Union Station. The Omni hotel is approximately 8 miles from Union Station.

Taxi: from Union Station to Omni hotel - approximately \$20-\$30 for the 21-31-minute drive.

Metro:

- Locate the Union Station Metro station.
- Board the Red Line towards Shady Grove.
- Exit the Red Line train at the Woodley Park/Zoo/Adams Morgan Metro Station.
- Exit the metro station, and complete a 5-minute walk to the Omni Shoreham hotel. The hotel is located one block from the Woodley Park/Zoo/Adams Morgan Metro Station. Once you exit the Metro station via the escalators, turn right and go down the stairs. Turn left and walk to Calvert Street (one block). Cross the street, take a right and walk straight. The hotel will be on your left.

Travel by Vehicle

WLC participants wishing to drive to the conference may go directly to the Omni Shoreham Hotel using the 2500 Calvert St., Washington, D.C. 20008 address for GPS/navigation systems and apps.

2026 WLC STUDENT SCHEDULE

Dress	Tuesday	WE
Casual Dress	2:00-5:00 p.m.	Registration
	5:00-6:00 p.m.	Dinner
	6:30-7:45 p.m.	Session 1: Our Hope is in You! LG
	8:00-9:30 p.m.	Session 2: Community Matters CG
	9:30 – 9:45 p.m.	Reflections (LG)
	9:45 – 10:00 p.m.	Late Registration
	10:15 p.m.	Bed Checks
	10:30 p.m.	Lights Out
Dress	Wednesday	ME
Casual Dress	8:00 – 8:45 p.m.	Breakfast
	8:45 – 10:00 a.m.	Session 3: Why Are We Here? (CG)
	10:15 – 11:15 a.m.	Session 4: Preparing for Advocacy (LG)
	11:30 – 12:15 p.m.	Lunch
	1:00 - 2:00 p.m.	Session 5: Exploring Our Passions and Beliefs (CG)
	2:30 – 3:30 p.m.	Session 6: Understanding Needs Globally (LG)
WLC T-Shirt with Casual Bottoms	3:30 – 4:00 p.m.	Night Tour Preparation
	4:00 – 4:45 p.m.	Picnic Dinner w/ Entertainment
	5:00 – 10:00 p.m.	Night Tour of Washington, D.C.
	10:30 p.m.	Bed Checks
	10:45 p.m.	Lights Out

Dress	Thursday	DO
Official Dress	7:15-8:00 a.m.	Breakfast
	7:45-8:00 a.m.	Capitol Context
	8:15-9:15 a.m.	Travel to Capitol
	9:15-9:30 a.m.	Group Photo Capitol Steps (Time may vary based on metro travel)
	9:45-12:15 p.m.	U.S. Capitol experience (Time may vary based on metro travel)
Casual Dress	12:15-1:15 p.m.	Travel to Hotel
	1:30-2:30 p.m.	Lunch
	3:00 – 4:00 p.m.	Session 7: Charting Our Service Course (CG)
	4:15-5:15 p.m.	Session 8: Building our LTS Team and Reaching Our Goals (LG)
	5:30-7:00 p.m.	Session 9: Planning for Action (CG)
	7:15-8:00 p.m.	Dinner
	8:00 – 9:00 p.m.	Building Community (LG)
	9:00 – 9:45 p.m.	Community Group Time & Reflections (CG)
Dress	10:00 p.m.	Bed Checks
	10:15 p.m.	Lights Out
Dress	Friday	SERVE
WLC T-Shirt with Casual Bottoms (closed-toed shoes required for service project)	8:15 – 9:00 a.m.	Breakfast
	9:15-11:00 a.m.	Service Project
	11:00-Noon	Lunch
	Noon-12:15 p.m.	Arlington Option: Context
	12:15-1:15 p.m.	Travel to Arlington Metro Stop
	1:15-3:15 p.m.	Arlington Experience
	3:15-3:45 p.m.	Travel to Smithsonian Metro Stop
	3:45-5:45 p.m.	Free Time in the City
	12:15-12:30 p.m.	Smithsonian Option: Context
	12:30-1:15 p.m.	Travel to Smithsonian Metro Stop
	1:15-3:15 p.m.	Smithsonian Museum Experience
	3:15-5:45 p.m.	Free Time in the City
	5:45-6:30 p.m.	Travel to Omni Hotel (whole conference)
	6:30-7:30 p.m.	Dinner
	7:45-9:15 p.m.	Session 10: Take the Chair CG
Dress	9:30-10:15 p.m.	Session 11: We Will Celebration LG
	10:15-10:45 p.m.	Reflections LG
	10:45 p.m.	Bed Checks
	11:00 p.m.	Lights Out

Friday Schedule Note: On Friday afternoon, the entire conference will enjoy free time in the city. Participants will have the option to visit either Arlington National Cemetery or a selection of Smithsonian Museums. After these visits, all participants will have free time on the National Mall. Please note that participants choosing to visit Arlington National Cemetery will have slightly less free time on the National Mall due to travel time between locations.

LG – Large Group Session **CG** – Community Group Session



WASHINGTON LEADERSHIP CONFERENCE

TRAVEL INFORMATION

Updated: 9/24/2025

Traveling to/from The Conference

Conference participants are responsible for booking their travel arrangements and ground transportation to/from the Omni hotel.

Notes:

Travel Assistance: Please see all information below regarding travel to/from the Omni. Should you experience unexpected travel delays, please email wlc@ffa.org to update staff on your anticipated arrival time.

SmarTrip (metro) cards: Metro fares (SmarTrip Cards) can be purchased from self-service machines outside all Metro stations for a one-time \$2 charge plus the cost of the fare. The SmarTrip cards are reloadable, and you only pay the \$2 the first time. The fare for this Metro ride is approximately \$3-\$4 per person (plus \$2 for SmarTrip card).

Staff availability during travel: WLC staff will **not** be stationed at any airport, metro or train station to greet participants.

Travel by Air

WLC participants are encouraged to fly into Ronald Reagan Washington National (DCA) Airport. Washington Dulles International (IAD) Airport or Baltimore-Washington International (BWI) Airport are also options. Transportation options to the Omni hotel are listed below for all three airports.

Traveling as an Unaccompanied Minor (Age 15 or younger): Parents/Guardians of conference attendees age 15 or younger traveling without an accompanying adult should contact their airline regarding unaccompanied minor traveling status. Depending on age and traveling status, some airlines may require designating a pick-up person for the child to be released upon arrival.

Conference staff is not permitted to pick up or drop off any conference participant from the airport.

Learn More: [When Kids Fly Alone](#) (U.S. Department of Transportation)

Ronald Reagan Washington National (DCA) Airport to/from the Omni hotel

The Omni hotel does not offer a shuttle service to/from Ronald Reagan Washington National (DCA) airport. The Omni hotel is approximately 8 miles from Ronald Reagan Washington National (DCA) airport.

Taxi: from Ronald Reagan (DCA) Airport - approximately \$20-\$30 for the 20-25-minute drive.

Metro: Reagan National (DCA) Airport offers convenient access to Washington, D.C.'s public transportation system, the Metro. The escalator to the Metro station at DCA airport is located in Terminal B only, lower level, near baggage claim #10.

You can use [WMATA's System Map](#), [WMATA's Trip Planner](#), Apple Maps or Google Maps for step-by-step instructions on traveling through the metro. Instructions are as follows:

- Take the Blue Line in the direction of Largo Town Center
- Exit the Blue Line train and transfer at the Metro Center metro station.
- Board the Red Line train in the direction of Shady Grove.
- Exit the Red Line train at the Woodley Park/Zoo/Adams Morgan Metro Station.
- Exit the metro station, and complete a 5-minute walk to the Omni Shoreham hotel. The hotel is located one block from the Woodley Park/Zoo/Adams Morgan Metro Station. Once you exit the Metro station via the escalators, turn right and go down the stairs. Turn left and walk to Calvert Street (one block). Cross the street, take a right and walk straight. The hotel will be on your left.

Washington Dulles International (IAD) Airport to/from the Omni Hotel

The Omni hotel does not offer a shuttle service to/from Washington Dulles International (IAD) Airport. The Omni hotel is approximately 30 miles from Washington Dulles International (IAD) Airport.

Taxi: from Washington Dulles (IAD) Airport – approximately \$80-\$90 for the 80-90-minute drive.

Metro: Access to the Metro at IAD is adjacent to Parking Garage 1, opposite the terminal.

- Take the Silver Line in the direction of Largo Town Center to the Farragut West Metro Station.
- Exit the Farragut West Metro Station and walk 0.1 miles North on 17th Street SW to the Farragut North Metro Station.
- Board the Red Line towards Shady Grove.
- Exit the Red Line train at the Woodley Park/Zoo/Adams Morgan Metro Station.
- Exit the metro station, and complete a 5-minute walk to the Omni Shoreham hotel. The hotel is located one block from the Woodley Park/Zoo/Adams Morgan Metro Station. Once you exit the Metro station via the escalators, turn right and go down the stairs. Turn left and walk to Calvert Street (one block). Cross the street, take a right and walk straight. The hotel will be on your left.

Baltimore-Washington International (BWI) Airport to/from the Omni hotel:

The Omni hotel does not offer a shuttle service to/from Baltimore-Washington International (BWI) Airport. The Omni hotel is approximately 38 miles away from Baltimore-Washington International (BWI) Airport.

Transportation options at Baltimore-Washington International (BWI) Airport to/from the Omni hotel:

Taxi: from Baltimore-Washington International (BWI) Airport - \$110-\$125 for the 120-plus-minute drive.

Metro: Baltimore-Washington International (BWI) does NOT have direct access to the Metro.

Travel by AMTRAK Train or Greyhound Bus to Union Station to/from the Omni Hotel

Use the AMTRAK train to the Washington, D.C. (WAS) Union Station destination or via the Greyhound Bus to the Union Station destination. The Omni hotel does not offer a shuttle service to/from Union Station. The Omni hotel is approximately 8 miles from Union Station.

Taxi: from Union Station to Omni hotel - approximately \$20-\$30 for the 21-31-minute drive.

Metro:

- Locate the Union Station Metro station.
- Board the Red Line towards Shady Grove.
- Exit the Red Line train at the Woodley Park/Zoo/Adams Morgan Metro Station.
- Exit the metro station, and complete a 5-minute walk to the Omni Shoreham hotel. The hotel is located one block from the Woodley Park/Zoo/Adams Morgan Metro Station. Once you exit the Metro station via the escalators, turn right and go down the stairs. Turn left and walk to Calvert Street (one block). Cross the street, take a right and walk straight. The hotel will be on your left.

Travel by Vehicle

WLC participants wishing to drive to the conference may go directly to the Omni Shoreham Hotel using the 2500 Calvert St., Washington, D.C. 20008 address for GPS/navigation systems and apps.



2026 WASHINGTON LEADERSHIP CONFERENCE WAIVER, CONDUCT AGREEMENT AND MEDICAL INFORMATION

Updated: 2/26/2026

STUDENTS

Students will complete an online conference waiver that includes a student conduct agreement and medical forms. The waiver will be included in the registration process and sent via participant emails.

All waivers must be submitted electronically three weeks before your registered conference week. Please include accurate emails for all participants and parents/guardians when registering for the conference. No paper copies will be required.

The student and their parent/guardian will both receive emails to complete the information required for attendance. **The student will receive the email to complete their section first. Once the student section is complete, then an email is sent to the parent to complete their part of the waiver forms.**

All fields with an asterisk (*) must be completed for the form to be complete. You will receive a confirmation email that the waiver has been completed once the student and parent have completed their parts of the waiver form.

- A. **(Student completes:** Health, Safety and Event Participation Release, Waiver, Code of Conduct, T-Shirt Size, Onsite Cell Phone)
- B. **(Parent/Guardian completes:** Health, Safety and Event Participation Release, Waiver, Code of Conduct, T-Shirt Size, ADA Information, Dietary Information, Medical Information Form)

CHAPERONES

All chaperones will get a link to their waiver in an email. They will need to complete all the fields with an asterisk (*) and hit complete. Once they have completed the waiver, they will receive an email confirming completion.

CHILD ADD-ON

The Child Add-on package/participant only needs the parent or guardian's email information. The parent or guardian will receive the waiver via email and need to complete all the fields with an asterisk (*) and hit complete. Once they have completed the waiver they will receive an email confirming completion.

Head Custodians

NORTHFIELD PUBLIC SCHOOLS

POLICY DOCUMENT

COVERING

WAGES, WORKING CONDITIONS AND FRINGE BENEFITS

OF

BUILDING HEAD CUSTODIANS

**Policy Extends from
July 1, 2026, through June 30, 2028**

**ARTICLE I
EMPLOYMENT**

Section 1.01 – Introduction

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the teacher Continuing Contract Law or the Veterans’ Preference Act, granting the employee employment rights.

Section 1.02 – Basic Services

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

Section 1.03 – Policy

This policy is in effect from July 1, 2026, through June 30, 2028. In the event a successor Policy is not approved prior to the expiration of this Policy, the head custodian shall be compensated according to their current rate until a successor Policy is approved by the Board of Education.

**ARTICLE II
RATES OF PAY AND OTHER COMPENSATION**

Section 2.01 - Base Hourly Rate

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
2024-25 <u>2026-27</u>	32.40	32.91	33.48	34.02	34.58	35.15
2025-26 <u>2027-28</u>	33.21	33.74	34.31	34.87	35.45	36.03

Step placement of new head custodians shall be recommended by the Superintendent or their designee and approved by the Board of Education.

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

Section 2.02 - Building Responsibility Stipends

	2026-27	2027-28
Northfield Community Education Center	\$3,500 per year	\$3,500 per year
Spring Creek Elementary School	\$3,500 per year	\$3,500 per year
Bridgewater Elementary School	\$3,500 per year	\$3,500 per year
Greenville Park Elementary School	\$3,500 per year	\$3,500 per year
Middle School	\$8,500 per year	\$8,500 per year
High School	\$13,500 per year	\$13,500 per year

Section 2.03 - License Stipend

1st Class License	\$2,100 per year
Chief License	\$2,775 per year

The District will allow paid professional meeting time for the employee to attend required license renewal classes. However, the District will not pay the class fee on behalf of the employee.

Section 2.04 - Supplement for Indoor Swimming Pool Maintenance:

Swimming Pool Maintenance	\$500 per year
Primary Swimming Pool Maintenance	\$1,000 per year

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

The District will allow paid professional meeting time for the employee to attend required license renewal classes. However, the District will not pay the class fee on behalf of the employee.

Section 2.05 - Uniforms:

The annual allotment for uniforms for each head custodian will be up to five shirts of the custodian's choice. Head Custodians will receive \$400 taxable stipend each year for the purposes of purchasing pants, shoes, coat or other work clothing. School district uniforms must be worn at all times when school is open to the public or to students. Damaged uniforms may be replaced at the discretion of the school district upon request. It shall be the responsibility of the head custodian to launder their uniforms.

HOURS OF WORK, BUILDING CHECKS, AND OVERTIME PAY

Section 2.06 - Work Week/Duty Year/Weekend and Holiday Building Checks:

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

Duty Year: The duty year for head custodians shall be fifty-two (52) weeks as provided herein, and the head custodians shall perform services on those legal holidays on which the School Board so determines. They shall be on duty during any emergency, natural or unnatural, unless they are otherwise excused in accordance with School Board or administrative policy.

Weekend and Holiday Building Checks: The head custodians will be responsible for the weekend and holiday building checks. These checks will be done throughout the calendar year, one each Saturday, one each Sunday, and one each holiday. In the event that the head custodian cannot make their scheduled check, they will be responsible for arrangements with another qualified school employee to perform the required check. Compensation shall be made at the rate of time and one-half times the base hourly rate on Saturdays and at the rate of time and two times the base hourly rate on Sundays and holidays for the approximate amounts of time listed below. Compensation will be from the time the head custodian punches in at the first building until the time they punch out at the last building checked.

Northfield Community Education Center	30 minutes
Longfellow	30 minutes
Elementary Buildings:	30 minutes
Middle School, including pool:	60 minutes
High School:	60 minutes

Repairs will be made during building checks only if there is an immediate need and they cannot be delayed until the regular work day. Compensation for time spent on repairs that is beyond the time allotted for the routine building check shall be in accordance with provisions for overtime in Section 2.07.

Section 2.07 - Overtime:

Head custodians shall be paid on the basis of one and one-half (1.5) times the base hourly rate for work beyond the basic work week of forty (40) hours. If called back to work outside of the regular working schedule and routine building checks, there shall be a two-hour guaranteed minimum of time. Head custodians shall be paid on the basis of two (2) times the base hourly rate for work on Sundays provided the work is beyond the normal 40-hour work week.

No overtime shall be paid unless it has been specifically authorized by the Director of Buildings & Grounds or their designee.

Section 2.08 - Holidays:

Head custodians shall be granted the following paid holidays:

Independence Day	Christmas Day
Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King, Jr. Day
Friday following Thanksgiving	Memorial Day
Christmas Eve Day	Juneteenth

In those school years where Martin Luther King, Jr. Day and/or Juneteenth are not designated as holidays by the Board of Education in the approved school calendar, one day each may be taken in lieu of Martin Luther King, Jr. Day and/or Juneteenth subject to approval by the Director of Buildings & Grounds.

Section 2.09 - Professional Development:

Professional development activities such as workshops, classes, and training sessions may be provided on a group or individual basis within budget allocations at the discretion of the Director of Building and Grounds.

**ARTICLE III
LEAVES**

Section 3.01 – Vacations:

Head custodians will be granted the following vacation days with pay:

1 through 5 years of service	15 days
After 5 years of service	20 days

Requests for vacation shall be submitted to the Director of Buildings & Grounds using the District’s substitute leave system at least three days in advance except in the case of emergency circumstances. Vacation may not be taken before it is earned unless otherwise approved by the Director of Human Resources.

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

Section 3.02 - Sick Leave:

Head custodians shall earn sick leave at the rate of one (1) day for each month of service in the employ of the school district.

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

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

An employee 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 employee’s regular basic salary. Deductions from leave allowance will be made on a prorated basis according to the additional payments to the employee. In no event shall the additional compensation paid to the employee result in the payment of total daily, weekly or monthly compensation in excess of such employee’s basic salary.

Sick leave will no longer be used when the head custodian qualifies for income protection insurance.

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

The sick leave provided under this Agreement is intended to satisfy the requirements for Earned Sick and Safe Time (“ESST”). Accordingly, the sick leave provided under this Agreement runs concurrently with ESST and is not in addition to ESST.

