

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, June 10, 2013, 7:00 PM
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
This is an opportunity for members of the school district to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify himself/herself and the group represented, if any. He/She will then state the reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. Please know that this is not a time to debate an issue, but for you to make your comments.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
 - 1. Presentation on Legislative Session.
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. 2013-2014 Proposed Budget – All Funds.
 - 2. Revisions to Policy 441 – Use of Technology and Telecommunications Systems by Employees and Revisions to Policy 524-2 Use of Technology and Telecommunications Systems by Students.
 - B. Items for Consent Grouping
 - 1. Family/Student/Co-Curricular Handbooks for 2013-2014.
 - 2. Student Citizenship Handbook.
 - 3. Personnel Items.
- VIII. Items for Information
 - 1. Update on First Council of Champions Meeting (the Northfield Promise).
 - 2. End of the Year Enrollment Report.
 - 3. School Board Work Session following the July 8th Regular School Board Meeting.
- IX. Future Meetings
Monday, July 8, 2013, Regular School Board Meeting, followed by a work session, Northfield High School Media Center
Monday, August 12, 2013, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, June 10, 2013, 7:00 PM
Northfield High School Media Center

TO: Members of the Board of Education
FROM: L. Chris Richardson, Ph. D., Superintendent
RE: Explanation of Agenda Items for the Monday, June 10, 2013, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes
Minutes of the Regular School Board meetings held on May 28, 2013, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 - 1. Presentation by Superintendent Richardson on the Legislative Session.
Superintendent Richardson will provide an overview of the E-12 Education Omnibus Bill including both the financial and policy impacts for the 2013-15 biennium and the effects that the bill will have on the Northfield Public Schools.
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Proposed 2013-2014 Budget For All Funds.
In the packet this week is the annual proposed budget book for 2013-14. The individual funds have been presented and reviewed in detail at school board meetings over the past few months. A summary of revenue and expenditure amounts are listed below.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General	\$ 41,658,619	\$ 41,381,110
Child Nutrition	1,766,483	1,913,059
Community Services	2,186,265	2,179,932
Debt Service	6,019,934	15,748,328
Trust	51,050	51,950
Internal Service	<u>5,796,449</u>	<u>5,768,822</u>
Total	\$ 57,478,800	\$ 67,043,201

Superintendent's Recommendation: Motion to approve the proposed 2013-14 budgets as presented for all funds.

- 2. Revision to Policy 441 – Use of Technology and Telecommunications Systems by Employees and Revision to Policy 524.2 Use of Technology and Telecommunications Systems by Students.
Director of Administrative Services Matt Hillmann reviewed the District's current Policy 441 and 524.2 and is recommending changes for improvement and clarity. Copies of the current policies are enclosed with the changes highlighted. Given that the recommendations do not make substantive changes to the policy and will be included in all of the student handbooks, the Board will be asked to act on the revisions to these policies on Monday evening.

Superintendent's Recommendation: Motion to approve the revision to Policy 441 – Use of Technology and Telecommunications Systems by Employees as presented.

Superintendent's Recommendation: Motion to approve the revision to Policy 524-2 Use of Technology and Telecommunications Systems by Employees as presented.

B. Items for Consent Grouping

Superintendent's Recommendation: Motion to approve the following items listed under the Consent Grouping.

1. Family / Student / Co-Curricular Handbooks for 2013-2014.

The Elementary School Family Handbook, the Student Handbooks for the High School, Area Learning Center and the Middle School, and the Co-Curricular Activities Handbook for the 2013-2014 school year are ready for School Board consideration. Once the School Board approves these handbooks, they carry the force of School Board policy. Enclosed are summaries of the changes being recommended. A copy of the current family and student handbooks are available on the District's website. Go to <http://nfld.k12.mn.us/about/handbooks/>

2. Student Citizenship Handbook.

Enclosed are the changes that secondary administration is recommending to the 2013-2014 Student Citizenship Handbook. A copy of the current Student Citizenship Handbook is available on the District's website. The distribution method of the Student Citizenship Handbook for 2013-2014 will remain the same as previous years. The youngest elementary student will receive the Handbook, which will include a page that is to be completed by a parent or guardian indicating that they have received and reviewed the Handbook with their elementary student(s). This page is to be returned to the classroom teacher. Each secondary student will receive a Handbook, which will be reviewed with secondary students at the beginning of the school year.

3. Personnel Items.

a. Appointments*

1. Eric Klein, Summer Plus Program Teacher at the Middle School beginning 6/13/2013 through 7/25/2013 for 3 hours/day, Mon-Thurs., 9:30-12:30 p.m., BA-Step 1 - \$25.93/hour.
2. Grady McGovern, .75 FTE Elementary Art Teacher at Sibley Elementary, beginning 8/26/2013, MA-Step 6.
3. Heidi Muller Peterson, .4 FTE Life Science Teacher at the Middle School, beginning 8/26/2013 through 6/6/2014; BA-Step 6.
4. Douglas Seymour, Assistant Boys Soccer Coach (JV) at the High School, beginning 8/12/2013 through 10/31/2013; Level F, Step 1.
5. Summer Plus Site Assistants at the Middle School beginning 6/13/2013 through 7/25/2013, Mon-Thurs., 5 hours/day, 10:00 a.m.-3:00 p.m.:
 1. Cristian Lozado Hernandez – Step 2, \$11.43/hour
 2. Kamille Kirchberg – Step 1 - \$11.14/hour
 3. Mauricio Lozada – Step 1 - \$11.14/hour
 4. Amanda Malecha – Step 2 - \$11.43/hour.
 5. Franklin Meyer – Step 1 - \$11.14/hour
 6. Carly Oto – Step 1 - \$11.14/hour
 7. Rachel Smetana – Step 2 - \$11.43/hour.
6. Summer Weight Room Coaches at the high school beginning 6/10/2013-8/8/2013:
 1. Dan Meyers – Weight Lifting Clinician - \$18.75/hour
 2. John Sand - Core Strength Clinician - \$18.75/hour
 3. Eric Sandberg – Assistant Coach - \$16.75/hour
 4. Travis (TJ) Wiebe – Assistant Coach – \$16.75/hour
 5. Bob (Bubba) Sullivan – Assistant Coach - \$16.75/hour
 6. Larry Sanftner – Clerical Coordinator - \$12.75/hour
 7. Michael Allen – Program Coordinator - \$4,800 Stipend
7. Community Services Summer Recreation Positions:
 1. Michael Abdella, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$11.25/hour; Managerial Duties - \$750 stipend.
 2. Ryan Abdella, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$7.50/hour.

3. Emily Anderson, Water Safety Instructor beginning 6/17/2013 through 8/31/2013 - \$8.25/hour
 4. Katherine Arneson, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$7.50/hour.
 5. Mari Arneson, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$7.50/hour.
 6. William Beimers, Lifeguard beginning 6/17/2013 through 8/31/2013 - \$8.00/hour.
 7. Sonia Berdahl, Lifeguard beginning 6/17/2013 through 8/31/2013 - \$8.25/hour.
 8. William Bestul, Track beginning 6/3/2013 through 8/31/2013 - \$7.50/hour.
 9. Caitlin Bonde, Softball beginning 6/10/2013 through 8/31/2013 - \$7.50/hour
 10. Nick Bornhauser, Baseball beginning 6/10/2013 through 8/31/2013 - \$7.50/hour.
 11. Tory Borovsky, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$10.00/hour.
 12. Kayla Burt, Lacrosse instructor beginning 6/11/2013 through 8/31/2013 - \$10.00/hour.
 13. Allison Clark, WSI & Lifeguard beginning 6/17/2013 through 8/31/2013 - \$8.25/hour.
 14. Anne DeSutter, Track & Super Kids beginning 6/10/2013 through 8/31/2013 - \$7.50/hour.
 15. Allison Erickson, Softball beginning 6/10/2013 through 8/31/2013 - \$10.00/hour.
 16. Claire Fink, Super Kids beginning 6/7/2013 through 8/31/2013 - \$7.50/hour
 17. Bronte Karvel-Fuller, Water Safety Instructor beginning 6/17/2013 through 8/31/2013 - \$10.00/hour.
 18. David Kreis, Baseball beginning 6/10/2013 through 8/31/2013 - \$7.50/hour.
 19. Amber Krenske, Softball & Super Kids beginning 6/10/2013 through 8/31/2013 - \$7.50/hour.
 20. Beth LaCanne, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$16.75/hour.
 21. Sara Ludwig, Track Instructor beginning 6/5/2013 through 8/31/2013 - \$7.50/hour.
 22. Kirsten Mace, SuperKids, Wiggle & Giggle beginning 6/7/2013-8/31/2013 - \$7.50/hour.
 23. Easton Martin, Baseball beginning 6/10/2013 through 8/31/2013 - \$7.50/hour.
 24. Alexander Morsching, Baseball beginning 6/10/2013 through 8/31/2013 - \$7.50/hour.
 25. Chantel Novak, Lifeguard beginning 6/17/2013 through 8/31/2013 - \$8.00/hour.
 26. Mitchell Peterson, Super Kids, GO FAR, & Swimming Aide beginning 6/7/2013 through 8/31/2013 - \$7.50/hour.
 27. Jaqueline Radke, Water Safety Instructor - \$10.00/hour
 28. Katie Roster, Soccer & Super Kids beginning 6/10/2013 through 8/31/2013 - \$7.50/hour.
 29. Nancy Seeberg, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$10.50/hour.
 30. Ellen Sheehy, Super Kids beginning 6/7/2013 through 8/31/2013 - \$7.50/hour.
 31. Anna Showers, SuperKids beginning 6/7/2013 through 8/31/2013 - \$10.00/hour.
 32. Marla Thomforde, Water Safety Instructor/Lifeguard beginning 6/17/2013 through 8/31/2013 - \$8.50/hour.
 33. Ryan Walser-Kuntz, Tennis beginning 6/5/2013 through 8/31/2013 - \$7.50/hour.
 34. Magen Willgohs, SuperKids beginning 6/7/2013 through 8/31/2013 - \$7.50/hour.
 35. Maren Zach, Lifeguard beginning 6/17/2013 through 8/31/2013 - \$8.00/hour.
- b. Increase/Decrease/Change in Assignment
1. Ruben Alvarez, Teacher at the Middle School, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon.-Thurs., Step 5 - \$26.52/hour
 2. Kristin Basinger, Educational Assistant at Bridgewater, summer change to Summer PLUS Site Leader at the Middle School beginning 6/13/2013--7/25/2013 for 6 hours/day, Mon.-Thurs., Step 4 - \$15.04/hour.
 3. Michael Berger, Class 3 Educational Assistant-Job Coach at the High School for 6.5 hours/day, change to Class 4 PCA-EBD at the Middle School for 6.75 hours/day beginning 2013-14 school-year.

