

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

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 Step 2
 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
 12. John Watkins, Program Site Supervisor/Scheduler with Community Ed Recreation, beginning 10/5/2022-5/31/2023; \$14.64/hr.
 - 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: SueAnn 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.
 25. John Sand, Teacher at the High School, add Event Worker at the High School, effective 10/4/2022.
 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
 28. John Watkins, Site Supervisor with Community Ed Recreation, add Event Worker with the High School, effective 10/12/2023.
 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.