Bereavement Leave: Employees may be allowed up to a total of ten (10) days per year of leave with pay in case of death. Bereavement leave may be used in the case of a death of family members or friends.

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

Section 3.03 - Child Care and Adoption Leave:

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 employee's that meet the current eligibility requirements of FMLA as outlined in Policy 410 and Policy 448. Child care leaves for those employees 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 employee for an extended period of time.
- B. An employee making application for child care leave 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.
- C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a medical certification indicating the expected date of the delivery.
- D. Sick leave under Section 3.02 and long-term disability insurance under Article IV, Section 4.06, 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 I.
- E. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:
 - (1) Grant any leave more than six (6) months in length or to the beginning of the school year following such six (6) month period.
- F. Failure of the employee to return pursuant to the date determined under this Section shall constitute the failure to work without first securing a release which is a ground for immediate discharge unless the school district and the employee mutually agree to an extension in the leave.
- G. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave.

H. Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

I. 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.

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

Section 3.04 - School Conference and Activities Leave:

In accordance with the provisions of MS.181.9412, the District will provide each custodian with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. 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 head custodian's sick 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 3.05 - Personal Leave:

Head custodians may be granted a leave at the discretion of the school district of no more than five (5) days per year, noncumulative, and with no loss in pay, the days used to be deducted from unused sick leave. No more than three (3) days can be used consecutively.

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

Section 3.06 - Health Leave:

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

Section 3.07 - Judicial Duty:

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

**ARTICLE IV
GROUP INSURANCE**

Section 4.01 - Eligibility:

Employees regularly scheduled to work 20 hours per week or more shall be eligible for group insurance contained in this Article.

Section 4.02 - Health and Hospitalization Insurance:

Eligible employees and their spouse and dependent children may participate in the district health and hospitalization insurance plan. The school district will contribute toward the premium as listed below. The selection of the insurance carrier and policy shall be made by the school district as provided by law. The amounts below will be prorated for employees who work less than full time. The effective date for new fiscal year employer contributions shall be January 1 of each year of this agreement.

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

An employee who has at least ten (10) years of employment with Northfield Public Schools and retires upon attaining the age of fifty-five (55) or thereafter may elect to continue coverage under the group health and hospitalization insurance plan until eligible for Medicare or a period provided by applicable laws. The employee shall be responsible to pay the full premium amount with the following exception. The School District shall contribute toward the premium under the same conditions as an employed head custodian, but not more than 80% of the premium amount, three (3) years.

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 their 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, they will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

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

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

Section 4.03 - Income Protection Insurance:

Income protection insurance shall be provided each eligible employee. The premium will be paid by the school district. There shall be a 60-day waiting period before the disability income protection goes into effect. The plan will pay 2/3 of the employee's base salary at the time of disability. Such disability payment will be coordinated with social security, PERA, or any other public retirement plans that may provide the same type of coverage.

Section 4.04 - Life Insurance:

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

Section 4.05 - Dental Insurance:

The rate of school district payment for coverage for eligible employees shall be as follows. The effective date for new fiscal year employer contributions shall be January 1 of each year of this agreement.

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

Section 4.06 - Claims Against the School District:

It is understood that the school district’s only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 4.07 - Duration of Insurance Contribution:

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

**ARTICLE V
LONGEVITY**

Section 5.01 - Longevity Pay:

Longevity pay will be paid on the basis of the following schedule:

	2026-27	2026-28
After completion of 6 years of employment:	\$650	\$650
7-12 years of employment inclusive:	\$850	\$850
13-19 years of employment inclusive:	\$1,000	\$1,000
20 years or more of employment:	\$1,200	\$1,200

Section 5.02 – Longevity Pay Schedule:

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

**ARTICLE VI
RETIREMENT**

Section 6.01 – 403(b) Matching Plan:

Each year by October 1, eligible employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee’s contribution to a 403(b) plan up to \$3,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. The lifetime District contribution shall be capped at \$35,000.

**ARTICLE VII
VACANCIES**

In the event of a head custodian job opening, the job shall be announced on the District job posting for a period of five (5) working days. The Board of Education shall have the right to select and assign all head custodians within the system.

**ARTICLE VIII
RESIGNATIONS**

Employees electing to resign shall be required to give the employer at least two (2) weeks notice and shall continue at work during this two-week period with the understanding that the employee may leave sooner if a suitable replacement is obtained. If an employee provides at least two (2) weeks advance notice prior to leaving employment with the district, they shall be entitled to receive payment for any unused vacation days earned prior to separation.

**ARTICLE IX
GRIEVANCE PROCEDURE**

Section 9.01 - Definitions:

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

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

Service: “Service” means personal service or by certified mail.

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

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

Section 9.02 - Level I:

Whenever a covered employee has a grievance, they shall meet on an informal basis with their immediate supervisor in an attempt to resolve the grievance within twenty (20) days after the grievance occurred or twenty (20) days after the employee, through the use of reasonable diligence, should have had knowledge

of the occurrence that gave rise to the grievance. If the grievance is not resolved within fifteen (15) days of the first informal meeting, the grievance may be reduced to writing by the employee and served upon the Superintendent or their designee. Service must be made within fifteen (15) days of the last informal meeting.

The Superintendent or their designee shall, within five (5) days of receipt of the written grievance, serve their answer upon the employee.

Section 9.03 - Level II:

If the grievance is not satisfactorily resolved at Level I, it may be appealed to Level II by serving a notice of appeal on the Superintendent or their designee within five (5) days after receipt of the written disposition of the grievance at Level I. The Superintendent or designee shall meet with the grievant within seven (7) days after receipt of the written appeal from Level I or a grievance initiated at Level II. The parties shall endeavor to mutually resolve the grievance. If a resolution to the grievance results, the terms of the resolution shall be written on or attached to the grievance and shall be signed by all parties. If no agreement is reached within ten (10) days of the first Level II meeting, the grievant may elect to appeal the grievance to Level III by serving a proper notification on the Clerk of the School Board. The notification shall contain a concise statement indicating the intention of the party to proceed with the grievance, an outline of the grievance, the provision(s) of the contract in dispute, and the relief requested.

Section 9.04 - Level III:

The School Board shall meet with the employee within twenty (20) days after receiving notice of intention to proceed with the grievance pursuant to Level II. If resolution of the grievance results, the parties shall reduce the resolution to writing and sign it. If the parties are unable to reach agreement within ten (10) days after the first Level III meeting, either party may request arbitration by serving a written notice on the other party of their intention to proceed with arbitration.

Section 9.05 - Level IV:

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

Upon appointment of the arbitrator, the employee shall, within five (5) days after the notice of appointment, forward to the arbitrator, with a copy to the School Board, the substance of the grievance which shall include the following:

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

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

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

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

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

Each party shall bear its own expenses in connection with arbitration including expenses relating to the parties' representatives, witnesses, and any other expenses 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 mutually if agreeable) and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Section 9.06 – Processing of Grievances:

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

The parties, by mutual 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 grievant.

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 9.07 –No Reprisals:

No reprisals of any kind shall be taken by the School Board or the school administration against any employee because of their participation in this grievance procedure.

Section 9.07 - Election of Remedies and Waiver:

A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Policy, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive their right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further. This shall not apply to actions to compel arbitration as provided in this Policy or to enforce the award of an arbitrator.

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Educational Interpreters for Deaf and Hard of Hearing

JULY 1, 2026 THROUGH JUNE 30, 2028

ARTICLE I
EMPLOYMENT

Section 1.01 – Introduction

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the Veterans’ Preference Act, granting the employee employment rights.

Section 1.02 – Basic Services

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

Section 1.03 - Duty Year

The work year shall include days on which the student being served is in attendance at school plus additional days if needed as scheduled by the supervisor.

Section 1.04 – Work Day

The Director of Special Services or other designated supervisor shall establish the work schedule based on student needs and the demands of the job. The interpreter shall not work during hours that the student(s) is/are not in attendance at school, except as approved, and shall receive pay only for hours worked.

ARTICLE II
SALARIES

Section 2.01 - Compensation

The annual salary of positions covered by these policies shall be based upon the salary schedule set forth in Appendices A and B.

While the District reserves the right to set salaries, it may seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

Section 2.02 – Experience Credit

Individuals employed before January 1st, who are still employed by the District on June 30th, shall for the purposes of salary increases be given credit for (1) year of experience.

Section 2.03: Holidays with Pay

Employees working 20 hours or more per week will be entitled to six (6) paid holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, News Year's Day, and Memorial Day.

Section 2.04: Compensation Levels

Level A: Interprets using sign language but does not meet requirements of Levels B or C.

Level B: Graduate of an approved interpreter training program or a bachelor's degree in a related field but not certified by the agencies defined in Level C.

Level C: Graduate of an approved interpreter training program and certified by the National Registry of Interpreters for the Deaf, or National Association of the Deaf, or master's degree in one of the three following areas: Deaf Education, Rehabilitation for the Deaf and Hard of Hearing or Linguistics of American Sign Language.

ARTICLE III
LEAVES

Section 3.01 - Sick Leave

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

Employees shall receive 10 days of sick leave (prorated) to a maximum accumulation of 178 days.

Sick leave shall be available to the employee at the beginning of the year (July 1st), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of his/her position. Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee or the employee's dependent child, or another individual as allowed by Minnesota Law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification.

An employee 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 employee's regular basic salary. Deductions from leave allowance will be made on a prorated basis according to the additional payments to the employee. In no event shall the additional compensation paid to the employee result in the payment of total daily, weekly or monthly compensation in excess of such employee's basic salary.

The sick leave provided under this Agreement is intended to satisfy the requirements for Earned Sick and Safe Time ("ESST"). Accordingly, the sick leave provided under this Agreement runs concurrently with ESST and is not in addition to ESST.

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

Section 3.02 – Bereavement Leave

Employees may be allowed up to ten (10) days per year of leave with pay in case of death. Bereavement leave may be used in the case of a death of family or friends.

Section 3.03 - Personal Leave

The employee shall be allowed up to five (5) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the immediate supervisor. A deduction of these days will be made from sick leave. No more than three (3) days of personal leave can be used consecutively. Notification must be submitted to their immediate supervisor, in writing, at least three (3) days prior to such absence.

Section 3.04 – Religious Observance Leave

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made

from sick leave. Notification must be submitted to their immediate supervisor, in writing, at least three (3) days prior to such absence.

Section 3.05 – Judicial Duty

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.

Section 3.06 – Superintendent’s Discretionary Leave

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or their authorized representative.

Section 3.07 – School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. 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.

One school day advance written notice shall be provided via the District’s substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance.

Section 3.08 – Child Care and Adoption Leave

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 employee’s that meet the current eligibility requirements of FMLA as outlined in Policy 410 and Policy 448. Child care leaves for those employees 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 employee for an extended period of time.

B. An employee making application for child care leave 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.

C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a medical certification indicating the expected date of the delivery.

D. Sick leave under Section 3.01 and long-term disability insurance under Article IV, Section 4.06, 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 I.

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

(1) Grant any leave more than six (6) months in length or to the beginning of the school year following such six (6) month period.

F. Failure of the employee to return pursuant to the date determined under this Section shall constitute the failure to work without first securing a release which is a ground for immediate discharge unless the school district and the employee mutually agree to an extension in the leave.

G. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave.

H. Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

I. 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.

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

ARTICLE IV INSURANCE

Section 4.01– Insurance Eligibility

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

Section 4.02 – District Obligation

The District's only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 4.03 - Health and Hospitalization

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The effective date for employer contributions shall be January 1 of each year.

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

Section 4.04 - Dental Insurance

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single or family coverage. The effective date for employer contributions shall be September 1 of each year.

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

Section 4.05 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$35,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Long-Term Disability Insurance

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

Section 4.07 - Liability Insurance

The School District agrees to insure the employee for loss because of claims brought against them caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against them solely by reason of the holding of their position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

Section 4.08 - Duration of Insurance Contribution

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this manual. However, the employee may be continued in the group insurance plans at their own expense for a period following separation determined by the insurance carrier and applicable laws.

ARTICLE V
OTHER BENEFITS

Section 5.01 - Travel

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

Section 5.02 - Professional Improvement

The employee will participate in professional development activities which are directly related to his or her areas of responsibility and other areas designated by their immediate supervisor. The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by their immediate supervisor.

Section 5.03 – Professional Membership Dues

The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the district.

Section 5.04: 403(b) Plan Matching

Employees working 20 hours or more per week shall be eligible for a matching contribution to a 403(b) plan.

Each year by October 1, eligible employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) tax deferred plan. The School District will match an employee's contribution to a 403 (b) plan up to \$300.00 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime District contribution shall be \$35,000.

APPENDIX A
SALARIES AND DUTY YEAR
 2026-27

Level	Duty Year	Hourly Rate
Level A	Student Days	\$25.44
Level B	Student Days	\$28.33
Level C	Student Days	\$31.30

APPENDIX B
SALARIES AND DUTY YEAR
 2027-28

Level	Duty Year	Hourly Rate
Level A	Student Days	\$25.95
Level B	Student Days	\$28.90
Level C	Student Days	\$31.93

* Educational Interpreters for Deaf and Hard of Hearing compensation level descriptions can be found in Section 2.04 of this document.

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Certified Occupational Therapy Assistants/Speech Language Assistant

JULY 1, 2026 THROUGH JUNE 30, 2028

ARTICLE I
EMPLOYMENT

Section 1.01 – Introduction

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the Veterans’ Preference Act, granting the employee employment rights.

Section 1.02 – Basic Services

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

Section 1.03 - Duty Year

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

ARTICLE II
SALARIES

Section 2.01 - Compensation

The annual salary of positions covered by these policies shall be based upon the salary schedule set forth in Appendices A and B.

While the District reserves the right to set salaries, it may seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

Section 2.02 – Experience Credit

Individuals employed before January 1st, who are still employed by the District on June 30th, shall for the purposes of salary increases be given credit for (1) year of experience.

ARTICLE III
LEAVES

Section 3.01 - Sick Leave

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

Employees shall receive sick leave at the rates listed below to a maximum accumulation of 228 days:

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

Sick leave shall be available to the employee at the beginning of the year (July 1st), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of ~~his/her~~ their position. Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee or the employee's dependent child, or another individual as allowed by Minnesota Law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification.

An employee 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 employee's regular basic salary. Deductions from leave allowance will be made on a prorated basis according to the additional payments to the employee. In no event shall the additional compensation paid to the employee result in the payment of total daily, weekly or monthly compensation in excess of such employee's basic salary.

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

The sick leave provided under this Agreement is intended to satisfy the requirements for Earned Sick and Safe Time ("ESST"). Accordingly, the sick leave provided under this Agreement runs concurrently with ESST and is not in addition to ESST.

Section 3.02 – Disaster Leave

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

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

Section 3.03 – Bereavement Leave

Employees may be allowed up to ten (10) days per year of leave with pay in case of death. Bereavement leave may be used in the case of a death of family or friends.

Section 3.04 - Personal Leave

The employee shall be allowed five (5) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the immediate supervisor. A deduction of these days will be made from sick leave. No more than 3 days of personal leave can be used consecutively.

Section 3.05 - Leave of Absence Without Pay

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

Section 3.06 - Child Care Leave and Adoption Leave

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 employee's that meet the current eligibility requirements of FMLA as outlined in Policy 410 and Policy 448. Child care leaves for those employees 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

employee for an extended period of time.

B. An employee making application for child care leave 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.

C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a medical certification indicating the expected date of the delivery.

D. Sick leave under Section 3.02 and long-term disability insurance under Article IV, Section 4.06, 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 I.

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

(1) Grant any leave more than six (6) months in length or to the beginning of the school year following such six (6) month period.

F. Failure of the employee to return pursuant to the date determined under this Section shall constitute the failure to work without first securing a release which is a ground for immediate discharge unless the school district and the employee mutually agree to an extension in the leave.

G. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave.

H. Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

I. 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.

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

Section 3.07 – Religious Observance Leave

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made from sick leave. Notification must be submitted to their immediate supervisor, in writing, at least three (3) days prior to such absence.

Section 3.08 – Judicial Duty

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.

Section 3.09 – Superintendent’s Discretionary Leave

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or their authorized representative.

Section 3.10 – School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. 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.

One school day advance written notice shall be provided via the District’s substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance.

ARTICLE IV
INSURANCE

Section 4.01– Insurance Eligibility

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

Section 4.02 – District Obligation

The District's only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 4.03 - Health and Hospitalization

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The effective date for employer contributions shall be January 1 each year.

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

Section 4.04 - Dental Insurance

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single or family coverage. The effective date for employer contributions shall be January 1 each year.

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

Section 4.05 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$35,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Long-Term Disability Insurance

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

Section 4.07 - Liability Insurance

The School District agrees to insure the employee for loss because of claims brought against them caused by any negligent act, error, omission, or breach of duty while acting within the scope of their employment or any claim against them solely by reason of the holding of their position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

Section 4.08 - Duration of Insurance Contribution

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this manual. However, the employee may be continued in the group insurance plans at their own expense for a period following separation determined by the insurance carrier and applicable laws.

ARTICLE V
OTHER BENEFITS

Section 5.01 - Travel

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

Section 5.02 - Professional Improvement

The employee will participate in professional development activities which are directly related to their areas of responsibility and other areas designated by their immediate supervisor. The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by their immediate supervisor.

Section 5.03 - Professional Membership Dues

The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the district.

APPENDIX A
SALARIES AND DUTY YEAR
2026-27

Position	Duty Year	Salary
COTA/Speech Language Assistant	Student Days	\$32.63/hour

APPENDIX B
SALARIES AND DUTY YEAR
2027-28

Position	Duty Year	Salary
COTA/Speech Language Assistant	Student Days	\$33.28/hour

CUSTODIANS

AGREEMENT

BETWEEN

INDEPENDENT SCHOOL DISTRICT No. 659, NORTHFIELD, MINNESOTA

AND

INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL No. 70

AGREEMENT EXTENDS FROM

July 1, 2026, to June 30, 2028

Table of Contents

ARTICLE 1: EMPLOYMENT.....	3
SCHOOL BOARD RIGHTS.....	3
EMPLOYEE RIGHTS.....	4
ARTICLE 2 - JOB CLASSIFICATIONS, RATES OF PAY AND OTHER COMPENSATION	4
HOURS OF WORK AND OVERTIME PAY	6
HOLIDAYS	8
ARTICLE 3 - LEAVES	8
ARTICLE 4 - GROUP INSURANCE	11
ARTICLE 5 - LONGEVITY	12
ARTICLE 6 - RETIREMENT	12
ARTICLE 7 - RESIGNATIONS, DISMISSALS AND SUSPENSIONS	12
ARTICLE 8 - SENIORITY	13
ARTICLE 9 - GENERAL	13
ARTICLE 10 - GRIEVANCE PROCEDURE.....	14
ARTICLE 11 - DURATION.....	16

ARTICLE 1: EMPLOYMENT

Section 1.01- Parties: THIS AGREEMENT is entered into between the School Board of Independent School District No. 659, Northfield, Minnesota, hereinafter referred to as the school district, and the International Union of Operating Engineers, Local No. 70, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for custodial personnel during the duration of this Agreement.