4. Mary Boyum, EA-PCA at Sibley for 6.95 hours/day, change to EA at Sibley for 6.92 hours/day (6.75 EA-PCA, .17 Supervisory) beginning 2013-14 school year.
5. Elizabeth Brewer, Educational Assistant at the High School, summer change to Summer PLUS Site Assistant at the Middle School beginning 6/13/2013--7/25/2013 for 5 hours/day, Mon-Thurs.; Step 2 - \$11.43/hour.
6. Paul Eddy, Math Teacher at the High School, summer change to High School Summer School Teacher at Longfellow beginning 7/1/2013--7/18/2013, Mon-Thurs. 8:00-2:00 p.m./24 hours/week.
7. Kaylin Faust, EA-PCA at Sibley for 7 hours/day, change to EA at Sibley for 6.92 hours/day, (6.75 EA-PCA, .17 Supervisory) beginning 2013-14 school year.
8. Melanie Feldhake, EA-PCA at Sibley for 6.95 hours/day, change to EA at Sibley for 5.16 hours/day, (4.83 EA-PCA; .33 Supervisory) beginning 2013-14 school year.
9. Janet Gannon, Instructional EA at the Middle School, summer change to Special Education PCA Summer Plus at the Middle School 5 hours/day, Mon.-Thurs., beginning 6/17/2013 -- 7/25/2013.
10. Roberto Garcia, Elementary Teacher at Greenvale Park, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013, Step 3 - \$25.93/hour.
11. Amanda George, Greeter at Bridgewater, Summer extension to Greeter at Longfellow beginning 6/5/2013-- 8/23/2013, Monday-Friday 6:00 a.m.-12:00 noon.
12. Tasha Jasper, Educational Assistant at Sibley for 6.95 hours/day, change to EA at Sibley for 6.92 hours/day, (6.75-EA; .17 Supervisory) beginning 9/3/2013.
13. Karen Jensen, EA at Sibley for 5.83 hours/day, change to EA at Sibley for 7.25 hours/day (5.5 EA Media; 1.75 Supervisory) beginning 9/3/2013.
14. Jessica Jessen, Elementary Teacher at Greenvale Park, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon-Thurs., Step 3-\$25.93/hour.
15. Bonnie Johnson, EA-PCA at Sibley for 7.08 hours/day, change to EA at Sibley for 6.43 hours/day (5.10 EA-PCA; 1.33 Supervisory) beginning 9/3/2013.
16. Jane Johnson, EA-PCA at Sibley for 6.95 hours/day, change to EA at Sibley for 7.08 hours/day (6.75 EA-PCA; .33 Supervisory), beginning 9/3/2013.
17. Bonnie Klammm, Educational Assistant at Sibley for 6.95 hours/day, change to EA-PCA at Sibley for 6.83 hours/day (6.5 EA-PCA; .33 Supervisory), beginning 9/3/2013.
18. Dolly Larsen, EA-PCA at Sibley for 7.08 hours/day, change to EA at Sibley for 6.92 hours/day (6.75 EA PCA; .17 Supervisory), beginning 9/3/2013.
19. Sue Leidner, EA-PCA at Sibley for 5.0 hours/day, change to EA at Sibley for 21 hours/week, beginning 9/3/2013.
20. Darren Lofquist, Elementary Teacher at Bridgewater, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon-Thurs., Step 2-\$25.93/hour.
21. Tresa Mazurek, EA-PCA at Sibley for 7.08 hours/day, change to EA at Sibley for 6.75 hours/day (6.50 EA-PCA, .25 Supervisory), beginning 9/3/2013.
22. Rustianna Mechura, Child Nutrition/Site Assistant at Bridgewater/MSYC, summer change to Summer PLUS Site Assistant at the Middle School beginning 6/13/2013--7/25/2013 for 5 hours/day, Mon-Thurs.; Step 1-\$11.14/Hour.
23. Troy Mechura, Greeter at Longfellow, Summer extension to Greeter at Longfellow beginning 6/5/2013 through 8/23/2013, Monday-Friday 12:00-6:00 p.m.
24. Michelle Morales, EL Teacher at Greenvale Park, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon-Thurs., Step 5-\$25.93/hour.
25. Darla Neufeldt, EA PCA at Sibley for 6.75 hours/day, change to EA at Sibley for 7.08 hours/day (6.75 EA-PCA; .33 Supervisory), beginning 9/3/2013.
26. Em Osborne, Educational Assistant at Sibley for 7.08 hours/day, change to EA at Sibley for 6.92 hours/day (6.75 EA-PCA; .17 Supervisory), beginning 9/3/2013.
27. Sara Route, Site Leader at MSYC, summer change to Summer PLUS Site Assistant at the Middle School beginning 6/13/2013--7/25/2013 for 5 hours/day, Mon-Thurs.; Step 1-\$11.14/hour.

28. Katy Schuerman, Elementary Teacher at Sibley, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon-Thurs., Step 2-\$25.93/hour.
29. Melissa Spitzack, Elementary Teacher at Sibley, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon-Thurs., Step 2- \$25.93/hour.
30. Mary Stanchina, EA at Sibley for 5.70 hours/day, change to EA at Sibley for 6.67 hours/day (6.5 EA-PCA; .17 Supervisory), beginning 9/3/2013.
31. Dee Tomczik, Educational Assistant at Bridgewater, summer change to Summer PLUS Site Assistant at the Middle School beginning 6/13/2013--7/25/2013 for 5 hours/day, Mon-Thurs.; Step 4-\$12.03/hour.
32. Lily Trelstad, Companeros Teacher at Greenvale Park, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013, Mon-Thurs. for 4 hours/day; Step 1-\$25.93/hour.
33. Anne Vandermartin, EA at Sibley for 3.5 hours/day, change to EA at Sibley for 6.92 hours/day (6.75 EA-PCA; .17 Supervisory), beginning 9/3/2013.
34. Lori Witt Macrae, EA at Sibley for 7.08 hours/day, change to EA at Sibley for 7.17 hours/day (6.5 Special Educ. EA; .67 Supervisory), beginning 9/3/2013.
35. Margaret Witt, Elementary Teacher at Sibley, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon-Thurs.; Step 3-\$25.93/hour.
36. Katherine Woodstrup, Elementary Teacher at Bridgewater, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon-Thurs., Step 3-\$25.93/hour.

c. Leave of Absence

1. Nicole Gill, Educational Assistant at the Middle School, Leave of Absence beginning August 26, 2013 through January 3, 2014.

d. Retirements/Resignations

1. Linda Carey, Educational Assistant at Sibley, retirement effective 6/4/2013.
2. Tyler Faust, Educational Assistant at Bridgewater, resignation effective 6/5/2013.
3. Aleta Kolan – Girls Swimming & Diving Assistant Coach, resignation effective 5/31/2013.
4. Janet Mathews, St. Dominic School Nurse, retirement effective end of the 2012-13 school year.
5. Leah Sand, Assistant Girls Softball Coach, resignation effective 6/4/2013.
6. Eric Sandberg, 10th Grade Softball Coach at the High School, resignation effective 6/4/2013
7. Doug Seymour, Assistant Boys Soccer Coach, resignation effective 5/31/2013.

*Conditional offers of employment are subject to successful completion of a criminal background check.

VIII. Items for Information

1. Update on First Council of Champions Meeting (the Northfield Promise).
Chair Ellen Iverson and Superintendent Richardson will provide an overview of the Northfield Promise initiative and how the Northfield Public Schools will be collaborating with other community partners to support academic and social-emotional success for all of the students in our school district.
2. End of the Year Enrollment Report.
The end of the year enrollment report will be part of the Table File.
3. School Board Work Session following the July 8th Regular School Board Meeting.

IX. Future Meetings

Monday, July 8, 2013, Regular School Board Meeting followed by work session, Northfield High School Media Center
Monday, August 12, 2013, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

School Board Minutes

School Board Minutes

May 28, 2013

Northfield High School Media Center

- I. Call to Order.
Board Chair Ellen Iverson called the Regular meeting of the Northfield Board of Education to order at 7:00 PM. Stratmoen was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
Rich Falck representing the Northfield Lacrosse Association spoke in support of the Activities Advisory Committee's recommendation to add boys and girls Lacrosse beginning with the 2013-2014 school year.
- IV. Approval of Minutes
On a motion by Nelson, seconded by Maple, the minutes of the Regular School Board meeting held on May 13, 2013, were unanimously approved.
- V. Announcements and Recognitions
 - The Eat, Talk, Connect! Team announced the 2013 Grand Prize Winners! Over 500 Rice County families participated in the program. In Northfield, the Menssen family from Sibley Elementary School won a collection of gift certificates from local businesses.
 - Jess Martin, a fifth grader at Greenvale Park, received an award on Memorial Day in Brooklyn Center. Jess and her stock market peers were asked to write about an investment opportunity for a national essay contest. Jess won first place in the Minnesota division and received national honors. Her plaque will be displayed in the entryway at Greenvale Park.
 - The Community Action Center recently received a *College Ready* grant in the amount of \$126,345 from Great Lakes Higher Education Guaranty Corporation to support TORCH.
 - Board member Anne Maple praised the work of High School teacher Sarah Swan McDonald and the students who displayed their service learning projects last week.
 - Board member Julie Pritchard attended the Mock Crash on May 24 and thanked the following: the 7 different law enforcement agencies, Healthy Community Initiative, Officer Thad Monroe, Benson and Langehough and Bierman Funeral Homes, Roger Fette, Chris Matek, the High School administration and custodial staff and the victims in the vehicles – Alex and Seth Hanson, Megan Christophersen, Jake, Tony and Cheryl Mathison and Steven Pfahning. Also, thank you to High School Special Education teacher Lisa Weis and her sister Kim Gaslin who told an incredibly powerful and emotional story about Kim's accident involving a drunk driver and how it changed the course of her life forever.
 - KARE 11 visited NHS on May 17 and will be featuring Jennifer Lompart's class as they rehearsed for the Latino Play Festival, which was held on May 23.
- VI. Items for Discussion and / or Reports
 1. Professional Learning Communities Presentation – Northfield Middle School.
Middle School Principal Jeff Pesta introduced a DVD produced by Amy Sieve featuring two Middle School PLCs – 7th grade Social Science (Earl Weinmann and Lisa Hovden) and the Music Department (Paul Beck, Ethan Freier, and Cathy Penning). The Social Science team's SMART goal was to create assessments that are skill-based rather than knowledge-based. The DVD showed Mr. Weinmann and Ms. Hovden planning instructional strategies and then showed how those strategies were successfully carried out. At the conclusion of the presentation, Mr. Weinmann presented the Board with "The Student Bill of Rights" created by the seventh graders in his sections as an example of their work.
Finding two apps to teach music was the Music Department's SMART goal. Again, the DVD focused on how the Music team is using the iPad to provide instruction and then offered a chance for the Board to see the use of apps on the iPad with Middle School students.

