TO: Board of Education
FROM: Matt Hillmann Ed.D., Superintendent
RE: Table File Items for October 10, 2022, Regular School Board Meeting

6. Items for Discussion and Reports
c. Policy Committee Recommendations. Attached is the recommended policy style guide. The purpose of this guide is to establish consistency and provide expediency in updating district policy.

7. Consent Agenda
d. Personnel Items
   i. Appointments
   7. Allyson Bernstorf, 1.0 Office Specialist Class III at Spring Creek, beginning 10/10/2022; Class III, Step 3 - $22.07/hr.
   8. Mackenzie Closson, .7 Assistant Alpine Ski Coach at the High School, beginning 11/14/2022; 70% of $4,570 stipend
   9. Brooklyn Sexton, .5 Assistant Dance Team Coach at the High School, beginning 10/24/2022; .50 - $2,285
   10. Liv Sorenson, Community School After School Site Assistant for up to 2 hours/day Mon.-Thurs. at Spring Creek, beginning 10/11/2022-5/26/2023; Step 1-$14.50/hr.
   11. Kelly Stanton-Nutt, .5 Assistant Dance Team Coach at the High School, beginning 10/24/2022; .50 - $2,285
   ii. Increase/Decrease/Change in Assignment
   17. Updated: Rose Brison, CNA II for 6.25 hours/day at the High School, change to CNA II for 7.50 hours/day at the High School, effective 8/29/2022-10/25/2022.
   18. Jocelyn Giefer, 1.0 Assistant Dance Team Coach at the High School, change to .5 Assistant Dance Team Coach at the High School, effective 10/24/2022; $2,285 stipend
   19. Updated: Noelle Gilomen, CNA I 3 hours/day at the High School, change to CNA I for 5.25 hours/day at the High School, effective 8/29/2022-10/25/2022.
   20. Leanne King, EA at Spring Creek, add Community School Club Leader for up to 2 hours/day Mon.-Thurs. at Spring Creek, effective 10/3/2022-5/26/2022; $23.65/hr.
   21. Updated: Brenda Lau Toilolo, CNA I - 3.0 hours/day at the High School, change to CNA I for 3.75 hours/day at the High School, effective 8/29/2022-10/25/2022.
   22. Updated: Sue Ann Lepinski, CNA II for 5.5 hours/day at the High School, change to CNA II for 7.25 hours/day at the High School, effective 8/29/2022-10/25/2022.
   23. Beth McClune, Special Ed EA PCA 7:45-3:00 at the Middle School, change to Special Ed EA PCA 7:30-3:00 at the Middle School, effective 9/12/2022-6/9/2023.
   24. Updated: Michelle Murphy, CNA I - 3 hours/day at the High School, change to CNA I for 5.25 hours/day at the High School, effective 8/29/2022-10/25/2022.
   26. Bernard Selwan, Teacher at the High School, add Math League Advisor for the 2022-2023 school year at the Middle School, effective 10/10/2022; $3,047 stipend
   27. Brooklyn Sexton, .5 Assistant Dance Team Coach at the High School, change to 1.0 Assistant Dance Team Coach at the High School, effective 10/24/2022; $4,570 stipend
   29. Updated: Dianne Wolbeck, CNA II for 7.25 hours/day at the High School, change to CNA II for 7.75 hours/day at the High School, effective 8/29/2022-10/25/2022.
Northfield School District Policy Style Guide
Approved by the Board of Education | Adopted XX.XX.XXXX

Formatting:
● Headings & body: Times New Roman 12.
● Headings should be bold.
● All policies should have a purpose and should state, “The purpose of this policy … for Northfield School District.
● One space between sentences.
● Dates should be DD.MO.YEAR (02.25.2022)
● Use Board of Education when referring to the board in the first instance. Use “the board” thereafter.

Additional details:
● They/them/their pronouns instead of him/her, she/he, etc. for simplicity.
● AP style is “adviser” and not advisor.
● The word “shall” is directive.
● Only capitalize superintendent, director, etc, when using title when in front of a name.
● District should not be capitalized and neither should be board, unless referring to Board of Education.
● After the first reference to school district, use only district and eliminate school.
● Use bullets and not numbers for lists, unless the order is pertinent and then numbering is appropriate.
● Use “parent/guardian/caregiver” instead of “parent”.

Include at the bottom of the last policy page:
Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Include at the bottom of the last procedures page:
Procedures ### TITLE OF POLICY
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota
Updated: DATE

Months
Months are dependent on use. If the months are on their own (classes resume in September; winter break starts in January). If used by itself, it's always spelled out.
When used with a specific date, then months September through February are abbreviated (any months more than five letters). So, Sept., Oct., Nov., Dec., Jan., Feb. All with a period at the end. These are the rules for months used in general copy.

**Links**
Linking to digital content is encouraged when applicable. Apply the link to the actual text/copy as opposed to linking to phrases “click here”.

**Bulleted lists and semicolons**
The general rule now is to always start the line with a capitalized letter and to end it with a period if either a longer line or a complete sentence. If the list only contains short lines, the period can be omitted. Ensure consistency in the ending each item in the list content — if one line ends in a period, all should end in a period.

**Clarity in unusual situations**
The district will reference AP style when there is a question about proper styling of text in district policies that is not clearly addressed in this document.