Section 1.02 - Recognition of Exclusive Representative: In accordance with the P.E.L.R.A., the school board recognizes the International Union of Operating Engineers, Local No. 70 as the exclusive representative for custodial personnel employed by the school district, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

Section 1.03 - Appropriate Unit: The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article I, Section 1.05 of this Agreement and the P.E.L.R.A. and in certification by the Director of Mediation Services, if any.

Section 1.04 - Terms and Conditions of Employment: Shall mean the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

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

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

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

SCHOOL BOARD RIGHTS

Section 1.06 - Inherent Managerial Rights: The exclusive representative recognizes that the school board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 1.07 - Management Responsibilities: The exclusive representative recognizes the right and obligation of the school board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

Section 1.08 - Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the school board and shall be governed by the laws of the State of Minnesota, and by school board rules, regulations, directives and orders, issued by properly designated officials of the school district. The exclusive representative also recognizes the right, obligation and duty of the school board and its duly designated officials to promulgate

rules, regulations, directives and orders from time to time as deemed necessary by the school board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the school board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 1.09 - Reservation of Managerial Rights: The foregoing enumeration of board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the school board.

EMPLOYEE RIGHTS

Section 1.10 - Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 1.11- Right to Join: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the school district.

Section 1.12 - Request for Dues Check Off: The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off. Upon receipt of a properly executed authorization card of the employee involved, the school district will deduct from the employee’s paycheck the dues that the employee has agreed to pay to the employee organization in twenty-four (24) installments beginning with the first pay period in July.

Section 1.13 - Union Release Time: During the term of this Agreement, the Union will have available 40 hours of release time. This time shall include all time spent away from work duties on behalf of the exclusive representative as designated by the Local 70 Union Steward. Union leave shall not be used for activities in support of any other union business, nor to run for elective office of any kind.

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

Section 2.01 – Job Classifications and Rates of Pay

2.01 (a).

2026-27

CLASSIFICATION	1	2	3	4	5
Custodian/Auxiliary Custodian	22.29	22.81	23.33	23.84	24.35
Custodian Engineer (without license)	27.71	28.20	28.73	29.23	29.76
Custodian Engineer (with license)	29.28	29.78	30.33	30.81	31.33

2027-28

<u>CLASSIFICATION</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Custodian/Auxiliary Custodian	22.83	23.36	23.90	24.42	24.94
Custodian Engineer (without license)	28.39	28.88	29.43	29.94	30.49
Custodian Engineer (with license)	29.99	30.51	31.06	31.56	32.09

2.01(b). - Beginning July 1, 2018 all new hire custodian engineers (without a license), or currently employed individuals who are promoted to or advanced to a custodian engineer (without license), will be required to obtain the following licenses within the time frame outlined below:

	<u>Special License</u>	<u>2 C License</u>	<u>1 C License</u>
Employee hired with no license	6 months from date of hire	18 months from date of hire	42 months from date of hire.
Employee hired that already holds a special license	N/A	13 months from date of hire.	40 months from date of hire.
Employee hired that already holds a 2 C License	N/A	N/A	30 months from date of hire.

2.01(c). – Failure to obtain the required licenses within the required timetable will result in termination of employment.

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

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

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

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

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

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

Section 2.03 - Supplement for Indoor Swimming Pool Maintenance/Registered Unlicensed Electrician/License Stipend:

Swimming Pool Maintenance \$625/year

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

Registered Unlicensed Electrician Certification \$500/year

In order to qualify for this stipend, the employee must hold current Registered Unlicensed Electrician certification and provide a copy of the license to the Human Resources Office. Employees hired after July 1, 2024 are not eligible for this stipend.

License Stipends

In order to qualify for a license stipend, the custodian must hold current licensure as outlined below as required by the State of Minnesota and provide a copy of the license to the Human Resources Office. The license stipends outlined in this section apply only to the Custodian/Auxiliary Custodian classification.

- Special License \$0.50/hour
- 2nd Class License \$0.75/hour
- 1st Class License \$1.25/hour

Section 2.04 - Supplement for Middle School/High School Night Lead/Engineer and Morning Lead at High School: The night shift custodial engineer at each school site, as well as the individual custodian who opens the High School in the early morning, will receive an hourly stipend of \$0.50 per hour. A custodian who has been selected as an engineer and is in the process of earning the engineer qualifications shall also be eligible for the \$ 0.50-per-hour stipend.

Section 2.05 - Uniforms: Full-time employees shall be annually provided with up to five shirts of the custodian's choice (long or short sleeve) or a combination of other equivalent priced uniform tops as determined by the Buildings and Grounds department. Custodians will receive a \$400 taxable stipend each year for the purposes of purchasing work pants, work coats and work shoes. School District uniforms must be worn during all shifts. It shall be the responsibility of the custodian to launder their uniforms.

HOURS OF WORK AND OVERTIME PAY

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

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

Section 2.07 - Overtime:

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

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

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

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

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

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

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

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

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

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

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

HOLIDAYS

Section 2.08 - Holidays:

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

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

ARTICLE 3 - LEAVES

Section 3.01 - Vacations:

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

1 - 5 years of service	15 work days
6+ years of service	20 work days

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

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

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

- a. Requests for vacation shall be submitted to the building head custodian using the District's substitute/leave system at least three days in advance except in the case of emergency circumstances.
- b. Vacation days shall be taken only on days when school is not in session (days not designated as instructional days in session). Approval to take vacation on days when school is in session shall be obtained from the Director of Buildings & Grounds_or designee upon the recommendation of the building head custodian.
- c. No more than five (5) employees shall be on vacation district-wide at one time.
- d. No more than one (1) employee shall be on vacation at one time from each elementary school.
- e. No more than two (2) employees shall be on vacation at one time from either the middle school or the high school.
- f. Exceptions may be granted at the discretion of the Director of Buildings & Grounds and shall not be subject to the grievance procedure.

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

Section 3.02 – Sick Leave:

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

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

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

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

An employee 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 employee's regular basic salary. Deductions from leave allowance will be made on a prorated basis according to the additional payments to the employee. In no event shall the additional compensation paid to the employee result in the payment of total daily, weekly or monthly compensation in excess of such employee's basic salary.

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

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

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

The sick leave provided under this Agreement is intended to satisfy the requirements for Earned Sick and Safe Time ("ESST"). Accordingly, the sick leave provided under this Agreement runs concurrently with ESST and is not in addition to ESST.

Section 3.03 - Child Care and Adoption Leave:

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 employee's that meet the current eligibility requirements of FMLA as outlined in Policy 410 and Policy 448. Child care leaves for those employees 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 employee for an extended period of time.

B. An employee making application for child care leave 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.

C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a medical certification indicating the expected date of the delivery.

D. Sick leave under Section 3.02 and long-term disability insurance under Article IV, Section 4.06, 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 I.

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

(1) Grant any leave more than six (6) months in length or to the beginning of the school year following such six (6) month period.

F. Failure of the employee to return pursuant to the date determined under this Section shall constitute the failure to work without first securing a release which is a ground for immediate discharge unless the school district and the employee mutually agree to an extension in the leave.

G. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave.

H. Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

I. 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.

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

Section 3.04 - School Conference and Activities Leave: In accordance with the provisions of MS.181.9412, the District will provide each custodian with up to sixteen hours of school conference and activities leave during any twelve-month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. Such leave will be deducted from the custodian's sick 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 3.05 - Personal Leave: Custodians may be granted a leave at the discretion of the school district of no more than five (5) days per year, noncumulative, and with no loss in pay, the days used to be deducted from unused sick leave. No more than three (3) days can be used consecutively.

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

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

Section 3.07 – Judicial Duty: For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, the said employee shall receive their regular compensation and other benefits, less the amount received by them as jurors or witness fees.

ARTICLE 4 - GROUP INSURANCE

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

Section 4.02- Health and Hospitalization Insurance: Eligible employees and their spouse and dependent children may participate in the district health and hospitalization insurance plan. The school district will contribute toward the premium according to the schedule below. The selection of the insurance carrier and policy shall be made by the school district as provided by law. The effective date for employer contributions shall be January 1 of each school year.

2026-27 School Year

	<u>30 < 40 hrs/wk</u> <u>1.0 factor</u>	<u>25 < 30 hrs/wk</u> <u>.6 factor</u>	<u>20 < 25 hrs/wk</u> <u>.5 factor</u>
<u>SINGLE</u> Tied to Teachers		Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY</u> Tied to Teachers		Tied to Teachers x .60	Tied to Teachers x .50

2027-28 School Year

	<u>30 < 40 hrs/wk</u> <u>1.0 factor</u>	<u>25 < 30 hrs/wk</u> <u>.6 factor</u>	<u>20 < 25 hrs/wk</u> <u>.5 factor</u>
<u>SINGLE</u> Tied to Teachers		Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY</u> Tied to Teachers		Tied to Teachers x .60	Tied to Teachers x .50

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

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

There shall be a 60-day waiting period before the disability income protection goes into effect. The plan will pay 2/3 of the employee’s base salary at the time of disability. Such disability payment will be coordinated with social security, Public Employees Retirement Association, or any other public retirement plans which may provide the same type of coverage. Additional compensation amounts paid to custodians who are building heads or responsible for the indoor swimming pool will be included in the basic salaries for the purpose of Income Protection Insurance.

Section 4.04 Life Insurance: The employer will provide group term life insurance coverage for each employee working 20 hours per week or more in the amount of \$35,000.00. The employee may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate

upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.05 Dental Insurance: The rate of Board payment for coverage for eligible employees shall be according to the schedule below. The effective date for employer contributions shall be January 1 of each school year.

<u>30 < 40 hrs/wk</u> <u>1.0 factor</u>	<u>25 < 30 hrs/wk</u> <u>.6 Factor</u>	<u>20 < 25 hrs/wk</u> <u>.5 Factor</u>
<u>SINGLE</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

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

Section 4.07 - Duration of Insurance Contribution: Upon discontinuance of employment, all district participation and contribution shall cease effective on the last working day. However, employees may be continued in the group for a period following termination determined by the insurance carrier if the employee pays the entire premium amount.

ARTICLE 5 - LONGEVITY

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

	<u>2026-27</u>	<u>2027-28</u>
After completion of 5 years of employment:	\$1,200	\$1,200
After completion of 10 years:	\$1,400	\$1,400
After completion of 15 years:	\$1,600	\$1,600
After completion of 20 years:	\$1,900	\$1,900

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

ARTICLE 6 - RETIREMENT

Section 6.01 – 403(b) Matching Plan: Each year by October 1, employees working 75% of full-time (30 hours per week) and who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee’s contribution to a 403 (b) plan up to \$3,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime district contribution will be \$35,000.

ARTICLE 7 - RESIGNATIONS, DISMISSALS AND SUSPENSIONS

Section 7.01 - Resignations: Employees electing to resign shall be required to give the employer ten (10) working days notice and shall continue in the employer’s service during this period with the understanding that the employee may leave sooner if a suitable replacement is obtained. Any earned vacation days not used

prior to the completion of the employee's service, will be paid to the employee at the current rate when the employee's service is completed. The employee shall be granted paid sick leave during the last ten working days only if a doctor's statement is provided as evidence of illness. Failure to give such notice shall result in loss of any vacation benefits which the employee might otherwise be entitled to.

Section 7.02 - Dismissal and Suspension:

Probationary Period: An employee under the provisions of this agreement shall have a probationary period of six (6) months of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, dismiss or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, dismissal or other discipline is concerned. The probationary period for a given employee may be extended by three (3) months if mutually agreed by the union and the school district.

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

An employee may be dismissed immediately for the following reasons:

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

ARTICLE 8 - SENIORITY

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

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

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

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

ARTICLE 9 - GENERAL

1. It is understood that the work of a custodian-engineer shall include maintenance work and repair work needed to maintain the building in good condition as well as cleaning. The maintenance work shall include plumbing, repairs, glazing, painting, carpentry, snow removal, maintenance of grounds, and other duties that may be assigned by the employer.

2. Union meetings may be held on school premises but shall be scheduled at a time when they will disrupt the work routine as little as possible.
3. In the absence of a custodian because of a day off or emergency situation, an alternate custodian would be allowed to lock up the building.

ARTICLE 10 - GRIEVANCE PROCEDURE

Section 10.01 - Definitions:

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

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

Service: “Service” means personal service or by certified mail.

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

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

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

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

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

Section 10.05 - Level IV: The parties shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If no agreement is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator pursuant to PELRA, a list of arbitrators selected by the Commissioner, providing such request is made within twenty days after request for arbitration. Upon receipt of a list of arbitrators, the parties

shall alternately strike names from the list until only one (1) name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of a coin.

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 11 - DURATION

Section 11.01 - Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2026, through June 30, 2028, and thereafter until modifications are made pursuant to the P.E.L.R.A. of 1971, as amended. If either party desires to modify or amend this Agreement commencing on July 1, 2028, it shall give written notice of such intent no later than May 1, 2028. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 11.02 - Effect: This Agreement constitutes the full and complete Agreement between the School District and the International Union of Operating Engineers, Local 70 representing the maintenance, custodial, and engineer employees of the district. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 11.03 - Finality: Any matters relating to the current contract terms, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement unless mutually agreed upon by both parties.

Section 11.04 - Severability: The provisions of this Agreement shall be severable, and if any provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS THEREOF, the parties have executed this Agreement as follows:

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

For Independent School District #659,
Northfield, Minnesota:

President – Michael Dowdle

Chairperson

Secretary – Linda Powers

Clerk

Business Manager – Scott Marsyla

Lead Negotiator

Steward – Jerry Jarvis

Dated this _____ day of _____, 2026.

Business Representative – Travis Aslakson

Dated this _____ day of _____, 2026.

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Community Education and Other Coordinators

JULY 1, 2026 THROUGH JUNE 30, 2028

ARTICLE I
EMPLOYMENT

Section 1.01 – Introduction

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the Veterans’ Preference Act, granting the employee employment rights.

Section 1.02 – Basic Services

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

Section 1.03 - Duty Year

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

ARTICLE II
SALARIES

Section 2.01 - Compensation

The annual salary of positions covered by these policies shall be based upon the salary schedule set forth in Appendices A and B.

While the District reserves the right to set salaries, it will seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

Section 2.02 – Other Compensation

Individuals having completed an advanced degree shall receive a stipend as outlined in this section. If the advanced degree is earned after the beginning of the contract period, the amount of the stipend outlined below shall be prorated to the number of months remaining in the contract year after receiving the advanced degree. The employee is required to provide official transcripts

to the District outlining completion of their advanced degree. Proration begins from the date the transcripts are received.

Masters Degree \$1,500.00 per year (prorated as outlined above if earned after the beginning of the contract year). The masters degree stipend will be prorated for part-time employees.

Section 2.03 – Experience Credit

Individuals employed before January 1st, who are still employed by the District on June 30th, shall for the purposes of salary increases be given credit for (1) year of experience.

Section 2.04 - Holidays

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

ARTICLE III VACATION/LEAVES

Section 3.01 - Vacation

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

Vacations for employees working 50 or more weeks per year shall be twenty (20) days.

Part-time employees working between 20 hours and 40 hours per week will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1st), however, vacation is considered earned on a monthly basis. Individuals hired after July 1st will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 50 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor. Employees shall receive payment for unused vacation days earned up to the date of resignation upon separation of employment. Vacation benefits shall not accrue during any period of absence for reasons other than vacation or required military leave which extends beyond one month.

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

Section 3.02 - Sick Leave

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

Employees shall receive sick leave at the rates listed below to a maximum accumulation of 228 days:

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

Sick leave shall be available to the employee at the beginning of the year (July 1st), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of their position. Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, or the employee's dependent child, or another individual as allowed by Minnesota law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay their fee. Charges for certification of absences greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

An employee 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 employee's regular basic salary. Deductions from leave allowance will be made on a prorated basis according to the additional payments to the employee. In no event shall the additional compensation paid to the employee result in the payment of total daily, weekly or monthly compensation in excess of such employee's basic salary.

The sick leave provided under this Agreement is intended to satisfy the requirements for Earned Sick and Safe Time ("ESST"). Accordingly, the sick leave provided under this Agreement runs concurrently with ESST and is not in addition to ESST.

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

Section 3.03 – Disaster Leave

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

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

Section 3.04 – Bereavement Leave

Employees may be allowed up to ten (10) days per year of leave with pay in case of death. Bereavement leave may be used in the case of a death of family or friends.

Section 3.05 - Personal Business

The employee shall be allowed five (5) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the immediate supervisor. A deduction of these days will be made from sick leave. No more than three (3) days of personal leave can be used consecutively.

Section 3.06 - Leave of Absence Without Pay

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

Section 3.07 - Child Care Leave and Adoption Leave

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 employee's that meet the current eligibility requirements of FMLA as outlined in Policy 410 and Policy 448. Child care leaves for those employees 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 employee for an extended period of time.

B. An employee making application for child care leave 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.

C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a medical certification indicating the expected date of the delivery.

D. Sick leave under Section 3.02 and long-term disability insurance under Article IV, Section 4.06, 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 I.

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

(1) Grant any leave more than six (6) months in length or to the beginning of the school year following such six (6) month period.

F. Failure of the employee to return pursuant to the date determined under this Section shall constitute the failure to work without first securing a release which is a ground for immediate discharge unless the school district and the employee mutually agree to an extension in the leave.

G. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave.

H. Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

I. 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.

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

Section 3.08 – Religious Observance Leave

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made from sick leave. Notification must be submitted to their immediate supervisor, in writing, at least three (3) days prior to such absence.

Section 3.09 – Judicial Duty

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.

Section 3.10 – Superintendent’s Discretionary Leave

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or their authorized representative.

Section 3.11 – School Conference and Activities Leave

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

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.

ARTICLE IV
INSURANCE

Section 4.01– Insurance Eligibility

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

Section 4.02 – District Obligation

The District’s only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 4.03 - Health and Hospitalization

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The effective date for employer contributions shall be January 1.