2. District Educational Program Advisory Committee (DEPAC) Goals for 2013-2014.

Kyle Wilkomm and Helena Kaufman, representing the District Educational Program Advisory Council (DEPAC), shared with the Board the recommended goals that were developed by this committee of citizens and staff

members over the last several months. At DEPAC's last meeting of the school year, they reached consensus on the following goals that were then shared with the Board.

Assessment Goals:

- We will partner with community agencies that serve students by providing meaningful data support, emphasizing key transitions young people make on the 'cradle to career' continuum.
- Students, teachers and parents will collaborate by using a broad range of student information to select individual approaches for personal growth, aligned with student strengths and challenges.

Teaching and Learning Goals:

- The District will continue implementation of a system of academic and behavioral interventions (RtI) at the elementary level, and begin implementing that system at the secondary level in 2013-14.
- The District will implement consistent standards-based grading strategies and procedures at the elementary level, and continue studying standards based grading at the secondary level during 2013-14.
- The District will provide curricular and staff development support in the implementation of the tablet initiative using the Substitution, Augmentation, Modification and Redefinition (SAMR) model.

Student Support Services:

- The District will establish specific behavioral expectations, train staff, and teach pro-social behaviors to all students that promote respect, responsibility and self-regulation.
- The District will foster school connectedness among students, families and staff, promoting mutual respect and enhancing emotional health.

3. 2013-2014 General Fund Budget.

The General Fund budget was presented by Val Mertesdorf, Director of Finance. The General Fund is used to account for all of the District's revenues and expenditures that don't fall into another specified fund. Included in the Board presentation was the assumptions and parameters for revenues and expenditures used for development of this budget. No action is required on the budget until June 10, 2013.

4. School Board Work Session Relating to Student Learning.

At the May 13th School Board meeting the Board passed a motion to include a discussion item on the May 28th meeting agenda "to develop the focus of and set a date for a work session where the Board could reflect on issues related to student learning arising from the community calendar conversations." Board Chair Ellen Iverson began the discussion by suggesting that the Board first set a date for the work session. It was decided to hold the work session after the conclusion of the July 8th regular Board meeting.

Board member Pritchard then suggested that the Board take action to bring closure to the calendar discussions before talking about the focus of the July 8th work session. On a motion by Pritchard, seconded by Fossum, the Board unanimously approved adding "developing a traditional calendar for 2014-2015" as action item #2 under the Superintendent's Report, Items for Individual Action.

Board members Fossum and Hardy expressed reservations about the need for a work session, but at the conclusion of the discussion the consensus was that the focus of the work session would be on gaining a deeper understanding of the achievement gap and summer slide.

VII. Superintendent's Report

A. Items for Individual Action

1. Activities Advisory Committee Recommendations.

On a motion by Nelson, seconded by Pritchard, the Board approved the Activities Advisory Committee's recommendation to add the sport of Lacrosse (Boys Lacrosse and Girls Lacrosse with JV and Varsity levels for each gender) beginning with the 2013-2014 school year.

On a motion by Fossum, seconded by Maple, the Board approved the Activities Advisory Committee's recommendation to discontinue the Middle School Intramural Basketball Program (grades 6-8, boys and girls) beginning with the 2013-2014 school year.

2. 2014-2015 School Year Calendar.

On a motion by Fossum, seconded by Nelson, the Board unanimously approved directing the administration and the meet and confer committee to develop a traditional calendar for the 2014-2015 school year.

B. Items for Consent Grouping

On a motion by Fossum, seconded by Maple, the Board unanimously approved the following items listed under the Consent Grouping.

1. Grant Request.

The Board approved an Early Ventures grant request to the Southern Minnesota Initiative Foundation (SMIF) for \$5200. If this grant is received it would be used to purchase two (valued at \$2600 each) early childhood kid-friendly early learning computer stations with science, math, reading and literacy-focused software.

2. Seventh Grade Overnight Trip to Eagle Bluff – August 21-23, 2013.

The Board approved the 7th grade environmental education overnight experience to Eagle Bluff ELC in Lanesboro from August 21 – 23, 2013.

3. Middle School Overnight Student Field Trip Request for 2013-2014.

The Board approved the annual SCOPE trip to Missouri to visit sites connected with the James Younger Gang. This trip will take place June 7 and 8, 2014.

4. Tentative High School Overnight Trips Planned for 2013-2014.

The Board approved the tentative overnight field trips listed for the 2013-14 school year on a memorandum from High School Principal Joel Leer dated May 2013.

5. Co-Curricular Overnight Trips for the 2013-2013 School Year.

The Board approved the list of co-curricular overnight trips for the 2013-14 school year as provided by Activities Coordinator Tom Graupmann in a memo dated May 16, 2013.

6. Authorization to Waive the Ban of Fireworks or Ammunition on School District Property to Permit Fireworks Display on July 4.

The Board granted permission to the sponsors of the July 4th fireworks display to use the green space between Northfield Middle School and Bridgewater Elementary School for the fireworks display and waived the ban of fireworks on School District property.

7. Personnel Items.

a. Appointments*

1. Amy Allin, Eagle Bluff Coordinator for Community Services beginning 5/8/2013 through 9/15/2013, \$1500 stipend.
2. Leif Bade, Summer Maintenance Worker for Building & Grounds beginning 6/4/2013, \$9.75/hour.
3. Amy Franklin, Instructional Education Assistant at Greenvale Park Elementary, 3 days/week beginning 5/15/2013 through 6/4/2013, Class II, Step 1, \$12.85/hour.

4. Linda Goozen, ESY PCA at Longfellow for 3.5 hours/day for 16 days beginning 6/26/2013 through 7/25/2013, Class IV, Step 1, \$13.26/hour.
 5. Candace Hard, Eagle Bluff Chaperone for Community Services beginning 8/21/2013 through 8/23/2013, \$500 Stipend.
 6. Craig Johnson, Eagle Bluff Chaperone for Community Services beginning 8/21/2013 through 8/23/2013, \$500 Stipend.
 7. Andi Matre, Instructional Education Assistant at Greenvale Park Elementary, 2 days/week beginning 5/16/2013 through 6/4/2013, Class II, Step 1, \$12.85/hour.
 8. Katrina Meehan, Eagle Bluff Chaperone for Community Services beginning 8/21/2013 through 8/23/2013, \$500 Stipend.
 9. Melvin Miller, Community Services Summer Recreation Softball Umpire for 4-5 hours/day, 16-20 days, beginning 5/2013 through 8/2013, \$13.25/hour.
 10. Michael Miller, ESY PCA at Longfellow for 3.5 hours/day beginning 6/26/2013 through 7/25/2013, Class IV, Step 1, \$13.26/hour.
 11. Cassandra Paulsen, Community Services WSI/Lifeguard & Summer Program Substitute, beginning 5/21/2013 through 8/2013, \$10.75/hour.
 12. Steven Pfhaning, Community Services Summer Lifeguard beginning 5/21/2013 through 8/2013, \$8.25/hour.
 13. Lori Rossmiller, .8 FTE Spanish Teacher at the High School beginning 8/26/2013, MA-9.
 14. Ellen Windschitl, Community Services Summer Intern beginning 5/21/2013 through 8/2013, for 5 days/40 hours/week, \$13.08/hour.
 15. Diana Wokson, ESY PCA at Longfellow for 3.5 hours/day beginning 6/26/2013 through 7/25/2013, Class IV, Step 1, \$13.26/hour.
 16. Savannah Bird, Summer PLUS Site Assistant at the Middle School beginning 6/13/2013 through 7/25/2013, Monday-Thursday, for 5 hours/day (10-3:00 p.m.), Step 1 - \$11.14/hour.
 17. Savannah Dimick, Community Services Summer Recreation Track & Super Kids beginning 5/30/2013 through 8/31/2013, \$7.50/hour.
 18. Matthew Dueffert, Summer PLUS Site Assistant at the Middle School beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 5 hours/day (10-3:00 p.m.), Step 3 - \$11.73/hour.
 19. Bailey DuPay, Community Services Summer Recreation Lifeguard beginning 5/28/2013 through 8/31/2013, \$8.00/hour.
 20. Eric McDonald, High School Summer School Teacher-BWCA Trip beginning 6/10/2013 through 6/14/2013 for 40 hours, \$110/day for 5 days.
 21. Diane Nagy, .65 FTE Reading & Math Support at Bridgewater Elementary beginning 8/26/2013 through 6/6/2014, MA-7.
 22. Lindsay Schacht, Summer PLUS Site Assistant at the Middle School beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 5 hours/day (10-3:00 p.m.), Step 1 - \$11.14/hour.
 23. Claire Walters, Community Services Summer Recreation Water Safety Instructor beginning 5/28/2013 through 8/31/2013, \$10.00/hour.
- b. Increase/Decrease/Change in Assignment
1. Carolyn Duba, School Psychologist/ECSE Team Leader at Longfellow, change to School Psychologist at the High School beginning 8/26/2013.
 2. Jacque Ims, School Psychologist at the High School, change to School Psychologist at Greenvale Park Elementary, beginning 8/26/2013.
 3. Jessica Jessen, 1.0 FTE Kindergarten Teacher at Greenvale Park, change to 1.0 FTE 1st Grade Teacher at Greenvale Park, beginning 8/26/2013.
 4. Melissa Larsen, School Social Worker at Bridgewater Elementary, change to School Social Worker at Greenvale Park Elementary, beginning 8/26/2013.
 5. Ashley Northrup, School Psychologist at Greenvale Park Elementary, change to School Psychologist/ECSE Team Leader at Longfellow, beginning 7/1/2013.
 6. Patsy Ophaug, Special Education Instructor at Bridgewater Elementary, change to Special Education Instructor at the Middle School, beginning 8/26/2013.

7. Stephani Parlin, Special Education Instructor (NB) at the High School, change to Special Education Instructor (EBD/NB) at Greenvale Park Elementary, beginning 8/26/2013.
8. Lori Peterson, Special Education Instructor (EBD) at Greenvale Park Elementary, change to Special Education Instructor (EBD) at Sibley Elementary, beginning 8/26/2013.
9. Steven Taggart, 1.0 FTE Industrial Technology Teacher at the High School, change to .2 FTE Industrial Technology teacher at the High School, in addition to .8 FTE at the Middle School beginning 8/26/2013.
10. Jamie Wiebe, Long-Term Substitute School Social Worker at Greenvale Park Elementary, change to Long-Term Substitute School Social Worker at Bridgewater Elementary, beginning 8/26/2013.
11. Stephanie Mahal, ESY Occupational Therapist at Longfellow/High School beginning 6/26/2013 through 8/30/2013.
12. Katie Auge, ESY ECSE Teacher at Longfellow beginning 6/26/2013 through 7/25/2013.
13. Anne Balluff, ESY Homebound Teacher at Longfellow/High School beginning 6/26/2013 through 8/30/2013.
14. Ann Dybvik, ESY Pre-School ASD Teacher at Longfellow beginning 6/26/2013 through 7/25/2013.
15. Elaine Harries, ESY DCD Teacher at the High School beginning 6/26/2013 through 7/25/2013.
16. Debra Herman, ESY DCD Teacher at Longfellow beginning 6/17/2013 through 7/25/2013.
17. Joseph Jorgensen, ESY Work-Based Learning teacher at the High School beginning 6/26/2013 through 7/25/2013.
18. Laurie Larson, ESY Physical Therapist at Longfellow/High School beginning 6/26/2013 through 8/30/2013.
19. Lori Peterson, ESY Kindergarten Teacher at Longfellow beginning 6/26/2013 through 7/25/2013.
20. Kim Rohr, ESY Elementary ASD Teacher at Longfellow beginning 6/26/2013 through 7/25/2013.
21. John Schnorr, ESY Speech Pathologist at Longfellow/High School beginning 6/26/2013 through 8/30/2013.
22. Debra Seitz, ESY Multi-License Teacher at Longfellow beginning 6/26/2013 through 7/25/2013.
23. Lydia Tilstra, ESY DCD Teacher at Longfellow beginning 6/26/2013 through 7/25/2013.
24. Bridges to Kindergarten support beginning 7/25/2013 through 8/25/2013:
 - Katie Auge, B2K Teacher at Greenvale Park Elementary
 - Kristen Cade, B2K Teacher at Bridgewater Elementary
 - Stephanie Hagburg, B2K Teacher at Greenvale Park Elementary
 - Gretchen Heil, B2K Teacher at Sibley Elementary
 - Darren Lofquist, B2K Teacher at Bridgewater, Greenvale Park and Sibley Elementary
 - Patricia Rogne, B2K Teacher at Sibley Elementary
 - Angie Schewe, B2K Teacher at Bridgewater Elementary
 - Amanda Schrader, ELL B2K Teacher at Sibley, Bridgewater and Greenvale Park Elementary
 - Lahna Tran, B2K Teacher at Bridgewater Elementary
25. Extended School Year (ESY) PCA Positions at Longfellow, beginning 6/26/2013 through 7/25/2013: Janet Amundson, Mary Boyum, Shari Bradley, Teresa Findlay, Marilyn Frey, Cindy Huschle, Shelly Kruger, Jacqueline Meyer, Jackie Moon, Lauren Murtha, Darla Neufeldt, Deb Pack, Amy Pantze, Laurel Sargent,, Tammy Schwagerl, Paggy Sheehy, Angie Sletten, Amanda Story, Pamela Swanson (Hanson) and Corina Zick.

26. Amy Anderson, Educational Assistant at Longfellow, working as Summer PLUS Site Assistant at Middle School beginning, 6/13/2013 through 7/25/2013, Monday-Thursday for 5 hours/day (10-3:00 p.m.)
 27. Allyson Bernsdorf, Educational Assistant PCA for 7.0 hours/day at Bridgewater, working as EA-PCA LI Room 6.75 hours/day, Supervisory .25 hours/day at Sibley Elementary beginning 6/3/2013.
 28. Renee Burnham, ALC English Teacher at Longfellow, working as High School Summer School Teacher at Longfellow, beginning 6/10/2013 through 7/18/2013, Monday-Thursday for 24 hours/week (8-2:00 p.m.)
 29. Kathy Clark, High School Office Generalist for 7.5 hours/day, 174 work days/year, change to HS Guidance Office Specialist 6.5 hours/day, 206 work days/year, beginning 6/6/2013.
 30. Christa Danielson, Elementary Teacher at Bridgewater, working as Summer PLUS Program Teacher at the Middle School, beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 3 hours/day.
 31. Jeanne Mahoney-Hanzlik, Science Teacher at the High School, working as High School Summer School Teacher at Longfellow, beginning 6/10/2013 through 7/18/2013, Monday-Thursday for 24 hours/week (8-2:00 p.m.)
 32. Cheryl Mathison, ALC Small Business Teacher at Longfellow, working as High School Summer School Teacher-BWCA Trip beginning 6/10/2013 through 6/14/2013 for 8 hours/day (40 hours).
 33. Lauren Murtha, Personal Care Assistant-EBD at the Middle School 9/2013 through 6/4/2013, change to Personal Care Assistant-EBD at the Middle School for 6.75 hours/day on ongoing time basis.
 34. Arlette Nelson, Manager/Head Cook at Bridgewater, working as Summer PLUS Site Assistant at the Middle School, beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 5 hours/day (10-3:00 p.m.)
 35. Allison Otte, Elementary Teacher at Sibley, working as Summer PLUS Program Teacher at the Middle School, beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 3 hours/day.
 36. Brittany Rathbun, Elementary Teacher at Bridgewater, working as Summer PLUS Program Teacher at the Middle School, beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 3 hours/day.
 37. Amanda Schrader, EL Teacher at Sibley, working as Summer PLUS Program Teacher at the Middle School, beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 3 hours/day.
 38. Darcy Seurer, ALC Social Studies Teacher at Longfellow, working as High School Summer School Teacher at Longfellow, beginning 6/10/2013 through 7/18/2013, Monday-Thursday for 24 hours/week (8-2:00 p.m.)
 39. Dana Sonnicksen, EL Teacher at Greenvale Park, working as Summer PLUS Program Teacher at the Middle School, beginning 6/13/2013 through 7/25/2013, Monday-Thursday for 3 hours/day.
 40. Carina Zick, Supervisory EA Greeter at Greenvale Park for 7 hours/day, change to EA-PCA, DCD Room for 6.5 hours/day & Supervisory for .17 hours/day at Sibley Elementary (6.67 hours/day), beginning 6/3/2013.
- c. Leave of Absence
1. **Correction:** Kevin Dahle, Leave of Absence beginning February 21, 2014 through the end of the 2013-14 school year. (change from February 1, 2014)
- d. Retirement/Resignations
1. Karen Bublitz, ECFE Education Assistant, retirement effective May 24, 2013.
 2. Jessica Chrisman, Middle School Instructional EA, resignation effective May 22, 2013.
 3. Colleen DeWall, Special Education PCA, resignation effective the end of the 2012-13 school year.

4. Kelli Hohm, Educational Assistant at Bridgewater Elementary, resignation effective the end of the 2012-13 school year.
 5. Adam Murphy, High School Assistant Wrestling Coach, resignation effective May 21, 2013.
 6. Melissa Taucher, Early Childhood Special Education Instructor, resignation effective May 21, 2013.
 7. Nate Basinger, Boys JV Soccer Coach at the High School, resignation effective 5/25/2013.
 8. Jerome Jarvis, Custodial Engineer at Longfellow, resignation effective 6/7/2013.
- e. Advancement of Licensed Staff to Tenure Status 2013-14
Paul Bernhard, Brittany Rathbun, Linda Temple, Jerry Johnson, Briana Bulfer, Jaclyn McKay, Diane Nagy, Lori Rossmiller, Annie Oftedahl, Stephanie Mahal, Sarah Klemmensen, Sarah Van den Akker, Jane Dolan

Advancement of Licensed Staff to Third Year Probationary Status
Jamie Wiebe, Tina Holum, Eric Sandberg, Stephani Parlin, Karleen Sherman, Claiborne Day

Advancement of Licensed Staff to Second Year Probationary Status
Elaine Harries, Hope Langston, Wendy Shampine, Natalie Czech, Jessica Jessen, Dana Sonnicksen, Ann Burkhardt, Lily Trelstad, Scott Stanina, Joni Karl, Kimberly Milne, Joseph Jorgensen, Rachael Heisterkamp, Annette Cerreta, Michielle Gaertner

*Conditional offers of employment are subject to successful completion of a criminal background check.

VIII. Items for Information

1. Area Learning Center Graduation – Wednesday, May 29, 1:00 PM, Longfellow Gymnasium.
2. High School Graduation – Sunday, June 2, 2:00 PM – Memorial Field.
3. July 2013 – June 2014 School Board Meeting Schedule.
4. Presentation on Legislative Session at June 10, 2013, regular School Board meeting.

IX. Future Meetings

Monday, June 10, 2013, Regular School Board Meeting, Northfield High School Media Center
Monday, July 8, 2013, Regular School Board Meeting, Northfield High School Media Center

- X. On a motion by Maple, seconded by Fossum, the Board adjourned to a closed negotiations strategy session at 9:10 PM. The Closed Negotiations Strategy Session convened at 9:15 PM and adjourned at 10:30 PM.

Noel Stratmoen
School Board Clerk

Policy 441 - Use of Technology and Telecommunications Systems By Employees

I. Purpose

The school district provides technology and telecommunications resources for district employees to support the educational and operational mission of the school district. Access to and use of technology resources for students and employees ~~is has become~~ a fundamental part of the school day. ~~Key services such as word processing, spreadsheets, databases, Internet, email, voicemail, student information, food services and finance systems are used on a daily basis by employees.~~ This policy covers district employee use of all technology and telecommunications resources in the district. The purpose of this policy is to govern and guide the appropriate use of these resources.