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

Section 4.04 - Dental Insurance

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The effective date for employer contributions shall be January 1.

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

Section 4.05 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$50,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Long-Term Disability Insurance

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

Section 4.07 - Liability Insurance

The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of their employment or any claim against him/her solely by reason of the holding of their position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

Section 4.08 - Duration of Insurance Contribution

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this agreement. However, the employee may be continued in the group insurance plans at their own expense for a period following separation determined by the insurance carrier and applicable laws.

ARTICLE V
OTHER BENEFITS

Section 5.01 - Travel

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

Section 5.02 - Professional Improvement

The employee will participate in professional development activities which are directly related to their areas of responsibility and other areas designated by their immediate supervisor. The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at

professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by their immediate supervisor.

Section 5.03 – Professional Membership Dues

The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the district.

Section 5.04 - Vandalism Reimbursement

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

Section 5.05 - 403(b) Matching Plan

The School District shall match employee payments up to \$2,000 per school year to a 403(b) plan for the full-time employee. The district match will be pro-rated for part-time employees. Maximum lifetime district contribution will be \$35,000.

- a. The employee shall be eligible for a prorated school district contribution for any years that are less than full time.
- b. Such plan shall be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b) or IRS Code Section 457 and any amendments thereto.
- c. The school district contribution will be made to a District approved company of the employee's choice. It shall be the responsibility of the employee to make all arrangements required by the vendor to ensure that proper payment is made by the school district. The district shall make payment to the employee's selected company bi-monthly.

Section 5.06 – Interim or Temporary Coordinators

In the event an interim or temporary coordinator is appointed by the School Board, that individual shall not be eligible for the benefits outlined in Section 5.05 of this document. The individual shall receive pro-rated daily pay based on the corresponding position listed in Appendices A and/or B for the time of the interim or temporary appointment. The individual will be eligible for district contributions outlined in Sections 4.03 (Health,) 4.04 (Dental,) and 4.05 (Life) and 4.06 (LTD).

APPENDIX A

**SALARIES AND DUTY YEAR
2026-27**

Position	Duty Year	Annual Salary
Rec. Program Coordinator	52 Weeks	\$77,014
Enrichment Coordinator	52 Weeks	\$77,014
Cultural Liaison	198 days	\$62,163
Secondary Attendance & Family Support Liaison	.75 FTE – 173 days	\$53,300
Ventures Coordinator	52 Weeks	\$85,639
Early Childhood Coordinator *	202.5 Days (.90 FTE)	\$92,747
Youth Development Coordinator	52 Weeks	\$77,014

* Position requires valid Minnesota Teaching Licensure and administrative licensure.

Steps for service – added to base salary*:

- Step 1: \$0
- Step 2: \$900
- Step 3: \$2,000
- Step 4: \$3,500

* Steps will be prorated for part-time employees.

APPENDIX B

**SALARIES AND DUTY YEAR
2027-28**

Position	Duty Year	Annual Salary
Rec. Program Coordinator	52 Weeks	\$78,940
Enrichment Coordinator	52 weeks	\$78,940
Cultural Liaison	198 days	\$63,717
Secondary Attendance & Family Support Liaison	.75 FTE – 173 days	\$54,633
Ventures Coordinator	52 Weeks	\$87,780
Early Childhood Coordinator *	202.5 Days (.90 FTE)	\$95,066
Youth Development Coordinator	52 Weeks	\$78,940

* Position requires valid Minnesota Teaching Licensure and administrative licensure.

Steps for service – added to base salary*:

- Step 1: \$0
- Step 2: \$900
- Step 3: \$2,000
- Step 4: \$3,500

* Steps will be prorated for part-time employees.

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Community Education Staff

Policy Extends from
July 1, 2026, through June 30, 2028

ARTICLE I
EMPLOYMENT

Section 1.01 – Introduction

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the Veterans’ Preference Act, granting the employee employment rights.

Section 1.02 - Basic Services

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this agreement or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

Section 1.03 - Duty Year

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

ARTICLE II
SALARIES

Section 2.01 - Compensation

The annual salary of positions covered by these policies shall be based upon the salary schedule set forth in Appendices A and B.

While the District reserves the right to set salaries, it will seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

Section 2.02 – Experience Credit

Individuals employed before January 1st, who are still employed by the District on June 30th, shall for the purposes of salary increases be given credit for (1) year of experience.

Section 2.03 - Holidays

Employees working 20 hours or more per week, with a duty year of 245 or more work days, shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year’s Day, Martin Luther King, Jr. Day, Memorial Day, and Juneteenth. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the Superintendent.

Employees working 30 hours or more per week, with a duty year of 173 to less than 245 work days, shall be entitled to the following six (6) paid holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year’s Day, and Memorial Day. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the Superintendent.

ARTICLE III
LEAVES

Section 3.01 – Vacation

An employee who works a regular schedule of 20 or more hours per week, with a work year of at least 245 work days, shall be eligible for vacation.

Vacations for employees working at least 20 hours or more per week, for at least 245 works days per year, shall be as follows:

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

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1st), however, vacation is considered earned on a monthly basis. Individuals hired after July 1st will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 245 work days or more.

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

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

Employees working fewer than 245 work days per year shall not receive vacation.

Section 3.02 - Sick Leave

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

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

Sick leave shall be available to the employee at the beginning of the year (July 1st), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of their position. Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, or the employee's dependent child, or another individual as allowed by Minnesota law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay their fee. Charges for certification of absences greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

An employee who is absent from work as a result of a compensable injury incurred in the service of the school district under the provisions of the Worker's Compensation Act shall be allowed to use accumulated sick leave or vacation pay in combination with Worker's Compensation to receive the employee's regular rate of pay. The school district will assume that the employee elects to do so, using sick leave first, then vacation, unless the employee notifies the district in advance that they elect not to use sick leave or vacation for this purpose. Benefit payments shall continue in accordance with state and federal laws.

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

The sick leave provided under this Agreement is intended to satisfy the requirements for Earned Sick and Safe Time ("ESST"). Accordingly, the sick leave provided under this Agreement runs concurrently with ESST and is not in addition to ESST.

Section 3.03 – Disaster Leave

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

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

Section 3.04 – Bereavement Leave

Employees may be allowed up to ten (10) days per year of leave with pay in case of death. Bereavement leave may be used in the case of a death of family or friends.

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

Section 3.05 - Personal Business

The employee shall be allowed five (5) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of their immediate supervisor. A deduction of these days will be made from sick leave. No more than three (3) days can be used consecutively. There shall be no paid personal business days for those employees who do not qualify for sick leave.

Section 3.06 - Leave of Absence Without Pay

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

Section 3.07 - Child Care Leave and Adoption Leave

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 employee's that meet the current eligibility requirements of FMLA as outlined in Policy 410 and Policy 448. Child care leaves for those employees 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 employee for an extended period of time.
- B. An employee making application for child care leave 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.
- C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a medical certification indicating the expected date of the delivery.

D. Sick leave under Section 3.02 and long-term disability insurance under Article IV, Section 4.06, 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 I.

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

(1) Grant any leave more than six (6) months in length or to the beginning of the school year following such six (6) month period.

F. Failure of the employee to return pursuant to the date determined under this Section shall constitute the failure to work without first securing a release which is a ground for immediate discharge unless the school district and the employee mutually agree to an extension in the leave.

G. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave.

H. Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

I. 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.

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

Section 3.08 – Religious Observance Leave

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made from sick leave. Notification must be submitted to their immediate supervisor, in writing, at least three (3) days prior to such absence.

Section 3.09 – Judicial Duty

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

Section 3.10 – Superintendent’s Discretionary Leave

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or their authorized representative.

Section 3.11. – School Conference and Activities Leave

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

Such leave will be deducted from the employee's sick leave allowance.

ARTICLE IV
INSURANCE

Section 4.01– Insurance Eligibility

An employee must work a regular schedule of 20 or more hours per week for at least the number of student contact days in the board approved school calendar in order to be eligible for group insurance coverage.

Section 4.02 – District Obligation

The District’s only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 4.03- Health and Hospitalization

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The amounts listed below reflect a proration for employees who work less than full-time. The effective date for employer contributions shall be January 1 each year.

District Health Insurance Contributions

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

Section 4.04 - Dental Insurance

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single or family coverage. The amounts listed below reflect a proration for those employees who work less than full-time. The effective date for employer contributions shall be January 1 each year.

District Dental Insurance Contributions

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

Section 4.05 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$35,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Long-Term Disability Insurance

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

Section 4.07 - Liability Insurance

The School District agrees to insure the employee for loss because of claims brought against them caused by any negligent act, error, omission, or breach of duty while acting within the scope of their employment or any claim against them solely by reason of the holding of their position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

Section 4.08 - Duration of Insurance Contribution

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this agreement. However, the employee may be continued in the group insurance plans at their own expense for a period following separation determined by the insurance carrier and applicable laws.

ARTICLE V
OTHER BENEFITS

Section 5.01 - Travel

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

Section 5.02 - Professional Improvement

The employee will participate in professional development activities which are directly related to their areas of responsibility and other areas designated by their immediate supervisor. The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by their immediate supervisor.

Section 5.03 - Vandalism Reimbursement

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

ARTICLE VI
RETIREMENT

Section 6.01 – 403(b) Matching Plan

Each year by October 1, eligible employees working 20 hours or more per week who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$1,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. The lifetime District contribution shall be capped at \$35,000.

**APPENDIX A
SALARIES AND DUTY YEAR
2026-27**

Position	Duty Year	Hourly Rate
Auditorium Technician	4.0 Hrs/Day up to 728 Annual Hours	\$29.16
Site Leader - Targeted Services – Step 1	260 days*	\$20.92
Site Leader - Targeted Services – Step 2	260 days*	\$21.35
Site Leader - Targeted Services – Step 3	260 days*	\$21.79
Site Leader – Targeted Services –Step 4	260 days*	\$23.00
Student Site Assistant – Step 1	260 days*	\$16.95
Student Site Assistant – Step 2	260 days*	\$17.39
Student Site Assistant – Step 3	260 days*	\$17.83
Student Site Assistant – Step 4	260 days*	\$18.60
Site Assistant – Step 1 (All Programs)	260 days*	\$19.27
Site Assistant – Step 2 (All Programs)	260 days*	\$19.95
Site Assistant – Step 3 (All Programs)	260 days*	\$20.63
Site Assistant – Step 4 (All Programs)	260 days*	\$21.34
Early Childhood Outreach Specialist	187 days*	\$24.68
Building Supervisor	Up to 10 hours/week	\$20.92
Venture/Community School Site Leader – Step 1	175-260 days*	\$24.77
Venture/Community School Site Leader – Step 2	175-260 days*	\$25.46
Venture/Community School Site Leader – Step 3	175-260 days*	\$26.15
Venture/Community School Site Leader – Step 4	175-260 days*	\$26.83
Venture/Community School Site Leader – Step 5	175-260 days*	\$27.53
Venture/Community School Site Leader – Step 6	175-260 days*	\$28.22
Early Venture Teacher – Step 1	260 days*	\$20.63
Early Venture Teacher – Step 2	260 days*	\$21.34
Early Venture Teacher – Step 3	260 days*	\$22.02
Early Venture Teacher – Step 4	260 days*	\$22.70
Early Venture Teacher – Step 5	260 days*	\$23.40
Early Venture Teacher – Step 6	260 days*	\$24.09
Early Venture Assistant Teacher – Step 1	260 days*	\$19.27
Early Venture Assistant Teacher – Step 2	260 days*	\$19.95
Early Venture Assistant Teacher – Step 3	260 days*	\$20.63
Early Venture Assistant Teacher – Step 4	260 days*	\$21.34
Early Venture Assistant Teacher – Step 5	260 days*	\$22.02
Early Venture Assistant Teacher – Step 6	260 days*	\$22.70

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

APPENDIX B
SALARIES AND DUTY YEAR
2027-28

Position	Duty Year	Hourly Rate
Auditorium Technician	4.0 Hrs/Day up to 728 Annual Hours	\$30.04
Club Leader – Targeted Services – Step 1	260 days*	\$21.54
Club Leader – Targeted Services – Step 2	260 days*	\$21.99
Club Leader – Targeted Services – Step 3	260 days*	\$22.45
Club Leader – Targeted Services – Step 4	260 days*	\$23.69
Student Site Assistant – Step 1	260 days*	\$17.46
Student Site Assistant – Step 2	260 days*	\$17.91
Student Site Assistant – Step 3	260 days*	\$18.37
Student Site Assistant – Step 4	260 days*	\$19.15
Site Assistant – Step 1 (All Programs)	260 days*	\$19.85
Site Assistant – Step 2 (All Programs)	260 days*	\$20.55
Site Assistant – Step 3 (All Programs)	260 days*	\$21.25
Site Assistant – Step 4 (All Programs)	260 days*	\$21.98
Early Childhood Outreach Specialist	206 days*	\$25.42
Building Supervisor	Up to 10 hours/week	\$21.54
Venture/Com School/TS Site Leader – Step 1	175 – 260 days*	\$25.52
Venture/Com School/TS Site Leader – Step 2	175 – 260 days*	\$26.22
Venture/Com School/TS Site Leader – Step 3	175 – 260 days*	\$26.93
Venture/Com School/TS Site Leader – Step 4	175 – 260 days*	\$27.64
Venture/Com School/TS Site Leader – Step 5	175 – 260 days*	\$28.35
Venture/Com School/TS Site Leader – Step 6	175 – 260 days*	\$29.07
Early Venture Teacher – Step 1	260 days*	\$21.25
Early Venture Teacher – Step 2	260 days*	\$21.98
Early Venture Teacher – Step 3	260 days*	\$22.68
Early Venture Teacher – Step 4	260 days*	\$23.38
Early Venture Teacher – Step 5	260 days*	\$24.10
Early Venture Teacher – Step 6	260 days*	\$24.81
Early Venture Assistant Teacher – Step 1	260 days*	\$19.85
Early Venture Assistant Teacher – Step 2	260 days*	\$20.55
Early Venture Assistant Teacher – Step 3	260 days*	\$21.25
Early Venture Assistant Teacher – Step 4	260 days*	\$21.98
Early Venture Assistant Teacher – Step 5	260 days*	\$22.68
Early Venture Assistant Teacher – Step 6	260 days*	\$23.38

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

Certification of Updated District Population Estimate

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____.

RESOLUTION CERTIFYING THE POPULATION ESTIMATE FOR THE 2026 PAYABLE 2027 LEVY OF INDEPENDENT SCHOOL DISTRICT NO. 659.

WHEREAS, the Independent School District # 659 has experienced an increase in population from the 2020 census figure of 29,235 to the current census figure of 30,888 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District # 659 that the census figure of 30,888 be certified to the State Demographer for approval of use in the 2026 payable 2027 revenue calculations.

Upon vote being taken thereon, the following voted in favor thereof: _____

And the following voted against: _____

Whereupon said resolution was declared duly passed and adopted.

Date: _____

BY ORDER OF THE SCHOOL BOARD

_____ (Clerk Signature)

_____ (Clerk Name)

School Board Clerk



June 1, 2026

Statement of Work - Audit Services

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated June 6, 2023, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and ISD #659 Northfield ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended June 30, 2026.

Luke Greden is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, which collectively comprise the basic financial statements of ISD #659 Northfield, and the related notes to the financial statements as of and for the year ended June 30, 2026.

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

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

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

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of data collection form
- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.
- Preparation of schedule of expenditures of federal awards.
- Preparation of adjusting entries, if necessary

Audit objectives

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

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

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

The objectives of our audit also include:

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

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

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

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

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

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

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

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance.

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

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of the entity and its environment, including the system of internal control, relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

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

- Management override of controls
- Revenue Recognition

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

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on

major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

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

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

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

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

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

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

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

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

Management responsibilities

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

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

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

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

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

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

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

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

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

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include

acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

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

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

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

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying

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

Responsibilities and limitations related to nonaudit services

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

Use of financial statements

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

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

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

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

site with the original document.

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

Engagement administration and other matters

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

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

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

The audit documentation for this engagement is the property of CLA and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulatory bodies pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of CLA's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to those regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

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

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be

responsible for any additional costs incurred to perform these procedures.

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

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

Fees

Audit of financial statements	\$22,500.00
Assistance in implementing new accounting standards, specifically GASBs 103 and 104 - hourly rates and only if needed	\$220.00
Federal single audit - fee per program audited	\$4,500.00

We will also bill for expenses (including travel, report production, word processing, postage, internal and administrative charges, etc.) plus a technology and client support fee of five percent (5%) of all professional fees billed. Our invoices, including applicable state and local taxes, will be rendered as work progresses and are payable on presentation.

Bill to be mailed on	Amount to be billed
July 2026	7,000
September 2026	7,000
October 2026 - this or future invoice will include fee for single audit program(s), any needed GASB fees, and any expenses incurred	8,500

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

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

Agreement

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

Sincerely,

CliftonLarsonAllen LLP

Response:

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

CLA

CLA

Luke Greden

Luke Greden, Principal

SIGNED 6/2/2026, 12:18:13 PM CDT

Client

ISD #659 Northfield

SIGN:

Claudia Gonzalez-George, Board Chair

DATE:

ISD #659 Northfield

SIGN:

Val Mertesdorf, Director of Finance

DATE:

ICE RENTAL AGREEMENT

This ICE RENTAL AGREEMENT (this “Agreement”) is made and entered into by and between the City of Northfield, Minnesota, a home rule charter city and political subdivision of the State of Minnesota (the “City”), and Independent School District 659, a body corporate and politic existing under the laws of the State of Minnesota (the “District”) and runs from August 1, 2026 through June 30, 2046 (the “Term of the Agreement”), unless terminated earlier by law or as provided herein.