II. General Statement of Policy

The school district provides ~~computers and peripherals, district networks, Internet, email, voicemail, software applications and other~~ technology ~~service access~~ to district employees in order to support quality education, information and communication systems. It is the expectation that staff will use these technologies for meaningful educational activities that support the curriculum and district operations needs, as well as provide strong guidance and supervision toward appropriate student use.

III. Acceptable/Unacceptable Uses

1. Each employee shall act responsibly when utilizing technology resources

- a. The use of the school district network/Internet/email system is a privilege, not a right. Employees may occasionally access district networks/Internet/email for personal use as long as it does not interfere with the employee's job duties and performance.
- b. Employees will not use the school district technology resources to access, display, store, upload, download, distribute or print pornographic, obscene or sexually explicit materials.
- c. Employees will not use the school district technology resources to access, display, store, upload, download, distribute or print materials that advocate violence, harassment or discrimination or are disruptive in any way.
- d. Employees will not send abusive, intimidating, harassing, or unwanted material causing the work of others to be disrupted.
- e. Employees will not use the school district technology resources to vandalize, damage or disable the property of another person, will not make deliberate attempts to degrade, vandalize or disrupt equipment, software, or system performance, will not violate the network's security in any way, and will not use the school district network/Internet/email system in any way so as to disrupt the use of the system by other users.
- f. Employees will not use the school district technology resources to gain unauthorized access to resources, passwords, accounts, information or files without direct permission from a network authority.
- g. Employees will not use school district technology resources to violate copyright laws, download or pirate software or plagiarize information.
- h. Employees will not send or forward unnecessary or frivolous emails or messages in any quantity to other users of the district email system. Transmission of chain letters and pyramid schemes is strictly prohibited.
- i. Employees will not use school district technology resources for commercial purposes, ~~game playing~~, political lobbying or solicitation of any kind.
- j. No non-district owned equipment (computers, printers, peripherals, etc.) can be used to access ~~the~~ school or district ~~data networks and~~ file/~~data~~ servers without specific District permission.
- k. Employees will not use district technology resources to communicate under a false name or designation or a name or designation they are not authorized to use, including instances in conjunction with representing that they are somehow acting on behalf of or under the auspices of the school district.
- l. Employees will not use the name "Northfield Public Schools" in any form or use any symbol or logo or graphic used by Northfield Schools without the district's prior consent.

- m. Employees will use electronic information resources in compliance with all existing school board policies.
2. **Each employee shall respect private passwords, copyright and other intellectual property rights.**
- a. Copying of data, files or using passwords belonging to others will be considered a violation of school district policies, a violation of law, and may constitute fraud, plagiarism or theft.
 - b. Software licensed by the school district must only be used in accordance with applicable license specifications and agreements. Illegal copying and/or installing of software on district computers is strictly prohibited.
 - c. Modifying or damaging information without authorization including but not limited to altering data, introducing viruses or damaging files or data is unethical and a violation of school district policies.
3. **Each employee shall abide by security restrictions on all systems and information.**
- a. Distributing or making your password or another person's password or access code available to others or otherwise attempting to evade, disable or "crack" passwords, desktop security systems, or other security precautions, or assisting others in doing so threatens work, privacy and the integrity of school district information, and is a serious violation of school district policy.
 - b. Attempts to "bypass" virus protection software on workstations or servers are violations of district security procedures.
 - c. ~~Only technology services personnel are authorized to load/install software on district computers and file servers. Employees requiring additional software must request assistance through the Technology Services Department. Software or applications are generally installed by District technology services staff. Software or applications may only be installed by employees with specific permission from the District.~~
4. **Each employee shall recognize limitations to privacy and use of electronic communications.**
- Employees and staff do not own school district technology and telecommunications equipment or software. The school district reserves the right to access user files at any time to protect the integrity of the systems and property of the school district.
- a. The district may examine or make copies of files that are suspected of misuse, or that have been corrupted or damaged. Files may be subject to search by law enforcement agencies if files contain information, which may be used as evidence in a court of law.
 - b. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies.
 - c. Employees do not have the "right" to remove computers from their classrooms or offices for home use. Any use of district technology equipment off district grounds is an exception, allowable only via supervisor approval. for a limited time period.
5. **Each employee shall be aware that data and other materials in files maintained on school district property may be subject to review, disclosure or discovery under State and Federal legislation, including the Minnesota Government Data Practices Act.**
- a. The School District can and will monitor the online activities of all employees and students, and employ "filtering" protection measures during any use by employees and/or students. The "filtering" measures are intended to block Internet sites that contain violent, obscene, pornographic or sexually explicit materials. The district will comply with any and all state and federal requirements around Internet filtering for student use. The use of this software does not guarantee that students or staff will not be able to obtain objectionable or pornographic materials over the Internet, but the chances have been minimized.
 - b. It is mandatory that staff closely monitor and supervise student use of the Internet and all other technology resources at school to ensure appropriate, educational use.

6. Each employee shall be aware of Limitation of School District Liability.

Use of the school district system is at the user's own risk. While the school district will take precautions with the installation of hardware and software in the security of data and systems, there are no foolproof means for absolutely securing all data and systems.

- a. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district disks, tapes, hard drives, or servers, or for delays or changes in or interruptions of service.
- b. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district network/Internet/email system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

Policy 441 Adopted: 4/13/98

Policy Revised: 7/19/01, 5/10/04, and 6/10/13

Renumbered: 3/28/05

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Policy 524-2 - Use of Technology and Telecommunications Systems By Students

I. Purpose

The school district provides technology and telecommunications resources for district students to support and enhance student learning. Access to and use of technology resources for students and employees ~~is has become~~ a fundamental part of ~~education the school day~~. ~~Key services such as word processing, spreadsheets, databases, Internet, multimedia software and educational software are integrated into the school curriculum on a regular basis.~~ This policy covers district student use of all technology and telecommunications resources in the district. The purpose of this policy is to govern and guide the appropriate use of these resources.

II. General Statement of Policy

The school district provides students with access to computers and peripherals, district networks, Internet, software applications and other technology services in order to support and enhance student learning and to prepare them for work and life in the 21st Century.

III. Acceptable/Unacceptable Uses

1. Each student shall act responsibly when utilizing technology resources

- a. The use of the school district networks/computers/peripherals and Internet/software applications and systems is a privilege that can be revoked at any time for abusive behavior. All activity and utilization of district technology resources must comply with the District Discipline Guidelines and School Board Policies.
- b. Access to the Internet will be for specific educational purposes only, and students will not use the school district technology resources to access, display, store, upload, download, distribute or print pornographic, obscene or sexually explicit materials.
- c. Students will not use the school district technology resources to access, display, store, upload, download, distribute or print materials that advocate violence, harassment or discrimination or are disruptive in any way.
- d. Students will not send abusive, intimidating, harassing, or unwanted material causing the work of others to be disrupted.
- e. Students will not use the school district technology resources to vandalize, damage or disable the property of another person, will not make deliberate attempts to degrade, vandalize or disrupt equipment, software, or system performance, will not violate the network's security in any way, and will not use the school district network/Internet/email system in any way so as to disrupt the use of the system by other users.
- f. Students will not use the school district technology resources to gain unauthorized access to resources, passwords, accounts, information or files without direct permission from the district a network authority.
- g. Students will not use school district technology resources to violate copyright laws, download or pirate software or plagiarize information.
- h. Students will not send or forward unnecessary or frivolous emails or messages in any quantity to other users of the district email system. Transmission of chain letters and pyramid schemes is strictly prohibited.
- i. Students will not use school district technology resources for commercial purposes, game playing, political lobbying or solicitation of any kind.
- j. No non-district owned equipment (computers, printers, peripherals, etc.) can be used to access the school or district data networks and file servers.
- k. Students will not use district technology resources to communicate under a false name or designation or a name or designation they are not authorized to use, including instances in conjunction with representing that they are somehow acting on behalf of or under the auspices of the school district.
- l. Students will not use the name "Northfield Public Schools" in any form or use any symbol or logo or graphic used by Northfield Schools without the district's prior consent.
- m. Students will use electronic information resources in compliance with all existing school board policies.

2. **Each student shall respect private passwords, copyright and other intellectual property rights.**
 - a. Copying of data, files or using passwords belonging to others will be considered a violation of school district policies, a violation of law, and may constitute fraud, plagiarism or theft.
 - b. Software licensed by the school district must only be used in accordance with applicable license specifications and agreements. Illegal copying and/or installing of software on district computers is strictly prohibited.
 - c. Modifying or damaging information without authorization including but not limited to altering data, introducing viruses or damaging files or data is unethical and a violation of school district policies.
3. **Each student shall abide by security restrictions on all systems and information.**
 - a. Distributing or making your password or another person's password or access code available to others or otherwise attempting to evade, disable or "crack" passwords, desktop security systems, or other security precautions, or assisting others in doing so threatens work, privacy and the integrity of school district information, and is a serious violation of school district policy.
 - b. Attempts to "bypass" virus protection software on workstations or servers are violations of district security procedures.
 - c. Only technology services personnel are authorized to load/install software on district computers and file servers. Software or applications are generally installed by District technology services staff. Software or applications may only be installed by students with specific permission from the District.
4. **Each student shall recognize limitations to privacy and use of electronic communications.**

Employees, staff and students do not own school district technology and telecommunications equipment or software. The school district reserves the right to access user files at any time to protect the integrity of the systems and property of the school district.

 - a. The district may examine or make copies of files that are suspected of misuse, or that have been corrupted or damaged. Files may be subject to search by law enforcement agencies if files contain information, which may be used as evidence in a court of law.
 - b. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies.
5. **Each student shall be aware that data and other materials in files maintained on school district property may be subject to review, disclosure or discovery under State and Federal legislation, including the Minnesota Government Data Practices Act.**
 - a. The School District can and will monitor the online activities of all employees and students, and employ "filtering" protection measures during any use by employees and/or students. The "filtering" measures are intended to block Internet sites that contain violent, obscene, pornographic or sexually explicit materials. The district will comply with any and all state and federal requirements around Internet filtering for student use. The use of this software does not guarantee that students or staff will not be able to obtain objectionable or pornographic materials over the Internet, but the chances have been minimized.
 - b. It is mandatory that staff closely monitor and supervise student use of the Internet and all other technology resources at school to ensure appropriate, educational use.