WHEREAS, the Northfield Economic Development Authority, Minnesota, a public body corporate and politic and political subdivision of the State of Minnesota (the “EDA”), is the fee owner of certain real property located in the City, Rice County, Minnesota (PID No. 22.11.1.54.009), whereon the City is newly constructing and equipping and will begin operating an ice arena (the “Ice Arena”); and

WHEREAS, the District desires to rent the Ice Arena during certain dates and times.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions contained herein, the parties mutually agree as follows:

1. Premises. The City will rent the use of the Ice Arena to the District at the times mutually agreed upon and pursuant to the rental schedule to be set forth annually and attached in **Addendum A**, which is attached hereto and made a part hereof.
2. Ice Time. During the Term of the Agreement, the District shall have the right to use the Ice Arena described in this Agreement on the dates set forth annually in **Addendum A**. By or before August 15th of each year, the District shall provide the manager of the Ice Arena (the “Manager”) with an ice time (“Ice Time”) request for the upcoming hockey season. The District is entitled to at least 300 hours of Ice Time per hockey season under this Agreement. The Ice Time schedule shall be negotiated and mutually agreed upon by the authorized agents of the parties hereto by September 15th of each year and shall be memorialized in an annual amendment to **Addendum A**. During this process, the District shall be given priority over all other users for up to 300 hours of Ice Time during the hockey season. The City may schedule any Ice Time requests the District makes after September 15th of each year on a first come, first serve basis with other users.
3. Rent for Use. The District shall pay the City for the Ice Time at the hourly rate set forth the City’s Fee Schedule (“Hourly Rent”). The current rates for the Hourly Rent are set forth in **Addendum B**. The City annually adopts its Fee Schedule and will send Notice to the District by June 30 of each year of Hourly Rent adjustments. Ice Time will be billed in quarter hour increments. The City will bill the District monthly for the Ice Time used in the last previous month. The City shall deposit Hourly Rent payments into its general operating fund for the Ice Arena.

4. Rent for Improvements. In addition to the Hourly Rent reflected in Paragraph 3, the District agrees to pay the City \$200,000.00 per year for the District's share of the costs of the Ice Arena as set forth in **Addendum C** (the "Improvement Rent"). The District will pay this amount to the City on or before June 30 of each year, commencing June 30, 2027 and continuing through and including June 30, 2046. The City shall use such funds for costs associated with the construction, maintenance, or operation of the Ice Arena.
5. Annual Rent Cap. The District's total rent obligation, made up of Hourly Rent paid pursuant to Paragraph 3 and Improvement Rent paid pursuant to Paragraph 4, shall not exceed \$250,000.00 per District fiscal year (July 1-June 30) unless otherwise agreed to in writing by the parties ("Annual Rent Cap"). In the event that the total combined Hourly Rent and Improvement Rent would exceed the Annual Rent Cap, the District shall have no obligation to pay such excess amounts. The parties expressly acknowledge and agree that the Annual Rent Cap is intended solely to limit the District's financial obligation and shall not impact, amend, or otherwise affect the District's rights or obligations under this Agreement, including, but not limited to, its right to Ice Time under Paragraph 2.
6. Maintenance. The City shall employ appropriate personnel to operate and maintain the Ice Arena and shall maintain and implement a hiring process that requires criminal background checks for any City employee or representative working at the Ice Arena during the District's Ice Time. The City shall be solely responsible for maintaining the ice surface and all common space utilized by the District pursuant to this Agreement in good condition and order for their intended purpose and to provide:
 - Heating, ventilation and air conditioning (HVAC);
 - Electricity to the Ice Arena in reasonable amounts necessary for the District's use;
 - Such other utility services, including gas, water, garbage removal and sewer;
 - Expendables such as light bulbs, toilet paper and similar items;
 - Trash disposal receptacles;
 - Resurfacing of ice during District usage; and
 - Plowing and shoveling of the Ice Arena parking lot and sidewalks.
7. Locker Rooms. The City agrees to provide locker rooms for the District's exclusive use during the hockey season each year, consistent with the period set forth in **Addendum A**, which shall include both a High School Boys and Girls Locker Room. The City will provide normal cleaning and maintenance to these locker rooms. Any improvements the District chooses to make to the High School Boys and Girls Locker Rooms, such as replacement of locker stalls, will be the District's responsibility.
8. Signage. The District agrees to comply with the Ice Arena signage policy. The District shall not post advertisements in any portion of the Ice Arena without prior written approval from City.
9. District Use of Ice Arena and Parking Lot. During the District's use of the Ice Arena, the District will use reasonable means to prevent any conduct, noise, odor, or other condition

in or around the Ice Arena that unreasonably interferes with the use or enjoyment of the Ice Arena or nearby property. Unreasonable interference includes behavior, activity, or conditions that materially disrupt operations, create safety concerns, damage property, or generate repeated complaints from persons at the Ice Arena or on adjacent premises. The District will not permit, and will use reasonable means to address, any criminal activity in or around the Ice Arena by its employees, volunteers, or representatives, including crimes involving physical violence, injury to persons or property, or possession of contraband or controlled substances. Further, the District shall:

- Keep the locker rooms and dry land area in good order;
- Immediately give notice to the Manager of any damage to the Ice Arena caused by the District or its employees, volunteers, or representatives or by others during the District's use of the Ice Arena to the extent the District has notice of such damage. The District will be responsible for the reasonable cost of repairs or replacements to the extent any damage is caused by the misuse or negligence of the District or its employees, volunteers, or representatives. If the parties disagree as to whether the District is responsible for the damage or as to the scope of any required repair or replacement, the parties shall meet and confer in good faith to resolve the dispute within 10 business days of identifying the damage at issue;
- Cooperate with Ice Arena staff;
- Pay for and provide any security measures necessary or desired to secure its equipment, appliances or other valuables, and provide the Manager with access to those security measures;
- Follow the Ice Arena's no smoking, no tobacco, no alcohol and no cannabinoid product use policies and other premises policies regulating permissible activities and not knowingly allow any smoking of any kind or drinking of alcohol within the Ice Arena or surrounding property;
- Maintain and implement a hiring process that requires criminal background checks for any District staff or coaches working at the Ice Arena;
- Share use of the Ice Arena parking lot on a first-come, first-served basis. District may not prohibit, regulate or obstruct use of the Ice Arena parking lot by others.

9. Alterations. The District shall not make alterations to any portions of the Ice Arena without the City's advance written consent. "Alterations" means additions, substitutions, installations, improvements, and similar changes to the physical condition of any portion of the Ice Arena.
10. Indemnification. The City and the District shall each be responsible for the acts of their respective officers, employees or agents, and not the acts of the other party's officers, employees or agents.
11. Insurance. The City and the District agree to keep in effect policies of commercial general liability insurance to insure against liabilities up to \$500,000 for each claim and \$1,500,000 for each single occurrence or sufficient to cover the liability limits outlined in Minnesota Statutes section 466.04, as it may be amended, whichever is greater.

The City shall maintain property insurance on the Ice Arena in its full value. If a covered loss occurs and the City elects not to use any property insurance proceeds to repair or rebuild the Ice Arena and the District's use of the Ice Arena is materially impaired, the District's obligation to pay Improvement Rent shall abate, and the District shall be entitled to a proportionate share of the insurance proceeds based on the total amount of Improvement Rent paid by the District as of the date of loss as compared to the total cost of construction of the Ice Arena. This amount shall be determine using the formula: $D = P \times (R \div C)$, using the following key:

- D = the District's proportionate share of the property insurance proceeds
- P = the total property insurance proceeds received by the City
- R = the total amount of Improvement Rent paid by the District as of the date of loss
- C = the total cost of construction of the Ice Arena

12. Termination. If the Ice Arena is damaged or destroyed, the parties shall have the option to amend this Agreement to terminate the remaining portions of the Agreement. This option may be exercised by either party by giving written notice to the other party not more than 90 days from the date of such damage. If either party exercises this option to terminate this Agreement, the City will refund to the District the prorated portion of the Improvement Rent for the period beginning on the date of the damage through the end of the fiscal year. Notwithstanding anything is this Agreement to the contrary, the District shall have the right to terminate this Agreement, on a yearly basis, if the School Board of District does not appropriate funds sufficient to continue the Agreement.
13. Entire Agreement. This Agreement, along with its addenda and any amendments hereto, is the complete and exclusive statement of the terms agreed upon and shall supersede all prior negotiations, understandings or agreements. Any alterations, variations, modifications or waivers of the Agreement shall only be valid when they are agreed to in writing and signed by authorized representatives of the District and the City.
14. Law. Minnesota law shall be used to construe and interpret this Agreement, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the State of Minnesota.
15. Data Practices. All of the data created, collected, received, stored, used, maintained, or disseminated by the City in the performance of the Agreement is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, the Family Educational Rights and Privacy Act (FERPA), 20 USC § 1232g and rules and regulations promulgated under these laws.
16. No Assignment. Neither party shall assign this Agreement or any of the rights, duties or payments arising under this Agreement to any third party without the written consent of the other.

17. Notices. All notices required under this Agreement must be in writing and provided to the designated contact person for the other party. The parties shall keep each other informed in writing of any change in the designated contact person. At the time of the execution of this Agreement, the following persons are the designated contacts:

District Contact

City Contact

Activities Director

Facilities Manager

18. Compliance with Laws & Severability. The District shall comply with all applicable state, federal and local laws. If any portion of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected and the rights and obligations of the parties under this Agreement shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
19. Interruption of Services. The City explicitly does not warrant that any services it supplies to the Ice Arena and the rented portions of the Ice Arena will not be interrupted. Services may be interrupted because of accidents, repairs, alterations, improvements, or any reason beyond the reasonable control of the City. The District has no obligation to pay Hourly Rent for Ice Time it could not utilize because of any interruption of service. No interruption shall make the City liable to the District for monetary damages of any nature except as otherwise set forth in this Agreement. The City may enter the any portion of the Ice Arena at reasonable times, and at any time in the case of an emergency, to make repairs, alterations, improvements, and additions either required or advisable to preserve the safety and physical condition of the Ice Arena.
20. No Warranty of Conditions of Premises. Except as expressly provided for herein, the City makes no warranties or representations of any kind in connection with the quality or condition of the Ice Arena and makes no warranties that the rented portions of the Ice Arena are fit for the District's particular purpose. The District shall rely solely upon any prior inspections the District may have made. The District acknowledges that it is renting the Ice Arena based upon the District's own investigation and inspection thereof.
21. Waiver. Failure on the part of either party to complain of any action or non-action on the part of the other party, no matter how long the same may continue, shall not be deemed to be waiver of any of rights hereunder. No waiver at any time of any of the provisions of this Agreement by either party shall be construed as a waiver of any of the other provision hereof, and a waiver of any provision shall not be construed as a waiver at any subsequent time of the same provision.
22. Anti-Discrimination. The District, its officers, agents, employees, volunteers and invitees shall follow all non-discriminatory rules and regulations, imposed by the City for users of the Ice Arena.

IN WITNESS WHEREOF, the undersigned parties hereby acknowledge that they have read and understand the agreement documents and have executed this Agreement on the dates recorded below.

INDEPENDENT SCHOOL DISTRICT 659

Date:.....

By _____
Its Board Chair

By _____
Its Superintendent

C
ITY OF NORTHFIELD, MINNESOTA
T
Y

Date:_____

By _____
Its Mayor

By _____
Its City Clerk

ADDENDUM A

ICE TIME SCHEDULE

[To Be Updated Annually]

ADDENDUM B

RATES

[To Be Updated Annually]

Rink Rental	Fee
ISD 659 Practice and Games	\$180 per hour
ISD 659 Game Fee	\$185 per game

ADDENDUM C

ICE ARENA IMPROVEMENT RENTS

Payment No.	Improvement Rent Year	Improvement Rent Amount
1	2027	\$200,000.00
2	2028	\$200,000.00
3	2029	\$200,000.00
4	2030	\$200,000.00
5	2031	\$200,000.00
6	2032	\$200,000.00
7	2033	\$200,000.00
8	2034	\$200,000.00
9	2035	\$200,000.00
10	2036	\$200,000.00
11	2037	\$200,000.00
12	2038	\$200,000.00
13	2039	\$200,000.00
14	2040	\$200,000.00
15	2041	\$200,000.00
16	2042	\$200,000.00
17	2043	\$200,000.00
18	2044	\$200,000.00
19	2045	\$200,000.00
20	2046	\$200,000.00

OFFICE OF THE SUPERINTENDENT

201 Orchard Street South

Northfield, MN 55057

PH 507.663.0629

www.northfieldschools.org

May 13, 2024

Northfield City Council
801 Washington Street
Northfield, MN 55057

Dear City Council Members:

The Northfield School District understands the city council is considering the construction of a new ice arena to serve our community. This letter affirms the Northfield School District's commitment to leasing the city's ice arena for the foreseeable future.

The district understands that its lease cost (including ice time) would increase up to a maximum of \$250,000 annually over 20 years. The district's board of education has approved the submission of this letter at its May 13, 2024, regular meeting. While the district must approve the cost each year as part of its annual levy process, this letter should give the city council confidence to move ahead with the long overdue replacement of the current ice arena.

The cost of not addressing this problem is significant. Conservative estimates suggest that at least 100 students would enroll elsewhere without an ice arena to support hockey and other ice-related activities. In Minnesota, school district revenue is heavily weighted on student enrollment. Based on a simple calculation, the district would likely lose around \$1 million in revenue in that scenario.

This situation is different from past discussions about the ice arena. This public/private partnership brings together the school district, the City of Northfield, the City of Dundas, and the Northfield Hockey Association. This partnership has the potential to solve a long-standing problem in our community.

Sincerely,



Matt Hillmann, Ed.D.
Superintendent



Claudia Gonzalez-George
Board Chair

Northfield Public Schools
Policy Committee Recommendations

May 26, 2026

Policy	Changes
203: Operation of the School Board of Education - Bylaws	<p>Change Type: Regular Review</p> <ul style="list-style-type: none"> ● In section IV.B, add “investigate allegations of a board member in accordance with Policy 209.”
209: <u>School Board Code of Ethics</u> Code of Ethics <u>Conduct</u>	<p>Change Type: Regular Review</p> <ul style="list-style-type: none"> ● Changed policy name to “School Board Code of Conduct.” ● Added procedures for administering policy and sanctions sections. ● Added a cross reference.
410: Family & Medical Leave	<p>Change Type: Substantive</p> <ul style="list-style-type: none"> ● Removed “and also with parenting leave under state law” from purpose statement. ● Removed “and consistent with the requirements of the Minnesota parenting leave laws” from the general statement of policy. ● Deleted section IV.B - Twelve-week leave under state law. ● Deleted legal reference.
442: Travel	<p>Change Type: Regular Review</p> <ul style="list-style-type: none"> ● Added links to the mileage log and to Policy 412: Expense Reimbursement.
503: Student Attendance	<p>Change Type: Substantive</p> <ul style="list-style-type: none"> ● Updated section II.B.4.c and d to align with Minnesota Statutes, section 120A.22. ● Added “and has been approved for early graduation.” in section II.B.1.d. (2). ● Updated sections II.C and IV.2. to include cultural observances, according to Minnesota Statutes, section 120A.35. ● Updated section V.C.1. Due to the Minnesota Legislature updating Minnesota Statutes, section 260C.007, subdivision 19. ● Linked Minnesota Statutes. ● Updated legal reference.
509: Enrollment of Nonresident Students	<p>Change Type: Regular Review</p> <ul style="list-style-type: none"> ● Corrected parent/guardian to parent/caregiver ● Adjusted formatting for consistency. ● Added links to Minnesota Statute references.
530: Immunization Requirements	<p>Change Type: Substantive & Regular Review</p> <ul style="list-style-type: none"> ● Added the word “emancipated” in section IV.B. ● Updated section VI.B and D. to reflect

	<p>Minnesota Health and Human Services guidance.</p> <ul style="list-style-type: none"> ● Linked the form a parent/caregiver would have notarized to be exempt from immunizations in section VI.B. ● Specified that the policy is referring to the Minnesota Department of Health and the Minnesota Department of Education in section VII. ● Added resources section.
532: Use of Peace Officers and Crisis Team to Remove Students With IEPs from School Grounds	<p>Change Type: Regular Review</p> <ul style="list-style-type: none"> ● Listed and linked Policy 515 in section IV.B. ● Linked Minnesota Statutes in section IV.C and section IV.F. ● Updated formatting.
533: Wellness	<p>Change Type: Regular Review</p> <ul style="list-style-type: none"> ● Added section II.G: “For the purposes of this policy, the school day is defined as a regular school day by the school board-approved district academic calendar from midnight to 30 minutes after the end of the school day.” ● Added “This does not include concession stand fundraisers held outside of school hours” to section IV.C. ● Made the note in section IV.D part of section IV.D.1. ● Removed “to the extent it maintains a website” from section IV.A.2. ● Removed the notes at the end of the policy.
535: Service Animals in Schools	<p>Change Type: Regular Review</p> <ul style="list-style-type: none"> ● Linked approval request form in Section VI. ● Updated formatting of headlines. ● Added footer information.
540: Access to Curricular and Co-Curricular School Programs	<p>Change Type: Regular Review</p> <ul style="list-style-type: none"> ● Added “Students accessing curricular and co-curricular programs must comply with all district policies and program requirements, including immunizations as referenced in Policy 530.” In section II.
560: Memorials	<p>Change Type: Regular Review</p> <ul style="list-style-type: none"> ● Linked procedures document.
655: School Volunteers	<p>Change Type: Regular Review</p> <ul style="list-style-type: none"> ● Updated purpose statement. ● Linked Policy 404’s background screening standards. ● Linked Policy 404.

701: Establishment and Adoption of School District Budget

Change Type: Substantive

- Updated purpose statement.
- Revisions in section III.A and B recommended by auditors and MSBA staff.
- Revisions in section III.C align with Minnesota Stat. 123B.77, subd. 4.

Policy 203 OPERATION OF THE SCHOOL BOARD OF EDUCATION - BYLAWS

I. NAME

The name of this body is the Independent School District 659 Board of Education. “School board” or “board” means the governing body of Northfield Public Schools.

II. LEGAL BASIS

The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district. The basis for the establishment and operation of the school board lies in the State of Minnesota Constitution, Minnesota Statutes, court interpretations of these laws, and the powers implied under them.

III. RESPONSIBILITIES OF THE SCHOOL BOARD

The board will create policy, delegate responsibility for, and/or take action to:

- A. Hire the superintendent, delegate operational responsibilities, and evaluate them as outlined in [Policy 302](#).
- B. Review the district vision statement and strategic plan at least every five years.
- C. Review progress as presented in the superintendent’s annual “state of the district” presentation and the state-required Comprehensive Achievement and Civic Readiness report presentation.
- D. Provide for the evaluation and improvement of instructional programs and the services that support them.
- E. Establish a learning environment for education by providing necessary buildings and equipment, materials, and staffing to support the instructional process and to provide for the comfort, health, and safety of students, staff, and visitors when they are in attendance at school or engaged in school-sponsored activities.
- F. Provide for the recruitment, assignment, supervision, evaluation, professional growth, compensation, and termination of all permanent, temporary, and part-time employees.
- G. Designate district staff to enroll students for instruction. Excuse, exclude, suspend, or expel students from instruction for sufficient cause in accordance with Minnesota Statutes and current board policy.
- H. Provide transportation for students to and from school, in accordance with Minnesota Statutes and other applicable laws.
- I. Set standards for student conduct and clear guidelines for employee responses in the case of unacceptable student behavior. Inform students and their parents/guardians/caregivers of their rights and their responsibilities.
- J. Maintain and preserve essential student and other governmental records according to federal law and Minnesota Statutes.
- K. Establish graduation requirements and provide reports to students and parents on educational progress.

- L. Disseminate district information to residents of the district in accordance with Minnesota Statutes.
- M. Pursuant to law, provide for levying of taxes as necessary for the operation of schools, and for the payment of indebtedness and all proper expenses of the district. These levies are to be certified to the county auditor by the date established by statute unless otherwise provided for by special directive.
- N. Approve the budget for all funds of the district before July 1 of each year.
- O. Authorize an annual financial audit.
- P. Approve a school calendar for each academic year.
- Q. Finance the district through the receipt of state and federal aid, the adoption of local tax levies, the sale of bonds, the borrowing of money, and the receipt of gifts, grants, fees, and other revenues.
- R. Designate depositories for school funds.
- S. Maintain a financial accounting and reporting system.
- T. Approve payment of all bills and disbursements.
- U. Coordinate services of the district with those of other governmental agencies and districts.
- V. Provide for the use of school facilities by the general public.
- W. Participate in local, state, regional, and national board organizations, as deemed appropriate by the board.
- X. Perform such other duties and carry out such other responsibilities as may be authorized or required by law.
- Y. Advocate for the district within the community and state.

The board freely subscribes to tenets of the School Board Member Code of Ethics of the Minnesota School Boards Association and will strive to uphold those principles in carrying out its responsibilities.

IV. MEMBERSHIP

- A. The board will consist of seven elected members and the superintendent as a non-voting ex-officio member.
- B. Newly elected members will be sworn in at the organizational meeting in January following the election.
- C. The term of office for members will be four years and until a successor qualifies.
- D. The board will fill a vacancy in accordance with Minnesota statutes with guidance from the Minnesota School Boards Association.
- E. The board may remove for proper cause any member or officer of the board and fill the vacancy in accordance with Minnesota statutes.

V. COMPENSATION

Members of the board will receive compensation as fixed by the board at the annual organizational meeting.

VI. OFFICERS

- A. At the first meeting in January, the board will select a chairperson, vice-chairperson, clerk, and treasurer for a term of one year. If elected, board members may serve multiple consecutive terms.
- B. Duties:
1. The chairperson will:
 - a. Preside at all meetings of the board when present.
 - b. Countersign all orders for claims approved by the board.
 - c. Sign contracts or agreements approved by the board when the signature of the chairperson is required. If a deadline must be met and the chairperson is unavailable, the vice-chairperson is authorized to sign the document as acting chairperson.
 - d. Represent the district in all appropriate actions consistent with board directives and policies.
 - e. Appoint all special committees and standing committees, serve as an ex-officio member on all such committees, and attend committee meetings at their discretion. Such appointments will be made at the organizational meeting in January but no later than the second meeting in January.
 - f. Appoint a parliamentarian.
 - g. Confer with the superintendent, as may be necessary and desirable regarding school matters, including the preparation of regular and special meeting agendas as needed.
 - h. Lead evaluation of the superintendent.
 - i. ~~Investigate allegations of a board member in accordance with~~ Facilitate informal resolution of potential policy violations by board members as outlined in [Policy 209](#). Facilitate investigations into alleged policy violations by board members, as necessary, in accordance with [Policy 209](#).
 - j. Perform such other duties as required by law, and perform all duties usually incumbent on such an officer.
 - k. Provide leadership in carrying out the powers and duties of the board and act as spokesperson for the board unless this responsibility has been delegated to others. The chair shall have completed MSBA Phase I, II, III, and IV training prior to serving as chair to ensure governance norms and protocols. If the board determines there is not a member who qualifies, this policy may be waived upon majority vote, and the appointed chair will commit to completing phases within one year.
 2. The vice-chairperson will:
 - a. Perform the duties of the chairperson if they are unable to preside or as directed by the chair to do so. Should both the chairperson and vice-chairperson be unable to preside, the remaining members will select a member to serve in that capacity until such time that the

- chairperson or vice-chairperson can return to their duties. The vice-chair is encouraged to complete MSBA Phase III and IV training during their term as vice-chairperson.
- b. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
3. The clerk, either directly or through the administrative staff of the district, will:
- a. Keep a record of all meetings of the board.
 - b. In a timely manner, file with the board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - c. Make and transmit reports pursuant to the Uniform Financial Accounting and Reporting System for Minnesota Schools as required by state law.
 - d. Sign all orders from the treasurer for claims approved by the board.
 - e. With the chairperson, sign contracts or agreements approved by the board, when the signature of the clerk is required. If a deadline must be met and the clerk is unavailable, the treasurer is authorized to sign the document as acting clerk.
 - f. Perform such duties as required by state election laws relative to district elections.
 - g. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
 - h. The clerk is encouraged to complete MSBA Phase III training during their term as clerk.
4. The treasurer, either directly or through the administrative staff of the district, will:
- a. Keep detailed records of all orders processed by the board, according to law.
 - b. Have custody of all monies belonging to the district. Upon receipt of district funds, the treasurer will cause such funds to be promptly deposited in the legal depositories designated and approved by the board.
 - c. Sign all orders for claims approved by the board.
 - d. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
 - e. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse and process the orders in accordance with [Minnesota statutes section 123B.12](#).
 - f. The treasurer is encouraged to complete MSBA Phase III training during their term as treasurer.

VII. MEETINGS OF THE BOARD

“Meeting” means a gathering of at least a quorum of school board members or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

A. Open Meetings

1. Except as otherwise expressly provided by statute, all meetings of the board, including executive sessions, shall be open to the public.
2. Meeting times, dates, and locations or any changes thereof will be posted at the district office, on the district website, and given to the official newspaper of the district.

B. Types of Meetings

1. **Organizational meeting**

- a. The board will meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the board.
- b. The agenda will include the following topics:
 1. Administration of the oath of office to all members.
 2. Election of officers.
 3. Compensation for board members.
 4. Approval of a mileage reimbursement rate for the use of private automobiles on district business.
 5. Designation of an official newspaper.
 6. Designation of official depositories for district funds.
 7. Designation of official depositories for district investments.
 8. Authorization of procedures for the investment of excess funds in accordance with Minnesota Statutes.
 9. Authorization of payments for goods and services in advance of board approval.
 10. Authorization of use of facsimile signatures and surety bonds pursuant to Minnesota Statutes.
 11. Approval of board membership in local, state, and national organizations.
 12. Other items deemed appropriate by members for the proper organization of the board.

To align with fiscal and planning calendars, certain of these topics may be included in the agenda of a meeting held the prior July.

- c. **Adjournment:**
The meeting will be adjourned following the organization of the board. Other business may be introduced at regular or special meetings following the organizational meeting.

2. Regular meeting

- a. Regular meetings of the board will be held at 6:00 p.m. on the second and fourth Mondays of each month in the District Office Boardroom. Meetings of the board shall be adjourned at or before 9:00 p.m. whenever possible. Meetings may be extended later than 9:00 p.m. by a majority vote of the board. The board may change the time, date, or location of regular meetings by majority action, and must notify the official newspaper accordingly.
- b. **Order of business:** Business topics at regular meetings will normally be treated in the following order:
 - 1. Call to order
 - 2. Approval of the agenda
 - 3. Public comment
 - 4. Announcements and recognitions
 - 5. Items for discussion and reports
 - 6. Committee reports
 - 7. Consent agenda
 - 8. Items for individual action
 - 9. Items for information
 - 10. Future meetings
 - 11. Adjournment

Items that usually do not require discussion or explanation prior to board action, are non-controversial and/or routine items of business, or are items that have already been discussed and/or explained and do not require further discussion or explanation will be included as part of the consent agenda and passed as one motion. At the request of any board member, an item will be removed from the consent agenda for separate discussion and action.

3. Special meeting

- a. Special meetings of the board may be called by the chairperson, clerk or by any four members of the board who file such a request with the clerk.
- b. Unless specifically provided to the contrary, special meetings will be held in the District Office Boardroom. The clerk or designee will notify members of special meetings in writing by mail or electronic transmission received at least three days prior to the date set for the meeting.
- c. Closed meetings will be held as allowed by law.

- d. Work sessions may be called by the chairperson as needed.
- e. The Minnesota Department of Education has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.

4. Emergency meeting

- a. An emergency meeting may be called by the chairperson, clerk or any four members of the board or their designee, when, and only when, the immediate action of the board is required. While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Minnesota Department of Education would limit such meetings to responding to natural disasters, health epidemics, or a crisis caused by an event such as an accident or terrorist attack.
- b. All such meetings will, if possible, be held in the District Office Boardroom.
- c. No business may be transacted at an emergency meeting except as noted in the request for the meeting.

5. Recessed or Continued meeting

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

6. Closed meeting

Meetings shall be closed only when expressly authorized by law. The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

7. Meeting during Pandemics or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under [Minnesota Statute, Ch. 12](#), a meeting may be conducted by telephone or interactive technology in compliance with [Minnesota Statute 13D.021](#).

8. Meeting by Interactive Technology

A meeting may be conducted by interactive technology, internet conference calling or other similar electronic means in compliance with [Minnesota Statute 13D.02](#).

C. Quorum

A majority of the voting members of the board constitute a quorum. Generally, any action taken in the absence of a quorum is null and void, The only legal actions the board may take in the absence of a quorum are to fix the time at which to adjourn, adjourn, recess, or take measures to obtain a quorum.

D. Agenda Preparation and Dissemination

1. The superintendent will prepare the agenda for all meetings of the board and they will consult with the board chairperson, other board members as needed, and members of the administrative staff when appropriate.
2. Items of business may be suggested by any board member, staff member, student, business or property owner, resident, or parent/guardian/caregiver of the district. Items suggested may be included at the discretion of the superintendent and the chairperson of the board. Individuals may address the board under the rules of the public comment as listed on the board agenda.
3. The agenda will be distributed to board members on the Thursday before each board meeting. Supporting materials will normally be distributed to board members with the agenda on the Thursday before each board meeting but may be distributed as late as Friday in special circumstances as agreed upon by the superintendent and the board chair.
4. The agenda will also be made available to the press, representatives of the community, staff, and student organizations, and to others upon request.
5. Late items will be distributed to board members via the table file.
6. The board may not, unless required by urgent circumstances, revise current or adopt new board policies unless such action has been scheduled.

E. Voting

Each elected member of the board will have one vote. A roll call vote will be taken when required by law or when requested by one or more board members.

F. Minutes

The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present. The district will maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with Minnesota Statutes.

G. Rule of Order and Parliamentary Authority

Rules of order for board meetings shall be as follows:

1. Minnesota statutes where specified.
2. Specific rules of order as provided by the school board consistent with Minnesota statutes.
3. Robert's Rules of Order Newly Revised will govern the parliamentary procedure of the board in its deliberations.
4. A motion will be adopted or carried if it receives the affirmative votes of a majority of those voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rule of Order require larger numbers of affirmative votes.

5. The chair shall decide the order in which board members will be recognized to address an issue. A member shall only speak to an issue after the member is recognized by the chair.

VIII. SCHOOL BOARD COMMITTEES AND REPRESENTATIVES

- A. School board standing or special committees may be created by the board when it is determined that a committee process facilitates the mission of the board.
- B. The board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the board and the district.
- C. A board committee or subcommittee will be formed by board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the board.
- E. The board will receive reports or recommendations from a committee or subcommittee for consideration. The board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The board reserves the right to limit, create, or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the board shall not appoint a subcommittee of that committee without the approval of the board.

IX. APPOINTMENT OF COMMITTEES

- A. The board hereby appoints the following standing committees:
 1. Meet and confer
 2. Negotiations
 3. Policy
- B. The board will establish, by resolution, for each standing or ad hoc committee the number of members, the term, and the charge or mission of each such committee.

X. PROCEDURES FOR SCHOOL BOARD ADVISORY COMMITTEES

- A. Advisory committees will be representative of the community in relation to the tasks delegated to them. Based on the recommendation of the superintendent, the board may approve the members of a committee and/or the method of their selection.
- B. Advisory committees will serve in an advisory capacity only, proposing recommendations based on analysis of a problem, and will exist only as long as necessary for the study and the report to the board on particular projects assigned to them. The board will give careful consideration to all recommendations from advisory committees, although final action and responsibility will remain with the board. The board may dissolve advisory committees as needed.
- C. The superintendent or their designee will be an ex-officio member of all advisory committees.

- D. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.

XI. AMENDMENTS TO BYLAWS

A quorum of the board may temporarily suspend these bylaws at any regular or special board meeting by a unanimous vote of the board members present.

XII. APPLICATION OF LAWS

These bylaws or any portion thereof will be superseded by subsequent changes in the applicable laws.

Policy 203 Operation of the School Board - Bylaws

Adopted: 12.13.2004; Updated: 05.13.2013, 07.01.2019, 12.02.2019, 12.13.2021; Non-Substantive Update: 02.08.2022; Updated: 08.22.2022, 04.10.2023, 01.08.2024, 09.12.2024, 01.12.2026

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 13D (Open Meeting Law)

Minn. Stat. § 13D.01, Subs. 4-6 (Meetings Must be Open to the Public; Exceptions)

Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)

Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)

Minn. Stat. § 331A.01 (Definition)

Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)

Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)

Op. Atty. Gen. 161-a-20, December 17, 1970

Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)

Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)

Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)

Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)

Minn. Rules Part 5510.2810 (Bureau of Mediation Services)

Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)

Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)

The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)

Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)

Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)

Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)

Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)

Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)

Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)

Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)

Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)

Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)

Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)

Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)

Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)

Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)

Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)

Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
 Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
 Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
 Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
 Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
 Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
 Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

M.S., Sec. 127.26, et. seq.	M.S. 123.33, Subd. 1	M.S. 123.34, Subd. 3,4,5,7
M.S. 123.76, et seq.	M.S. 123.33, Subd. 2,3,4	M.S. 471.705
M.S. 13.01, et. seq.	M.S. 123.33, Subd. 8	M.S. 118.005, 118.01, 124.05
M.S. 123.35, Subd. 4; M.S. 275.07	M.S. 123.34, Subd. 1	M.S. 123.335 and 471.38
M.S. 121.908, Subd. 3a.	M.S. 123.34, Subd. 2	M.S. 47.41, M.S. 47.42
M.S. 124.05	M.S. 123.34, Subd. 8	M.S. 123.33, Subd. 5
M.S. 125.12	M.S. 121.908	M.S. 123.38, Subd 11
M.S. 127.26, et. seq.	M.S. 124.19	M.S. 123.33, Sub. 6

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
 MSBA/MASA Model Policy 202 (School Board Officers)
 MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
 MSBA/MASA Model Policy 203.1 (School Board Procedures; Rules of Order)
 MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
 MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
 MSBA/MASA Model Policy 203.6 (Consent Agendas)
 MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
 MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
 MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
 MSBA/MASA Model Policy 207 (Public Hearings)
 MSBA/MASA Model Policy 208 (Development Adoption and Implementation of Policies)
 MSBA/MASA Model Policy 209 (Code of Ethics)
 MSBA/MASA Model Policy 201 (Conflict of Interest - School Board Members)
 MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
 MSBA/MASA Model Policy 212 (School Board Member Development)
 MSBA/MASA Model Policy 213 (School Board Committees)
 MSBA/MASA Model Policy 214 (School Board Member Out-of-State Travel)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties
 MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

Law)
 MSBA Law Bulletin “C” (Minnesota’s Open Meeting Law)

Policy 209 SCHOOL BOARD CODE OF ETHICS CONDUCT

I. PURPOSE

The purpose of this policy is to assist the Northfield School District Board of Education members in understanding the role of individual school board members and the contribution that each must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD I WILL:

1. Listen to the opinions and views of others including other board members, residents, business and property owners, parents/guardians/caregivers, students and employees of the Northfield School District.
2. Recognize the integrity of my predecessors and associates and the merit of their work.
3. Attend board and assigned committee meetings, and come prepared for discussion of the agenda items.
4. Be motivated by a desire to provide the best possible education for the students of the district.
5. Inform myself about the proper duties and functions of a board member as outlined in [Policy 203](#).
6. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
7. Support the decision of the board even if my position concerning the issue was different.
8. Inform myself about the proper duties and functions of a board member through Minnesota School Boards Association state-required training and other state recommended organizations.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy, not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the board as a whole, is to see that the schools are properly managed, not to manage them myself.
5. Work with and through the superintendent, not over or around the superintendent.
6. Delegate the implementation of board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the board in legal session, not with the individual members of the board except as authorized by law.
3. Make no disparaging remarks, in or out of board meetings, about other members of the board or their opinions.
4. Keep an open mind about how I will vote on any ~~resolution~~ issue until the board has met and fully discussed the issue.
5. Make decisions by voting in board meetings after all sides of debatable questions have been presented.
6. Recognize that committees are appointed to serve only in an advisory capacity to the board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

1. Appraise and plan for both the present and future educational needs of the district and community.
2. Advocate to obtain adequate financial support for the district's programs.
3. Insist that business transactions of the district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the community and district stakeholders.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF I WILL:

1. Hold the superintendent responsible for the administration of the district.
2. Give the superintendent authority commensurate with their responsibility.
3. Expect the superintendent to keep the board adequately informed.
4. Assure that the district will be administered by the best professional personnel available.
5. Commit to be prepared and informed for meetings.
6. Consider the recommendation of the superintendent in hiring all employees.
7. Participate in board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
8. Offer the superintendent counsel and advice.
9. Recognize the status of the superintendent as the chief executive officer and a non-voting, ~~ex-officio~~ ex officio member of the board.
10. Respond to complaints by using the chain of responsibility as outlined in [Policy 103](#).
11. Present personal criticisms of employees to the superintendent.
12. Provide support for the superintendent and the district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER I WILL:

1. Comply with all federal, state, and local laws both generally and relating to my work as a board member.
2. Comply with all district policies as adopted by the board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other federal and state agencies with jurisdiction over school districts.
4. Recognize that district business may be legally transacted only in an open meeting of the board.
5. Avoid conflicts of interest and refrain from using my board position for personal gain.
6. Take no private action that will compromise the board or administration.
7. Guard the confidentiality of information that is protected under applicable law.
8. Use district-issued email for all board business to limit security and data privacy issues.