Policy 524-2

Adopted: 4/13/98

Policy Revised: 7/19/01, 5/10/04, 6/10/13

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Elementary Family Handbook

Summary of Proposed Changes for 2013-2014

Cover – change the year

Inside Cover –

Change Stephanie Shawback to Val Mertesdorf

Change Jeff Quinnell to Rob Hardy

Pages 2-3 – Update Calendar

Pages 4-5 – Eliminated Acceptable Use Policy for Network/Internet/E-mail System

Replace with “Student use of technology and the Internet is governed by district Policy 524-2 regarding the use of technology and telecommunications systems. The policy can be viewed at: <http://nfld.k12.mn.us/files/policies/524.2boardpolicy/pdf>

Page 7 – Delete date

Page 12 – Update lunch/recess periods

Page 22 – Delete date

Page 23 – Update meal prices section

Page 24 – Update meal times section

NORTHFIELD HIGH SCHOOL

Page 7/8 Attendance policy – Add:

“With the implementation of the 1:1 iPad initiative, it is the expectation of the staff at NHS that students be responsible for monitoring their attendance. If a student determines that a teacher has made an error in reporting his/her attendance, it is the student’s responsibility to communicate w/ the teacher to resolve the attendance report. After 5 school days, the report will stand and the absence will be considered unexcused.”

Page 11: Cell phones-Remove “from the beginning of first hour” and replace with “during instructional time.”

Page 15: Under discipline guidelines, Direct/Indirect Threat – 1st offense: change “10 day suspension” to “up to 10 day suspension”

Page 20: Minimum class load-change from 5 to 6

Page 21: New wording for Report Cards:

“Report cards are issued every quarter (nine weeks) grading period. Paper copies of report cards will no longer be distributed. Students and parents will be able to access their report cards via Family Access electronically after grades are posted each marking period. Posting dates will be published in school announcements and newsletters.”

Page 22: School Dances-Add:

“All school rules apply, including no grinding.”

Page 23: Student Dress-Item 3-add: “, including bandanas”

Page 23: New wording for Student Planners:

“Students will be issued an eplanner at the beginning of the school year to be used on their ipads. No paper copies of the student planner will be distributed.”

Page 24: Visitor Policy:

Remove “report first to the Principal’s Office” and replace with “check in at the security desk.”

Page 24: Use of Technology....:

Replace with: “Student use of technology and the Internet is governed by district Policy 524-2 regarding the use of technology and telecommunications systems. The policy can be viewed at: <http://nfld.k12.mn.us/files/policies/524.2boardpolicy.pdf> See the Student iPad Loan Agreement for additional details about iPad implementation.”

Remove Resource Pages

ALC Student Handbook Revisions 2013/14

<u>Page</u>	<u>Revision</u>
1	New DIRECTOR NAME and E-MAIL ADDRESS
4	Updated STAFF NAMES
5	Updated SCHOOL CALENDAR , per Calendar Approved by Board 02/25/13
8	Will update INDEPENDENT STUDY SESSION DATES
10	Entered the new GRADING PERIOD dates for school year 2013/14
15	Will update MEAL PRICES if there is variance from previous year
16, 17	Replace with: "Student use of technology and the Internet is governed by district Policy 524-2 regarding the use of technology and telecommunications systems. The policy can be viewed at: http://nfld.k12.mn.us/files/policies/524.2boardpolicy.pdf See the Student iPad Loan Agreement for additional details about iPad implementation."
All Pages	Changed font type to: GARAMOND

6/04/12

Middle School Handbook

Changes for 2013-2014

Page 9 - Internet

Change to: "Student use of technology and the Internet is governed by district Policy 524-2 regarding the use of technology and telecommunications systems. The policy can be viewed at: <http://nfld.k12.mn.us/files/policies/524.2boardpolicy.pdf> See the Student iPad Loan Agreement for additional details about iPad implementation."

Update dates for events

2013 Changes To Handbook

- #1- Removed Bowling from Activities and Placed under Fall Athletics-
(pgs 3, 25, Under Appendix B pgs 37 and 45)
- #2 Updated Current MSHSL Start Dates (pg 4)
- #3 Added Per MSHSL rules under Practices/ Wednesday/ Sundays (Pg 29)
- #4 Updated beginning 1st Season forms- (pgs 30-39- found in Appendix B)
- #5 Updated Fine Arts Registration forms (pgs 40-46- found in Appendix B)

Student Citizenship Handbook

Changes for 2013-2014

Updated “A Message From The Superintendent”

Page 17 – Threat, Direct/Indirect

Grades 9-12 – 1st offense: Change “10 day suspension” to “Up to 10 day suspension”

Page 25,26 – Replace with updated Policy 524-2 “Use of Technology and Telecommunications Systems by Students”

Last Page – Update Administration Changes

Patricia Parlin to Daryl Kehler

Student Services to Special Education

Student Services Director, Gary Lewis to Special Education Director, Cheryl Hall

Add: Special Education Coordinator, Anna Braun

NORTHFIELD PUBLIC SCHOOLS

Office of the Superintendent

Memorandum

TO: Board of Education
FROM: L. Chris Richardson, Ph.D., Superintendent
RE: Table File Items for June 10, 2013, Regular School Board Meeting

VII. Superintendent's Report

B. Items for Consent Grouping

1. Family / Student / Co-Curricular Handbooks for 2013-2014.

There is an additional change to the Area Learning Center Handbook on page 13 – Open Campus Lunch. “An open campus lunch period is allowed to 11th and 12th grade students during the school year.” Add – “Students in 9th and 10th grade will have a closed lunch period.”

3. Personnel Items.

a. Appointments *

8. Scott Abdella, Summer Recreation Tennis Instructor beginning 6/3/2013-8/31/2013, \$7.50/hour.
9. Darren Lofquist, Assistant Girls Swimming & Diving Coach at the Middle School beginning 8/12/2013-11/16/2013 – Level E, Step 1.
10. Laura Marks, Summer Weight Room Weight Lifting Clinician beginning 6/10/2013-8/9/2013, \$18.75/hour.
11. Joseph Muszel, District Office Accounting Generalist beginning 7/15/2013, Class IV, Step 2 - \$17.35/hour.
12. Avery Nelson, Summer Recreation Soccer Instructor beginning 6/17/2013-8/31/2013, \$7.50/hour.
13. Kendrick Paulson, Assistant Volleyball Coach-B at the High School beginning 8/12/2013-11/09/2013 – Level E, Step 1.
14. Jack Peters, Summer Recreation Lacrosse Instructor beginning 6/11/2013-8/31/2013, \$7.50/hour.
15. Anna Pownell, Summer Recreation Swim Aide beginning 6/10/2013-8/31/2013, \$7.50/hour.
16. Sarah Pownell, Summer Recreation Swim Aide beginning 6/10/2013-8/31/2013, \$7.50/hour.
17. Eric Sandberg, Assistant Girls Softball Coach-9th Grade beginning 3/10/2014-6/6/2014 – Level F, Step 2.
18. Gunnar West, Summer Recreation Swim Aide beginning 6/10/2013-8/31/2013, \$7.50/hour.

d. Retirements / Resignations

8. Soraya Dangor, Instructional Educational Assistant at the Middle School, resignation effective June 4, 2013.

*Conditional offers of employment are subject to successful completion of a criminal background check.

4. Cooperative Sponsorship.

Please read the enclosed memorandum from Activities Director Tom Graupmann. He is asking that the Board approve the decision of the MN State High School League to allow the participation of one student from Randolph Schools on Northfield's Boys Swimming and Diving Team and to allow the coop to remain in Class A.

5. Gift Agreement.

A \$1000 gift has been received from the Pat Lamb and Ele Hansen Foundation Fund of the Minnesota Community Foundation. The gift will be used to grant scholarships for field trips or other fees that students are unable to pay.

VIII. Items for Information

2. End of the Year Enrollment Report.

The end of the year enrollment report is enclosed.

2013 Legislative Update

Minnesota Department of
Education

Biennial Budget Highlights Omnibus E-12 Education Bill State Appropriations @ 86.4-13.4 Pay Schedule

\$ in Thousands	FY 2014	FY 2015	Biennium
Base Budget	7,512,846	7,664,434	15,177,280
Basic Formula Increase @ 1.5% and 1.5%	73,104	165,116	238,220
All Day Kindergarten	0	133,875	133,875
Compensatory Pilot Grants	5,000	5,000	10,000
Career & Technical Aid	4,320	5,680	10,000
Special Education Aid	10,963	27,274	38,237
Early Childhood Scholarships	20,000	20,000	40,000
Student Assessments	805	5,851	6,656
Other	5,848	1,980	7,828
Total Increase	120,040	364,776	484,816
Grand Total	7,632,886	8,029,210	15,662,096

ALL FIGURES ARE APPROXIMATE

Education

Chapter 116 - Article 1, General Education
Pupil Accounting Changes
Effective FY 2015

- **Pupil unit weights simplified**
 - weights are 1.0 for pre-K through grade-6 and 1.2 for grades 7-12 for districts with free all day K (.55 for part-time K)
 - Formula rates increased to offset reduction in weighted student count
- **Marginal cost pupil units eliminated**
 - Replaced with new declining enrollment revenue @ 28% of basic revenue

Chapter 116 - Article 1, General Education
Pension Adjustment
Effective FY 2015

- Aid reduction for 1997 change in employer contribution rate for Teachers Retirement Association (TRA) and other pension rate changes eliminated
- Districts with below average reduction for pension adjustment provided pension adjustment revenue to guarantee state average gain from elimination of pension adjustment
- Basic formula adjusted to neutralize overall statewide impact

Chapter 116 - Article 1, General Education
**General Education Revenue - Rate Adjustments to
Neutralize Pupil Accounting Changes - (Examples) FY 2015**

- Extended time allowance increased from \$4,601 to \$5,017
- Gifted & Talented allowance increased from \$12 to \$13
- Small Schools adjusted from \$522.40 to \$544 and threshold adjusted from 1,000 to 960 pupil units
- Operating Capital adjusted from $\$73 + \$100 \times \text{building age index}$ to $\$79 + \$109 \times \text{building age index}$
- Equity sliding scale increased from \$75 to \$80; equity flat rate increased from \$46 to \$50.
- EL (LEP) rate adjusted from \$700 to \$704

REVENUE & FINANCIAL SERVICES DIVISION

Education

9

Chapter 116 - Article 1, General Education
**Uniform General Education Levy
Effective FY 2015 (Pay 2014 Levy)**

- **Uniform general education levy** reinstated @ \$20 million (called "student achievement levy")
 - Spread on Net Tax Capacity
- **Operating capital** equalizing factor increased to offset uniform general education levy

REVENUE & FINANCIAL SERVICES DIVISION

Education

11

**Chapter 116 - Article 1, General Education
Operating Referendum Revenue
Effective FY 2015 (Pay 2014 Levy)**

- School boards allowed to convert up to \$300 / APU from voter approved to board approved
 - Board action must be taken before September 30 of prior year so that levy is included in proposed property taxes
- Districts with < \$300/APU permitted to authorize additional referendum revenue up to a total of \$300/APU
- Equalization increased with new 3 tiered formula:
 - Tier 1 – 1st \$300, equalized at \$880,000
 - Tier 2 – next \$460, equalized at \$510,000
 - Tier 3 – Balance up to 25% of Formula Allowance (\$1,451 in FY 15), equalized at \$290,000

**Chapter 116 - Article 1, General Education
Location Equity Revenue - Effective FY 2015**

- Legislation is unclear on whether eligibility for a board-approved referendum increase (up to \$300/APU) is determined before or after the referendum allowance is reduced for location equity revenue.
- This will determine whether increase in board-approved revenue from the two provisions are additive (stackable) or if the increase is limited to the greater of the two.

Chapter 116 - Article 1, General Education

Safe Schools Levy

- Increases the safe schools levy for taxes payable in 2014 and later from \$30 to \$36 per pupil unit -- \$4 of the increase is new revenue and the other \$2 is to adjust for pupil unit weighting changes.
- Clarifies that uses of the levy include facility security enhancements, efforts to improve the school climate, and costs associated with mental health services.

Chapter 116 – Article 2, Student Accountability

“The World’s Best Workforce”

Requires districts to strive to create the “world’s best workforce” by meeting school readiness goals, achieving third grade literacy for all students, closing academic achievement gaps among racial, ethnic, and economic categories of students, having all students attain career and college readiness, and have all students graduate from high school.

Chapter 116 – Article 2, Student Accountability **“The World’s Best Workforce”**

- Directs the school board to publish a school performance report and the transmit a summary of its report to the commissioner.
- Requires the board to hold an annual public meeting to review goals and strategies and success in realizing goals.
- Directs school districts to conduct and publish periodic public surveys about school satisfaction and connectedness.
- Directs the commissioner to identify districts in any consecutive three-year period not making sufficient progress.
- Allows the commissioner, to require those districts to set aside up to 2% of its basic general education revenue per fiscal year for up to three years to implement commissioner-specified strategies.

Chapter 116 – Article 2, Student Accountability **Assessments**

- Requires school districts to assist all students by no later than grade 9 to explore college and career interests and develop a transition plan to postsecondary education or employment. Effective SY 2013-2014
- Allows students enrolled in grade 8 through the 2011-2012 school year (includes 2013 seniors) who have not demonstrated proficiency on the MCAs, the GRAD tests, or the basic skills tests to satisfy state high school graduation requirements by taking:
 - the reading, math, or writing GRAD test,
 - the WorkKeys job skills assessment,
 - the Compass computer-adaptive college placement test,
 - a nationally recognized armed services vocational aptitude test, or
 - the ACT assessment for college admission.
- Directs the state to pay the test costs for public school students to participate in these assessments.

Chapter 116 – Article 2, Student Accountability **Assessments**

Directs the education commissioner, after consulting with the Minnesota State Colleges and Universities chancellor and using a request for proposal process, to contract for a series of assessments that are aligned with state academic standards and include career and college benchmarks.

Requires math, reading, and writing assessments for students in grades 8 and 10 to be predictive of a nationally normed assessment for career and college readiness.

Requires students in grade 11 to be given a nationally recognized college entrance exam.

Requires the series of assessments to include a nationally normed college placement diagnostic exam and contain career exploration elements.

Minnesota Department of

Education

25

Chapter 116 – Article 2, Student Accountability **Assessments**

Directs the commissioner to establish empirically derived benchmarks on computer adaptive assessments in grades 3 through 7 that reveal a trajectory toward career and college readiness. Requires all state assessments to be aligned with state standards.

Directs the commissioner to ensure that:

- (1) individual student performance data and achievement and summary reports are available within three school days;
- (2) individual student growth data are available from the student's first test to each proximate assessment using a constant measurement scale;
- (3) useful diagnostic information about areas of students' academic strengths and weaknesses is available to improve student instruction.

Minnesota Department of

Education

27

Chapter 116 – Article 2, Student Accountability
Mental Health Education

- Encourages school districts and charter schools to provide mental health instruction in grades 6 to 12 aligned with local health standards.
- Encourages the Education commissioner, in consultation with the Department of Human Services commissioner and mental health organizations, to provide school districts and charter schools with model programing and resources.

Chapter 116 - Article 3, Education Excellence
Epinephrine Auto-Injectors

- Requires an annual plan for a student-prescribed epinephrine auto-injectors to allow the student to possess or have access
 - Allows districts and schools to maintain and administer epinephrine auto-injectors
 - Requires district policies to be developed for administration of epinephrine auto-injectors
 - Provides immunity from liability to schools and its employees for use of auto-injectors

Chapter 116 - Article 3, Education Excellence
Nonrenewal of Coaching Contracts

- Prohibits a school board from declining to renew a coach's contract based solely on parent complaints.

Chapter 116 - Article 5, Special Education
New Special Education Funding Formula
Effective FY 2016

- **Special education – regular aid is least of:**
 - (1) 62 percent of the district's old formula special expenditures for the prior fiscal year;
 - (2) 50 percent of the district's nonfederal special education expenditures for the prior year; or
 - (3) 56 percent of the amount calculated using a new pupil-driven formula based on prior year data.

Chapter 116 - Article 5, Special Education
New Special Education Funding Formula
Effective FY 2016

Plus:

- (ii) \$10,400 times the district's number of students who are autistic, developmentally delayed, or severely multiply impaired;
- (iii) \$18,000 times the district's number of students who are deaf, hard of hearing, or have emotional or behavioral disorders; and
- (iv) \$27,000 times the number of students in the disability area of developmentally cognitive mild-moderate, developmentally cognitive severe-profound, physically impaired, visually impaired, or deafblind.

Chapter 116 - Article 5, Special Education
New Special Education Funding Formula
Effective FY 2016

- State total special education aid is increased by \$39 million for FY 2016 and by \$41 million for FY 2017.
- Beginning in FY 2016, special education aid will be paid directly to cooperatives and intermediate districts, rather than having those aids flow through the resident district. Tuition bills will be reduced to offset the aid paid to the cooperatives and intermediates.

Chapter 116 - Article 5, Special Education
Special Education Funding
Transition to New Formula: FY 2014 – FY 2015

Excess cost aid changes for FY 2014 and FY 2015:

- Aid will be calculated using prior year data.
- Special education tuition receipts and expenditures will not be taken into account in excess cost aid calculations, to expedite the excess cost aid calculations and eliminate circularity between tuition billing and excess cost aid.
- Special education cross subsidy aid and the general education aid attributable students served outside the regular classroom more than 60% of the time are taken into account in excess cost aid calculations.

Minnesota Department of

Education

41

Chapter 116 - Article 5, Special Education
IDEA Part C Alignment

- Makes technical changes to conform Minnesota Statutes with federal law governing IDEA, Part C.
- Directs the education commissioner to amend special education rules using the expedited rule making process to conform the rules with federal law governing IDEA, Part C, to the extent needed to avoid loss of federal funds. Causes the rulemaking authority to expire on July 1, 2014.

Minnesota Department of

Education

43

Chapter 116 - Article 5, Special Education
Restrictive Procedures Use and Reporting

- Requires a district to hold an IEP team meeting: within 10 days after staff uses restrictive procedures on two separate school days within 30 calendar days or a pattern of use emerges and the IEP or behavior intervention plan does not provide for using restrictive procedures in an emergency; or at the request of a parent or the district after restrictive procedures are used.
- Requires the district to review use of restrictive procedures at a child's annual IEP meeting when the child's IEP provides for use of restrictive procedures in an emergency.
- Requires a child's IEP team to consult with professionals or other experts when existing interventions or supports are ineffective in reducing the use of restrictive procedures or the district uses restrictive procedures on a child on ten or more school days during the same school year.

Chapter 116 - Article 5, Special Education
Special Education Model IDEA Paperwork

- Appropriates \$1.7 million to MDE and MN.IT to create an online system with user-friendly model paperwork for federal IDEA compliance.
- The forms will contain the minimum amount of information needed to achieve compliance under federal IDEA.
- Districts may choose to access and use these forms free of charge.
- Districts may continue using their current system or contracting with a vendor.

Chapter 116 – Article 7, Nutrition; Libraries; Accounting **Other Accounting Issues**

Accelerated Repayment of Education Aids

- Creates mechanism for one-time repayment of education shifts based on September 30, 2013 Minnesota Management and Budget estimate of any positive unrestricted budgetary state general fund balance as of June 30, 2013.
- Repayment of aid shift, if any, would occur in October 2013; repayment of tax shift, if any, would occur in June 2014.

NORTHFIELD HIGH SCHOOL

Activities Office

TO: Dr. Richardson
FROM: Tom Graupmann
DATE: June 6, 2013
RE: Boys Swim & Dive (re-formed co-op with Randolph)

The purpose of this memo is to inform the board that the Minnesota State High School League (MSHSL) is allowing the participation of one student from Randolph School on our Boys Swimming and Diving team. I have included an email exchange below between Dave Stead, the Executive Director of the MSHSL, Mike Hasse, the Athletic Director at Randolph High School, and me. Per this email we (Northfield High School, Arcadia School, and Randolph High School) do not need to go through the re-application process. Most certainly this is a good decision for all schools associated; **I believe our School Board for our own purposes should move this forward as an official action item.** In addition also included with this email is the letter of appeal I sent to the MSHSL to allow the co-op, but to keep us in Class A competition.

Mike and Tom,

The MSHSL Executive Committee met on June 3, 2013 and approved your request to have the one (1) student from Randolph High School who has Asperger's Syndrome to continue to be a member of the coop swim team and have the swim coop remain in Class A for the two year placement cycle provided that the host school approve such a continuation.

Dave Stead

We (Northfield, Arcadia and Randolph Schools) have gone through the complete process to dissolve. Do we need to do the complete re-application, or can this email serve as documentation that Northfield, Arcadia, and Randolph would like to continue this co-op per your information stated below?