III. PROCEDURES FOR ADDRESSING POLICY VIOLATIONS

- A. In the Northfield School District, school board members are considered elected officials, not employees.
- B. Alleged policy violations may be reported to the chair by another school board member or district stakeholders. "District stakeholders" are defined as residents and/or property owners, parents/guardians/caregivers, students, and employees of the Northfield School District.
- C. There shall be a good-faith effort to informally resolve any alleged policy violation. Most issues can be solved through a conversation among those involved. Individuals should first discuss the issue directly with the board member of concern.
- D. If the violation is not resolved through informal means and the allegation could result in sanctions against an individual school board member under this policy, the board will:
 1. Advise the school board member of the allegation in writing within a reasonable amount of time.
 2. If the allegation cannot be readily resolved by the board chair or their designee, an investigation will be conducted to determine whether the individual school board member has violated this policy. If the allegation is against the chair, the vice chair or their designee will attempt to resolve this issue. A designee must be a current board member. The board chair, or the vice chair if the allegation is against the board chair, shall determine whether the issue has been readily resolved or requires consideration by the full board.
 3. Allow the individual school board member an opportunity to be heard by

- the board in defense of the allegation and to present any relevant information regarding the allegation.
4. Specify the expected conduct or modification of conduct to be required from the individual school board member, and what action could be taken by the board if it continues or recurs.
- E. The determination whether a violation of this policy has occurred, and whether sanctions are to be imposed, shall be made by the board.
- F. The board retains the right to remove a school board member as appropriate, subject to [Minnesota Statute 123b.09](#).

IV. SANCTIONS

- A. Sanctions imposed on an individual school board member for violation(s) of this policy may vary depending upon factors such as the nature of the violation, whether the violation was intentional, and whether the individual school board member has been the subject of prior sanctions. Sanctions may only be imposed if at least four members of the board vote in favor of the sanction(s). The forms of sanctions that may be imposed by the board include, but are not limited to:
1. A warning.
 2. Public censure.
 3. A resolution disavowing the inappropriate behavior.
 4. Removal from a board officer position.
 5. A one-time reduction in the individual school board member's compensation in an amount determined by the board.
 6. Removal of the individual school board member from the board in accordance with [Minnesota Statute 123b.09](#). This sanction should be reserved for the most extreme circumstances.
- B. Other sanctions, including any combination of the forms described above, may be imposed if, in the judgment of the board, another sanction would better accomplish the board's objective of stopping or correcting the offending conduct.

Policy 209 School Board Code of Ethics Conduct

Adopted: 2004; Updated: 07.01.2019, INSERT DATE; Substantive Update: 10.24.2022; Updated: 04.24.2023, 10.23.2023

Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: ~~None~~

MSBA Standards for School Board Leadership

Policy 410 FEDERAL FAMILY AND MEDICAL LEAVE

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to Northfield School District employees in accordance with the federal Family and Medical Leave Act of 1993 (FMLA) ~~and also with parenting leave under state law.~~

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the district, pursuant to the requirements of the FMLA ~~and consistent with the requirements of the Minnesota parenting leave laws.~~

III. DEFINITIONS

A. “Covered active duty” means:

1. In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country, and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section 101(a)(13)(B).

B. “Covered servicemember” means:

1. A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness., or
2. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or reserves, and was discharged or released under conditions other than dishonorable at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service

that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- E. "Next of kin of a covered service member" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. A military medical treatment facility as an outpatient., or
 - 2. A unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. To address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member.
 - 2. To attend military events and related activities of a covered military member.
 - 3. To address issues related to childcare and school activities of a covered

military member's child.

4. To address financial and legal arrangements for a covered military member.
 5. To attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child.
 6. To spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment.
 7. To attend post-deployment activities related to a covered military member.
 8. To address care needs of a covered military member's parent who is incapable of self-care., and
 9. To address other events related to a covered military member that both the employee and district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. Inpatient care in a hospital, hospice, or residential medical care facility., or
 2. Continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 United States Code section 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. Birth of the employee's child and to care for such child.
 - b. Placement of an adopted or foster child with the employee.
 - c. To care for the employee's spouse, son, daughter, or parent with a

- serious health condition.
- d. The employee's serious health condition makes the employee unable to perform the functions of the employee's job.
 - e. Any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
 3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
 5. A "serious injury or illness" in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. Injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating., and
 - b. In the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran, and is:
 - i. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or

- ii. A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - iii. A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - iv. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
- 6. Eligible spouses employed by the district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
- 7. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
- 8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
- 9. If the district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the district's expense. If the opinions of the first and second health care providers differ, the district may require certification from a third health care provider at the district's

expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the district, subject to and in coordination with the health care provider.
11. The district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the district for the cost of the health plan premiums paid by it.
13. The district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the board for annual review.

The district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

~~B. Twelve-week Leave under State Law~~

~~An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the district. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the district so that the total leave does not exceed 12 weeks, unless agreed to by the district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.~~

~~C. B. Twenty-six-week Servicemember Family Military Leave~~

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the district are limited to an aggregate of 26

weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.

5. The district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. Take leave for the entire period or periods of the planned medical treatment., or
 2. Move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the district may require that the leave be continued until

- the end of the semester.
2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the district may require the employee to continue taking leave until the end of the semester.
 4. If the district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each district building in areas accessible to employees and applicants for employment.

Policy 410 Family and Medical Leave Policy

Adopted: 02.28.2005; Revised: 08.10.2009, 2010, 02.2015; Reviewed: 07.13.2020; Substantive Update: 11.14.2022, 03.11.2024,
INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Legal References: ~~Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)~~
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: None

Policy 442 TRAVEL

I. PURPOSE

The purpose of this policy is to outline travel guidelines for Northfield School District employees and students.

II. GENERAL STATEMENT OF POLICY

1. Whenever possible, a district-owned vehicle will be used for in-district and out-of-district travel when that travel is a function of district employment. When a personal car must be used for travel, the employee will be reimbursed at the school board-approved standard mileage rate. If the IRS approved standard mileage rate changes during a calendar year this updated rate shall be reimbursed without formal school board approval.

2. ~~Employees with mobile positions and staff that travel within the district must submit a monthly mileage log for approval and reimbursement.~~

Employees who work in multiple schools and staff who travel within the district for their role must submit a [monthly mileage log](#) for approval and reimbursement. Employees should review the procedures for [Policy 412: Expense Reimbursement](#).

3. All out-of-district conference and continuing education travel must be approved in advance.

4. In-district and out-of-district transportation of students for any activities must be in either district-owned vehicles or contracted vehicles. Emergency, unscheduled transportation may be conducted in non-district vehicles with a seating capacity of 10 or fewer people without meeting the requirements for a Type III vehicle as defined by Minnesota statute and in accordance with [Policy 610](#).

Policy 442 Travel

Adopted: 03.28.2005; Non-Substantive Updates: 03.18.2021; Updated: INSERT DATE

~~School~~ Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 169.454 (Type III Vehicle Standards)

Policy 503 STUDENT ATTENDANCE

I. PURPOSE

The purpose of this policy is to encourage regular school attendance to meet the district's vision of preparing every student for lifelong success. This policy recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators in the Northfield School District.

The district believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. **Student's responsibility.** It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request or access any missed assignments due to an absence.
2. **Parent or guardian's responsibility.** It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
3. **Teacher's responsibility.** It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent access to missed assignments. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise. This could include collaborating with members of the school's attendance committee, problem solving team, or other designated attendance support personnel.
4. **Administrator's responsibility**
 - a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's

responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, [Minnesota Statutes Section 120A.22](#), the students of the school district are required to attend all assigned classes and/or study halls every day school is in session, unless the student has an excused absence, has withdrawn, or has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school.
- c. The district must count a student as in attendance on each day the student receives supervision, instruction, or services from school staff during scheduled school hours. [Minnesota Statutes Section 120A.22](#) does not remove the school district's responsibility to continue to comply with reporting requirements in [Minnesota Statutes Section 126C.05](#) for the purposes of funding.
- d. The principal must issue and keep a record of attendance, under rules established by the board.

B. Attendance Procedures

Attendance procedures shall be presented to the board for review and approval. Following approval by the board, the attendance procedures shall be included in student handbooks developed for the elementary, middle school and high school buildings and have the force of policy. Absences and tardiness may be excused or unexcused. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, [Minnesota Statutes, Sections 121A.40-121A.56](#).

1. Excused Absences

- a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to a truant officer or the school official designated by the principal. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

- b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.
- c. The school board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.
- d. Legitimate Exceptions. The following reasons shall be sufficient to constitute excused absences:
 - 1) The child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
 - a) Child illness, medical, dental, orthodontic, or counseling appointments including appointments conducted through telehealth.
 - b) Family emergencies.
 - c) The death or serious illness or funeral of a family member.
 - d) Active duty in any military branch of the United States.
 - e) The child has a condition that requires ongoing treatment for a mental health diagnosis.
 - f) Other exemptions included in this attendance policy.
 - 2) The child has already completed state and district standards required for graduation from high school and has been approved for early graduation.
 - 3) It is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three (3) hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

C. Religious and Cultural Observances Accommodation

Reasonable efforts will be made by the district to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. Requests for accommodations should be directed to the building principal/administrator.

III. OPEN ENROLLED STUDENTS

The district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program ([Minnesota Statutes, Section 124D.03](#)) or Enrollment in Nonresident District ([Minnesota Statutes, Section 124D.08](#)) at the end of a school year if all three of these condition are met:

1. The student meets the definition of a habitual truant.
2. The student has been provided appropriate services for truancy ([Minnesota Statute Ch.260A](#)).
3. The student's case has been referred to juvenile court.

The district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

IV. DISSEMINATION OF POLICY

1. Copies of the attendance procedures established under this policy shall be made available to all students and parents at the beginning of each school year. This policy shall also be available upon request in each principal's office and on the district's website.
2. The district will provide annual notice to parents of the district's policy relating to a student's absence from school for a religious or cultural observance.

V. REQUIRED REPORTING

A. Continuing Truant

[Minnesota Statutes, Section 260A.02](#) provides that a continuing truant is a student who is subject to the compulsory instruction requirements of [Minnesota Statutes, Section 120A.22](#) and is absent from instruction in a school, as defined in [Minnesota Statutes, Section 120A.05](#), without valid excuse within a single school year for:

1. Three (3) days if the child is in elementary school, or
2. Three (3) or more class periods on three (3) days if the child is in middle

school or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, [Minnesota Statutes, Section 260A.03](#) provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, all of the following:

1. That the child is truant.
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences.
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to [Minnesota Statutes, Section 120A.22](#) and parents or guardians who fail to meet this obligation may be subject to prosecution under [Minnesota Statutes, Section 120A.34](#).
4. That this notification serves as the notification required by [Minnesota Statutes, Section 120A.34](#).
5. That alternative educational programs and services may be available in the child's enrolling or resident district.
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy.
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under [Minnesota Statute Chapter 260C](#).
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to [Minnesota Statutes, Section 260C.201](#).
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one (1) day.

C. Habitual Truant

1. A habitual truant is a child who is at least twelve (12) years old and less than eighteen (18) years old under the age of 17 who is absent from attendance at school without lawful excuse ~~for seven school days per school year if the child is in elementary school or~~ for one or more class periods on seven (7) school days per school year if the child is in middle school or high school, or a child who is under the age of eighteen (18) seventeen (17) years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days per school year and who has not lawfully withdrawn from

school under [Minnesota Statutes, section 120A.22](#), subdivision 8.

Pursuant to [Minnesota Statutes, section 260C.163](#), subdivision 11, habitual truant also means a child under age twelve (12) who has been absent from school for seven (7) school days without lawful excuse, based on the presentation of clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under [Minnesota Statutes Chapter 260A](#).

Policy 503 Student Attendance

Adopted: 02.26.2007; Updated: 12.2013, 12.2014; Substantive Update: 02.14.2022, 08.12.2024, 08.11.2025, INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious and Cultural Observances)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

Policy 509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

In alignment with the Northfield School District's strategic commitments to equity and stewardship, the district chooses to participate in the Enrollment Options Program (Open Enrollment) established by [Minnesota Statutes, section 124D.03](#). This policy sets forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

The Northfield Board of Education authorizes the superintendent or their designee to approve applications for enrollment under the school district enrollment options program and enter into nonresident student attendance agreements with other school districts.

III. DEFINITION OF RESIDENCY

- A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:
1. Space is available for the applicant under enrollment cap standards established by school board policy or other directives.
 2. In considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of:
(a) one percent of the total enrollment at each grade level in the school district; or
(b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with [Minnesota Statutes, section 124D.03](#).
 3. The applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.
- B. If the district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.
- C. The parent of a nonresident student with a disability not yet enrolled in kindergarten and not open enrolled in a nonresident district may elect, in the same manner as the parent of a resident student with a disability, a school in the nonresident district where the child is enrolled in a Head Start program or a licensed child care setting in the

nonresident district, provided the child can be served in the same setting as other children in the nonresident district with the same level of disability.

Under this paragraph, parents must demonstrate enrollment in a community preschool or childcare setting.

- D. A nonresident preschool aged child with a disability open enrolled in the district may be required to open enroll for kindergarten.

IV. BASIS FOR DECISIONS

A. Standards that may be used for rejection of application.

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under [Minnesota Statutes, section 121A.45](#) to enroll during the term of the expulsion if the student was expelled for:

1. Possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade less than two and one-half inches in length, at school or a school function.
2. Possessing or using an illegal drug at school or a school function.
3. Selling or soliciting the sale of a controlled substance while at school or a school function.
4. Committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

B. Standards that may not be used for rejection of application.

The district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. Previous academic achievement of a student.
2. Athletic or extracurricular ability of a student.
3. Disabling conditions of a student.
4. A student's proficiency in the English language.
5. The student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or

6. Previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in ~~this~~ section IV.A of this policy.

C. Application.

The student and parent/guardian/caregiver must complete and submit the “General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) developed by MDE and available on its website.

The district may require a nonresident student enrolled in a program under [Minnesota Statutes, section 125A.13](#), or in a preschool program, except for a program under [Minnesota Statutes, section 124D.151](#) to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under [Minnesota Statutes, section 124D.151](#) to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent, ~~or~~ guardian or caregiver must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

D. Lotteries.

If a district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. The student's resident district does not operate a school building.
2. The municipality is located partially or fully within the boundaries of at least five school districts.
3. The nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality.
4. No other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the district lottery must be established by school board policy and posted on the district's website.

E. Exclusion.

1. **Administrator's initial determination.** If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. **Superintendent's review.** The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the [Minnesota Pupil Fair Dismissal Act](#) as warranted on a case-by-case basis.

F. Termination of Enrollment.

The district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to [Minnesota Statutes, section 124D.03](#) or [124D.08](#) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under [Minnesota Statutes, chapter 260A](#), and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under [Minnesota Statutes, section 120A.22, subdivision 8](#). The district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under [Minnesota Statutes, section 120A.22, subdivision 8](#).

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the district will send to the student's parents a written notice of the district's belief that the student is not a resident of the district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to

provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Policy 509 ~~ENROLLMENT OF NONRESIDENT STUDENTS~~ Enrollment of Nonresident Students

Adopted: 09.27.2004; Updated: 05.2013, 12.2013, 12.2014, 06.20.2022; Substantive Update: 07.10.2023; Statutory Update: 10.28.2024

Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Legal References: Minn Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)
Minn Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn Stat. § 124D.03 (Enrollment Options Program)
Minn Stat. § 125D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 125A.13 (School of Parents' Choice)
Minn. Stat. Ch. 260A (Truancy)
Minn Stat. § 260C.007, Subd. 19 (Definitions)
Minn. Op Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005
WL 3111963 (Minn. Ct. App. 2005) (unpublished)
18 U.S.C. 930, para. (g)(2) (Definition of weapon)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)

530 IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all Northfield School District students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. A statement, from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (~~herinafter~~ hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards.
 2. A medical statement, affirming the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV below, to the superintendent of the school district by Oct. 1 of the first year of their home schooling in Minnesota

and the grade 7 year.

- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The district may allow a student transferring into a school a maximum of thirty (30) days to submit a statement specified in Section III.A. or III.B. above, or Section IV below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a district online learning course or program that delivers instruction to the person only online and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent/guardian of a minor student or an emancipated student submits a signed medical statement affirming the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists.
- B. The parent/guardian of a minor student or an emancipated student submits a ~~their~~ notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or emancipated student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1. Notify parents and students of the immunization and exemption requirements by use of a form approved by the Minnesota Department of Health.

2. Notify parents and students of the consequences for failure to provide required documentation regarding immunizations.
 3. Review student health records to determine whether the required information has been provided.
 4. Make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.
- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Student immunization records maintained by the school district are generally considered education records subject to the Family Education Records and Privacy Act (FERPA). The school district may not disclose personally identifiable information (PII), including immunization records, without parent or eligible student consent unless a permissible exception applies.

Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by [Policy 515 Protection and Privacy of Pupil Records](#).

- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution as defined in [Minnesota Statutes, section 135A.14](#), the designated school district administrator shall ~~will~~ assist in the transfer of the student's immunization file to the postsecondary educational institution.

VII. OTHER

Within sixty (60) days of the commencement of each new school term, the district will forward a report to the Commissioner of the Minnesota Department of Education stating the number of students attending each school in the district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The district also will forward a copy of all exemption statements received by the district to the

Commissioner of the Minnesota Department of Health.

Policy 530 Immunization Requirements

Adopted: 11.13.2007; Updated: 04.2011, 05.2012, 06.20.2022; Substantive Update: INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (Jan. 17, 1968)
Op. Atty. Gen. 169-W (July 23, 1980)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Resources: [MN Department of Health: School Health Personnel Immunization and Disease Reporting \(accessed 12.15.2025\)](#)

Policy 532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

I. PURPOSE

In alignment with its strategic commitments to people, equity, and partnerships, the purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from Northfield Public Schools' grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building-level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. "Physical holding" means physical intervention intended to hold a child immobile or limit a child's movement, where body contact is the only source of physical restraint, and where immobilization is used to effectively gain control of a child in order to protect a child or other individual from physical injury.
- D. "Crisis team" DO we need to review the use of "crisis team" as we have many different types of response teams now, including medical response, behavior response, and building-wide even response teams. means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase "remove the student from school grounds" is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.
- G. "School Resource Officer" means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer's regular responsibilities through the terms of a contract entered between the peace officer's employer and the designated school district or charter school.
- H. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team.

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior ~~intervention~~ support plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the school resource officer or a peace officer.