If this email serves as confirmation----I will still need to get a memo to our School Board (for their information and approval).

Thanks again Dave....please let me know if this email suffices for documentation for this co-op.

Tom

Thanks, Tom. You're on board for swimming, and it's the right decision by the Committee for all the right reasons.

Dave Stead

Let me know if there are questions.

CC: Joel Leer

May 24, 2013

David Stead
Executive Director, MSHSL
2100 Freeway Boulevard,
Brooklyn Center, MN 55430

RE: Cooperative Sponsorship Appeal

Dear Mr. Stead,

Northfield High School is in full support of the official appeal filed by Randolph Athletic Director, Mike Hasse in regard to allowing the Boys Swimming and Diving cooperative sponsorship that includes Randolph High School, Arcadia Charter School, and Northfield High School.

With that said, if this cooperative agreement is approved, this coop must remain in Class A Boys Swimming and Diving.

I concur completely with the contents of Mike Hasse's letter relating to the participant and his special needs. I'm hopeful the MSHSL will grant the cooperative agreement and allow this coop to compete in Class A.

Respectfully,

Tom Graupmann

Tom Graupmann (CMAA)
Activities Director
Northfield High School
1400 Division Street South
Northfield, MN 55057

Office Phone: 507-663-0632

Cell Phone: 612-282-4105

Email: tom.graupmann@nfld.k12.mn.us

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 6th day of June, 2013, by and between the Pat Lamb & Eric Hansen Foundation Fund hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1000 to be used for scholarships
for field trips & other fees

VM - rec'd ok in mail
Donor

By:

Approved by resolution of the School Board on the 10 day of June, 2013

INDEPENDENT SCHOOL DISTRICT No. 659

By:

Clerk
Noel Stratmoen



MINNESOTA COMMUNITY FOUNDATION

55 Fifth Street East ♦ Suite 600 ♦ Saint Paul, Minnesota 55101-1797 Ph#: (651) 224-5463

On behalf of the Pat Lamb and Ele Hansen Foundation Fund of the Minnesota Community Foundation, we are pleased to present a check for \$1,000.00 for general support.

By accepting this grant, your organization acknowledges that this gift is not intended to fulfill a pre-existing pledge and that no individual will receive any goods, services, or other private benefit as a result of this gift.

If your organization plans to acknowledge this gift, please identify it as a grant from the Pat Lamb and Ele Hansen Foundation Fund. It is not necessary to send a receipt for tax deduction purposes to the Minnesota Community Foundation or the advisor. However we encourage you to send a letter of appreciation to:

Pat Lamb
406 East Woodley
Northfield, MN 55057

Ele Hansen
406 East Woodley
Northfield, MN 55057

If you have any questions regarding this grant please call Aurea Gerard, aurea.gerard@mnpartners.org, 651-325-4266

Grant Tracking #: MNDA-13-131271
Check Date: May 30, 2013

MINNESOTA COMMUNITY FOUNDATION

55 FIFTH STREET EAST, SUITE 600
SAINT PAUL, MINNESOTA 55101
CONTACT: (651) 224-5463

No. 46331
05/30/2013

**** \$1,000.00

PAY: ONE THOUSAND DOLLARS AND XX / 100

TO THE
ORDER
OF

Independent School District #659 Northfield Public Schools
1400 Division Street South
Northfield, MN 55057-2299

Carleen K. Rhodes

⑈046331⑈ ⑆091000022⑆ 003400074⑈

							2012-2013						
School and	September	September	September	September	October	November	December	January	February	March	April	May	End of Year
Grade Level	4th	7th	14th	21st	1st	1st	1st	2nd	1st	1st	1st	1st	6/4/2013
Longfellow													
Early Childhood	74	75	81	81	84	96	93	94	93	98	100	104	106
Total	74	75	81	81	84	96	93	94	93	98	100	104	106
Greenvale Park													
Grade K-2025	95	93	93	93	92	90	91	92	93	90	88	89	89
Grade 1-2024	87	86	87	88	88	87	87	86	86	85	84	84	84
Grade 2-2023	78	80	80	80	78	78	77	77	76	74	75	73	74
Grade 3-2022	87	82	81	81	81	83	82	82	82	81	82	82	82
Grade 4-2021	82	81	81	81	81	80	80	80	78	79	80	82	82
Grade 5-2020	80	81	82	82	82	81	81	80	80	80	80	81	81
Total	509	503	504	505	502	499	498	497	495	489	489	491	492
Sibley													
Grade K-2025	90	91	91	90	90	90	90	90	90	90	90	92	91
Grade 1-2024	93	92	92	92	91	93	93	94	94	94	95	95	95
Grade 2-2023	81	80	81	81	81	81	82	82	81	80	79	81	81
Grade 3-2022	98	96	97	97	97	99	99	99	99	100	100	102	102
Grade 4-2021	109	107	107	107	107	107	106	106	105	105	104	105	106
Grade 5-2020	101	101	100	100	100	100	99	99	99	100	101	102	102
Total	572	567	568	567	566	570	569	570	568	569	569	577	577
Bridgewater													
Grade K-2025	100	98	99	99	99	98	97	98	98	99	99	96	95
Grade 1-2024	92	91	90	90	90	91	91	89	87	89	87	86	86
Grade 2-2023	92	93	93	93	92	91	92	93	92	92	92	92	92
Grade 3-2022	97	98	98	98	98	98	96	94	94	95	94	95	95
Grade 4-2021	83	83	84	83	82	81	81	80	80	81	79	79	79
Grade 5-2020	87	87	88	88	87	85	85	84	84	85	84	84	84
Total	551	550	552	551	548	544	542	538	535	541	535	532	531
Middle School													
Grade 6-2019	337	339	339	339	339	342	346	346	345	343	342	341	338
Grade 7-2018	269	268	268	268	269	270	271	269	269	269	267	270	268
Grade 8-2017	315	314	316	315	314	311	308	306	308	306	307	308	310
St. Dominics	12	12	12	12	12	12	11.5	11.5	11.5	11.5	11.5	11.5	11.5
Total	933	933	935	934	934	935	936.5	932.5	933.5	929.5	927.5	930.5	927.5
High School													
Grade 9-2016	328	321	320	319	319	323	320	320	315	313	310	308	307
Grade 10-2015	314	310	308	308	307	319	306	303	301	301	300	299	299
Grade 11-2014	293	294	291	293	292	296	286	286	284	282	280	277	277
Grade 12-2013	319	324	323	325	326	323	320	319	314	313	313	307	305
Total	1254	1249	1242	1245	1244	1261	1232	1228	1214	1209	1203	1191	1188
ALC													
Grade 9-2016									2	3	3	5	6
Grade 10-2015	2	2	2	4	4	4	4	5	6	7	7	8	8
Grade 11-2014	6	8	10	10	10	12	14	15	17	17	16	20	19
Grade 12-2013	13	29	29	28	28	31	41	40	35	45	45	45	43
Grand Total	3914	3916	3923	3925	3920	3952	3929.5	3919.5	3898.5	3907.5	3894.5	3903.5	3897.5

6/4/2013

Northfield Public Schools Enrollment Report

LongfellowEarly Childhood

Auge	8
Duba	1
Dybvik	7
Goldade	17
James	12
Oftedahl	18
Schnorr	11
Sorenson	26
Webster	6
** TOTAL	106

Greenvale Park

K	Flicek	21	
K	Hagberg	21	
K	Jessen AM	20	
K	Jessen PM	11	
K	Ziemann/Morales	16	C
1	Bakke	25	C
1	Morrissey	21	
1	Youngblut	17	
1	Zach	21	
2	Amundson	26	C
2	Dueffert	25	
2	Larson	23	
3	Lum	20	
3	Nelson	19	
3	Swenson	20	C
3	Trelstad	23	
4	Bulfer	23	
4	Garcia	18	C
4	Johnson	24	
4	Seidl	17	C
5	Harding	19	
5	Sickler	18	
5	Swanson	19	
5	Tacheny	25	C
TOTAL		492	

Early Childhood**	106		
Kindergarten-2025	275		
Grade 1-2024	265		
Grade 2-2023	247		
Grade 3-2022	279		
Grade 4-2021	267		
Grade 5-2020	267		
Total K-5	1706	1706	
Total Middle School	927.5		
Total High School	1188		
GRAND TOTAL	3821.5		
ALC 9-12**	76	F/T=55 P/T=3 I/S=18	
GRAND TOTAL with ALC	3897.5		

Enrollments represent 100% enrolled except where indicated by **
 Half day St. Dominic's students are represented by *

Sibley

Grade	Teacher		
K	Erickson	24	
K	Otte AM	23	
K	Otte AM	23	
K	Pfefferle	21	
1	Heil	24	
1	Linkous	25	C
1	Sieger	22	
1	Vitito	24	
2	Beck	23	
2	Schuerman	17	C
2	Seeberg	20	
2	Witt	21	
3	Guggisberg	25	
3	Jandro	25	
3	Morris	26	C
3	Spitzack	26	
4	Fox	27	
4	Haar	27	
4	Johnson	25	C
4	Pemrick	27	
5	Baragary	27	
5	Day	28	
5	Foley	28	
5	Ostermann	19	C
TOTAL		577	

Bridgewater

K	Cade-AM	19	
K	Cade-PM	11	
K	Danielson	21	
K	Tran	22	
K	Wisdorf AM	10	
K	Wisdorf Full	12	
1	Charlton	19	
1	Day Treatment	1	
1	Lane	19	
1	Rathbun	21	
1	Seifert	26	C
2	Born	27	C
2	Downs	22	
2	Lofquist	22	
2	Schwaab	21	
3	Larson	27	C
3	Sickler	24	
3	Temple	22	
3	Truman	22	
4	Danielson	23	
4	Holden	24	
4	Rockne	14	C
4	Schuster	18	C
5	Duchene	24	
5	Kohl	19	C
5	Rauk	25	
5	Swenson	16	C
TOTAL		531	

Middle School

Grade 6 -2019	338
Grade 7 (*inc. 13 - 1/2 day)-2018	274.5
Grade 8 (*inc. 10 - 1/2 day)-2017	315
TOTAL	927.5

*23 (11.5) St. Dominic's students attend ½ day

High School

Grade 9-2016	307
Grade 10-2015	299
Grade 11-2014	277
Grade 12-2013	305
TOTAL	1188