B. Removal By School Resource Officer or Peace Officer.

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the school resource officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and ~~school district's policy~~ [Policy 515, Protection and Privacy of Pupil Records](#).

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted.

1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the school resource officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
2. In removing a student with an IEP from school grounds, school resource officers and school district personnel are further prohibited from engaging in the following conduct:
 - a. Corporal punishment is prohibited by [Minnesota Statutes, section 121A.58](#).
 - b. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain.

- c. Totally or partially restricting a child's senses as punishment.
 - d. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible.
 - e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under [Minnesota Statutes Chapter 260E](#).
 - f. Physical holding (as defined above and in [Minnesota Statutes, section 125A.0941](#)) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso.
 - g. Withholding regularly scheduled meals or water.
 - h. Denying a child access to toilet facilities.
3. Any reasonable force used under [Minnesota Statutes, sections 121A.582; 609.06, subdivision 1](#); and [609.379](#) which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

D. Parental Notification.

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP.

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures.

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are

implementing the restrictive procedures have received the training required by [Minnesota Statutes, section 125A.0942, subdivision 5](#), and otherwise comply with the requirements of [Section 125A.0942](#).

G. Reporting to the Minnesota Department of Education (MDE).

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Policy 532 Use Of Peace Officers And Crisis Teams To Remove Students With IEPs From School Grounds

Adopted: 03.08.2004; Updated: 04.2011, 07.11.2011, 05.15.2013, 05.16.2016, 01.13.2020, INSERT DATE; Non-Substantive Updates: 02.08.2022, 10.03.2022; Statutory Update: 07.10.2023, 11.24.2024

Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67 (Removal by Police Officer)
Minn. Stat. § 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)
20 U.S.C. 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act)
34 C.F.R. § 300.535 (Referral to and Action by Law Enforcement and Judicial Authorities)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment and Prone Restraint)
MSBA/MASA Model Policy 507.5 (School Resource Officers)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Protection)
MSBA/MASA Model Policy 806 (Crisis Management ~~Policy~~)

Policy 533 WELLNESS

I. PURPOSE

As required by the federal Healthy and Hunger Free Kids Act of 2010, the purpose of this policy is to set forth methods that promote student and staff wellness, prevent and reduce childhood obesity, and ensure that school meals and other food and beverages sold and otherwise made available on the Northfield Public Schools' campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The Board of Education recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good holistic health fosters student attendance and learning.
- B. The school environment should promote student and staff health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The district encourages the involvement of parents, caregivers, students, representatives of the child nutrition department, teachers, school health professionals, the board, school administrators, and the general public in the development, implementation, and periodic review and update of the district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades E-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified child nutrition personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- G. For the purposes of this policy, the school day is defined as a regular school day by the school board-approved district academic calendar from midnight to 30 minutes after the end of the school day.

III. WELLNESS GOALS

A. Nutrition Promotion and Education

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

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
4. The district will provide students whose families qualify for free or reduced priced meals through the National School Lunch Program with scholarships for athletic and community education classes that promote physical activities. The district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for these scholarships.

C. Communications with Parents

1. The district recognizes that parents, guardians, and caregivers have a primary role in promoting their children's health and well-being.
2. The district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

4. The district will provide information about physical education and other school-based physical activity opportunities and will support family efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. The district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Child nutrition personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Child nutrition personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Child nutrition personnel will try to accommodate the needs of vegetarian/vegan students.
5. Child nutrition personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
6. Child nutrition personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
7. Child nutrition personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
8. The district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The district will publish the process used to accommodate dietary restrictions due to allergies or intolerances on the child nutrition department website.
10. The district will schedule meal periods at appropriate times during the school day and make every effort to provide students with sufficient time to eat after sitting down for school meals.
11. The district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The district shall designate an appropriate person to be responsible for the district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.

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

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students and staff, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold à la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers. This does not include concession stand fundraisers held outside of school hours.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student and staff wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:

~~[**Note: Up to two special event exceptions will be allowed at the Middle School, the High School, and the Area Learning Center per year. Two exceptions per grade level, per year, will be allowed at the Elementary Schools. These events will be determined by the building administrator and Wellness Committee Coordinator. These exceptions will be documented on our District Wellness procedures form and provided to the Director of Finance to determine if an expense is allowable under the wellness policy guidelines.]~~

- a. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
- b. Classroom snacks brought by parents. The district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

Up to two special event exceptions will be allowed at the Middle School, the High School, and the Area Learning Center per year. Two exceptions per grade level, per year, will be allowed at the Elementary Schools. These

events will be determined by the building administrator and Wellness Committee Coordinator. These exceptions will be documented on our District Wellness procedures form and provided to the Director of Finance to determine if an expense is allowable under the wellness policy guidelines.

2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

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

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

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

B. Public Involvement

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

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

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

B. Annual Reporting

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

C. Triennial Assessment

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

D. Record Keeping

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

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

Notes:

- ~~All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the child nutrition department, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the district is in compliance with the policy.~~
- ~~The Act requires that school districts have standards, selected by the district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that districts also have nutrition guidelines.~~
- ~~The Act specifically requires that this wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 Code of Federal Regulations Section 210.10 and the meal requirements for breakfasts set forth in Code of Federal Regulations Section 220.8.~~

Policy 533 Wellness

Adopted: 05.22.2006; Updated: 03.11.2013, 05.2013, 05.08.2017, 08.13.2018, 06.20.2022, 10.03.2022, 05.28.2024, INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References:

Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources:

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

Policy 535 SERVICE ANIMALS IN SCHOOLS

I. PURPOSE

The purpose of this policy is to establish equitable parameters for the use of service animals by students, employees, and visitors within Northfield School District buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Service Animal

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual’s disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A “handler” is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, “handler” means the person who cares for and supervises the animal on that individual’s behalf. District personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

1. “Work or tasks” are those functions performed by a service animal.
2. Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and

helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right:
 1. To be present on district property or in district facilities.
 2. To attend or participate in a school-sponsored event, activity, or program.
 3. To be transported in a vehicle that is operated by or on behalf of the district.
- B. It is an unfair discriminatory practice to prohibit a person with a disability from taking a service animal into ~~the~~ a public place or conveyance to aid persons with disabilities, and if the service animal is properly harnessed or leashed so that the person with a disability may maintain control of the service animal.
- C. The district shall not require a person with a disability to make an extra payment or pay an additional charge when taking a service animal into any district building.
- D. When an individual with a disability brings a service animal to a district property, district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
 1. Is the service animal required because of a disability?
 2. What work or tasks is the service animal trained to perform?
- E. District employees shall not make these inquiries of an individual with a disability bringing a service animal to district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI. below.

- F. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.
- F. The district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the [Approval Request Form](#) to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. District employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.

- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.
- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

- A. A school official may require a handler to remove a service animal from district property, a school building, or a school-sponsored program or activity, if:
 - 1. Any of the requirements described in Part V., above, are not met.
 - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior.
 - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity.
 - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
- B. Whether the handler has sufficient control of the miniature horse.
- C. Whether the miniature horse is housebroken.
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the district that he or she is allergic to a service animal, the district will balance the rights of the individuals involved. In general, allergies that are not life

threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

- A. The owner of the service animal or non-service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Policy 535 Service Animals in Schools

Adopted: 01.13.2020; Updated: INSERT DATE; Substantive Update: 11.25.2024

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104 (ADA Regulations)
28 C.F.R. § 35.130(b)(7) (ADA Regulations)
28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations)
Minn. Stat. § 363A.19 (Discrimination Against Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References: MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

Policy 540 ACCESS TO CURRICULAR AND CO-CURRICULAR SCHOOL PROGRAMS

I. PURPOSE

The purpose of this policy is to define the terms of access to curricular and co-curricular school programs by students who are not enrolled in the Northfield School District.

II. GENERAL STATEMENT OF POLICY

The district allows reasonable access to curricular and co-curricular school programs by students attending private, home, and charter schools. Applications for access to such programs shall be submitted to the school administrator overseeing the course or program. Access to school district programs by students not enrolled in the district requires payment of a fair share fee. Application approval will be on a space-available basis. Students accessing curricular and co-curricular programs must comply with all district policies and program requirements, including immunizations as referenced in [Policy 530](#).

Policy 540 Access to Curricular and Co-Curricular School Programs

Adopted/Renumbered: 01.26.2009; Updated: 06.20.2022, INSERT DATE

Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Policy 560 MEMORIALS

I. PURPOSE

The Northfield School District recognizes that the loss of a student has a great impact on students, staff, and families belonging to the school community. Further, the district recognizes that decisions made about memorials immediately after traumatic events may not take into full consideration the potential impacts to students, staff, and community members. The purpose of this policy is to assist staff, students, and families impacted by a death by providing guidelines for decision-making regarding memorials, and memorial-related activities.

II. GENERAL STATEMENT OF POLICY

- A. While the district wants to support students and staff who are grieving a loss, memorials can be an ongoing reminder of a traumatic event and can be impossible for students to avoid when located on school property or included in schoolwide events.
- B. The superintendent or their designee shall develop [procedures](#) governing public memorials.

III. DEFINITIONS

- A. “Memorials” mean objects of or activities meant to remember an event or deceased person(s).

Policy 560 Memorials

Adopted: 05.23.2013; Updated: 06.20.2022, INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Policy 655 SCHOOL VOLUNTEERS

I. PURPOSE

In accordance to the district's strategic commitment to partnerships, volunteers are a valuable resource to the Northfield School District in assisting with and/or enhancing the educational experience for our students. They are an important and welcome part of the educational process. This policy outlines the background screening standards and administrative oversight of the effective use and appropriate conduct of volunteers.

II. GENERAL STATEMENT OF POLICY

~~Volunteers are an integral part of the district's success.~~ District departments and schools will recruit and schedule volunteers as needed. School staff who wish to bring in a volunteer must receive prior approval of the principal, building administrator or relevant district administrator.

School volunteers are expected to meet the same background check standards ~~high standards of conduct~~ as school staff, as listed in Policy 404, ~~in their interactions with students and adults in the schools~~ and must pass an annual volunteer background check, which follows Policy 404's Background Screening Standards. It shall be the supervising administrator's responsibility to monitor all volunteers in the building and to assess their effectiveness. The supervising administrator may shift or discontinue a volunteer when, in their opinion, the volunteer is not contributing positively to the educational experience of students.

Policy 655 School Volunteers

Adopted: 12.10.2007; Updated: 11.28.2022, INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Cross Reference: Policy 404 Employment Background Checks

Policy 701 ESTABLISHMENT, ADOPTION AND MODIFICATION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

In alignment with the district's strategic commitments to stewardship and communication, the purpose of this policy is to establish lines of authority and procedures for the establishment of Northfield Public Schools' revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

Budget planning is an integral part of program planning. The annual budget will effectively express and implement school board goals and the priorities of the school district. The school district shall establish its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENTS

- A. The superintendent or designee shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The superintendent or designee shall annually prepare a budget development calendar for review and adoption by the school board. ~~The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.~~ When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.
- B. ~~The school district must maintain separate accounts to identify revenues and expenditures for each building.~~ Expenditures shall be reported in compliance with ~~state statutes~~ Minnesota Statutes, section 123B.76.
- C. Prior to July 1 of each year, the school board must ~~shall~~ approve and adopt its ~~initial~~ revenue and expenditure budgets for the next school year. The ~~adopted expenditure~~ budget document so adopted must ~~shall~~ be considered ~~the school board's~~ an expenditure-authorizing or appropriations document ~~authorization for that school year~~. No funds ~~may~~ shall be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district ~~shall~~ must publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and

fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement ~~shall~~ must be included in the publication that, upon request to the superintendent, the complete budget in detail may be inspected by any resident of the school district. ~~A summary of this information and the address of the school district's website where the information can be found must be published in a newspaper of general circulation in the school district.~~ At the same time as this publication, the school district shall publish the other information required by state statutes.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district shall also post the materials specified in Paragraph III.D. above in a conspicuous place on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or their designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required

relating to initial allocations of revenue, reallocations of revenue and expenditures of funds.

V. MODIFICATION

- A. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision.
- B. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- C. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Policy 701 Establishment, Adoption and Modification of School District Budget

Adopted: 12.08.2008; Updated: 04.2012; Non-Substantive Update: 10.03.2022; Substantive Update: 02.24.2025, INSERT DATE

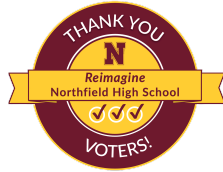
Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)



Reimagine Northfield High School Bond Referendum Projects | Construction Update No. 27 | June 8, 2026

Recent highlights

- Representatives from the district, Wold Architects, and Knutson Construction met to discuss Value Engineering (VE). These discussions were intended to find thoughtful and meaningful savings in the project. The VE team met on April 17, April 27, April 30, and May 6.
- Conversations were had with the four high school departments that had the greatest impact on their renovations through value engineering.
- Sal Bagley with Wold Architects presented to high school staff on June 1, providing a similar overview of the value engineering process that was presented to the board on May 26. [You can view the May 26 presentation to the board here](#) and [download a copy of Wold's memorandum to the board here](#).
- The rebidding schedule is as follows:
 - Prebid walkthroughs for the rebidding process were held on June 3.
 - June 16, 2026 – Bids due at 10:00 a.m.
 - June 17, 2026 – Best value interviews
 - June 24, 2026 – Special board meeting for awarding bids at 5:15 p.m. in the board room
- Permits have been and continue to be submitted for the project.
- The groundbreaking ceremony is scheduled for Tuesday, June 9 at 4:00 p.m. in front of the high school.

Upcoming meetings and discussions

- Monthly budget meetings are held between the district, Wold, and Knutson to keep the project on track.
- Project oversight committee meetings are held twice a month, as needed.
- Technology meetings are held twice a month.

Community Information

- Community members can view information about the project, including images and the [video walkthrough of the reimaged Northfield High School](#), on the [district website](#).



To: School Board of Independent School District #659

From: Sal Bagley | SB

Date: May 20, 2026

Comm. No: 242219

Subject: Independent School District #659
Northfield High School Addition and Renovation - Update to School Board

Below is a summary update on the Northfield High School project. The last update was on April 27, 2026 and a significant amount of progress has happened since that time. This update will cover where the project stands and what the plan is going forward.

March 23, 2026 Bid Day Recap and Key Messages, Budget Overview:

- A. Our original bid opening was on March 23, 2026 and while we received 77 bids - we would have hoped for more than 100 bids.
- B. We did not have a competitive bid day for all aspects of the project. While many bid packages had significant competition, three major packages (masonry, precast concrete, and structural steel) only had one bid each, despite having multiple companies attend the pre-bid walkthrough:
 1. We have discussed it before but we understand the significant pressures happening in the precast concrete industry from other projects, and there is a limited bidder pool. Rebidding precast would not result in a different outcome and is a critical part of the project schedule.
- C. Some bids (specifically mechanical) were significantly higher than projected.
- D. Some of the lack of competition is directly related to competing local data center projects that are very large and reducing the available bidder pool. At least ten are being built in Minnesota at this time, tying up capacity for precast concrete and structural steel. In addition to a lack of competition for some scopes, other feedback we have received from bidders includes economic challenges especially related to tariffs and price of oil.
- E. In total, the bids were 20% higher than expected, or approximately \$19 million more than budgeted. We call these "hard costs" or construction costs. If nothing was done about this, the overall budget would be even more impacted as there are costs directly and indirectly related to construction cost. Some examples would be:
 1. Building Permit (based off construction cost).
 2. Recommended Project Contingency.
 3. Building Plan Review (based off construction cost).
 4. We are, of course, not proceeding with being \$19M over on hard costs - but it is important for all to understand there are correlations between hard and soft costs.



5. Throughout the project we have regularly analyzed the soft costs budget which are things like fees, permitting, testing, commissioning, studies and surveys, furniture, technology, etc.:
 - a. It was determined that including a significant portion of the technology work was advantageous to be bid out in the electrical contract, and a re-allocation from the "Technology" budget to the "Construction" budget was implemented - this is already reflected, effectively increasing the construction budget without changing the overall bond total.
 - b. We had a competitive bid day for electrical and it is one of the packages already awarded.
 - c. Funds remain in the technology budget for items not yet bid out.
 - d. No furniture funds have been expended at this time.

Plan of Action:

- A. The design team, contractors, Knutson, and District have pooled ideas for savings called Value Engineering. We have met multiple times a week since bid day to review the VE list and make decisions on items to accept - whether scope modifications, product substitutions, completely alternate ideas to implement the same scope, or changes to phasing.
- B. More than 150 items were pursued:
 1. More than \$10M of VE ideas were accepted and are included in the drawings out for re-bid.
 2. Many VE ideas had schedule / phasing / soft cost implications which took time to evaluate to ensure each concept was viable and an accurate estimate of value savings noted.
 3. Not all ideas were accepted for a variety of reasons:
 - a. Code compliance.
 - b. Anticipated savings not worth the loss (of function, etc.)
 - c. Prioritization of building envelope / key systems for longevity.
 - d. Avoidance of reductions that significantly modified bond referendum scope as approved by the voters.
- C. Overall strategy:
 1. Apply \$4M of additional interest earnings and bond premium.
 2. Take greater advantage of tax exempt purchasing, currently valued at \$2.5M of savings.
 3. Value engineer \$10M+.
 4. Utilize existing LTFM funding stream for qualifying expenses.
 5. Modifications to schedule.
 6. Additional competition from rebidding - challenging to put a value to.



Next Steps:

- A. As a reminder, 8 of our 23 worksopes have contracts awarded, all of which were on or under anticipated budget with the exception of Precast Concrete:
1. 3A – Structural Concrete.
 2. 3F – Precast Concrete.
 3. 7A – Roofing.
 4. 31A – Site Demolition, Earthwork and Utilities.
 5. 21A – Fire Suppression.
 6. 22B – Geothermal Wells.
 7. 8B – Aluminum Systems and Glazing.
 8. 26A – Electrical.
- B. For all remaining worksopes, below is the intended schedule:
1. May 21, 2026 – Wold issue bid documents.
 2. May 22, 2026 – Knutson posts to Exchanges and bid sites.
 3. June 3, 2026 – Pre-bid walk (7:00 a.m. before school starts).
 4. June 16, 2026 – Bids due (10:00 a.m.). Best Value team scores in the afternoon for 22A. Notify contractors for interviews by 4:00 p.m.
 5. June 17, 2026 – 22A Interviews in the morning. Send recommendations for all packages for Board packet by 1:00 p.m.
 6. June 24, 2026 – Special Board Meeting for award.