

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, July 8, 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. iPad Loan Agreement.
- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Resolution Regarding Christopher Columbus Day.
  - B. Items for Consent Grouping
    - 1. Fiscal Year Organization Actions.
    - 2. Memberships for 2013-2014.
    - 3. School Board Policy 807 – Health and Safety.
    - 4. Gift Agreements.
    - 5. Student Activity Account – Dance Team.
    - 6. Long Term Contract with Canvas Church.
    - 7. Contract with the Center for Sports Medicine and Rehabilitation (CSMR).
    - 8. Personnel Items.
- VIII. Items for Information
- IX. Future Meetings
  - Monday, August 12, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
  - Monday, August 26, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

**Work Session on the Achievement Gap and Summer Slide  
to follow the Board Meeting**

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

July 8, 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 July 8, 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 meeting held on June 10, 2013, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
  - 1. iPad Loan Agreement.  
Director of Administrative Services Matt Hillmann will update the Board on the Transformational Technology project and share the text of the iPad Loan Agreement that will be used to guide the appropriate use of the technology beginning this fall.

- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Resolution Regarding Christopher Columbus Day.  
A regular School Board meeting is scheduled for Monday, October 14, which is Columbus Day. Minnesota Statutes 645.44, Subd 5, states that no public business can be transacted on Christopher Columbus Day unless the Board of Education passes a resolution that states that it is not a holiday for this district. What follows is a resolution stating that Christopher Columbus Day shall not be a holiday for the Northfield Public Schools during the 2013-2014 school year.

**Superintendent's Recommendation:** Motion to approve the following Resolution Regarding Columbus Day.  
WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then  
BE IT RESOLVED, that Christopher Columbus Day on October 14, 2013, shall not be a holiday.

- B. Items for Consent Grouping

**Superintendent's Recommendation:** Motion to approve the following items listed under the Consent Grouping.
- 1. Fiscal Year Organizational Actions.  
The School District's financial year runs from July 1 to June 30. Each year at the first School Board meeting in July, financial organizational issues must be approved.  
They are as follows:
  - a) Motion to approve authorizing the Director of Administrative Services and the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2013-2014.
  - b) Motion to approve designating Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 - Investments, for fiscal year 2013-2014.

- c) Motion to approve authorizing the Director of Administrative Services and the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2013-2014.
2. Memberships for 2013-2014.

The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2013-2014 school year.

  - a. Minnesota State High School League.
  - b. Minnesota Association of School Administrators.
  - c. Schools for Equity in Education.
  - d. Southeast Service Cooperative.
  - e. Region V Computer Services Cooperative.
  - f. Rice County Family Services Collaborative.
  - g. Minnesota School Boards Association.
  - h. Healthy Community Initiative.
3. School Board Policy 807 – Health and Safety.

Director of Finance Val Mertesdorf is requesting that the Board approve Policy 807 – Health and Safety, which the Board approved on May 29, 2012. Even though there are no changes to the policy, the School Board is still required to annually review and approve it.
4. Gift Agreements.

The Board is asked to accept the following gifts:

  - An \$18,189 gift from the Northfield Booster Club to be used for purchases outlined in the attached gift agreement. Please note that during the 2012-2013 school year, the Northfield Booster Club donated an additional \$14,803 to be used towards fee waivers, which already has been gifted to the school district.
  - A \$2500 gift from the Longfellow Parent Advisory Council to be used for technology purchases.
  - A \$2050 gift from the ECFE Parent Advisory Council to be used for technology purchases.
5. Student Activity Account – Dance Team.

The Board is being asked to designate up to \$2,000 from the Dance Team's student activity account to pay for a JV assistant coach. The rate of pay will be \$12 per hour. The Dance Team intentionally fundraised so that this coach could be secured.
6. Long Term Contract with Canvas Church.

The School Board is being asked to approve the long term contract with Canvas Church. This long term contract is the third year for Canvas Church, which moved from Bridgewater Elementary School to Northfield High School last September. This contract is for the time period July 1, 2013 to June 30, 2014.
7. Contract with the Center for Sports Medicine and Rehabilitation.

The contract with the Center for Sports Medicine and Rehabilitation (CSMR) to provide athletic training services to Northfield High School student athletes is enclosed and ready for School Board approval. The CSMR does an excellent job serving our schools and student athletes' needs. Activities Director Tom Graupmann supports entering into another two-year contract with them (school years 2013-2014 and 2014-2015). The amount, \$17,410.46, does reflect a \$720 increase over the previous contract. The increase is based on the CSMR covering their employee costs for providing service and the addition of Lacrosse.

8. Personnel Items.

a. Appointments\*

1. Sara Anderson, 1.0 FTE Companeros Teacher at Bridgewater Elem. beginning 8/26/2013 - BA15, Step 1.
2. Stephanie Balvin, Summer Weight Room Coach at the High School beginning 6/11/2013 - \$16.75/hour.
3. Sidney Beaumaster, CS Summer Recreation Water Safety Instructor beginning 6/17/2013-8/31/2013 - \$10.50/hour.
4. Jamie Dop, ECSE Birth-5 Teacher at Longfellow/Special Educ. beginning 7/1/2013 - BA, Step 2.
5. Shannan Goettl, Dance Team Assistant Coach-JV at the High School beginning 10/21/2013-2/15/2014 - Level F, Step 1.
6. Mike Humann, Building & Grounds Long Term Substitute Custodian beginning 6/10/2013 through Early Fall - \$14.31/hour 2012-13; \$14.45/hour 2013-14.
7. Alyse Lindholm, 1.0 FTE LTS Primary Classroom Teacher, Grade 2 at Greenvale Park beginning 8/26/2013 - BA, Step 1.
8. Tiffany Malecha, .5 FTE Kindergarten Teacher at Greenvale Park beginning 8/26/2013 - BA, Step 0.
9. Bob Matthies, Building & Grounds Long Term Substitute Custodian beginning 6/10/2013 through Early Fall - \$14.31/hour 2012-13; \$14.45/hour 2013-14.
10. Grady McGovern, Summer Weight Room Coach at the High School beginning 6/11/2013 - \$16.75/hour.
11. Adam Nystuen, Community Services Summer Recreation Swimming Aide and Lifeguard beginning 6/17/2013-8/31/2013 - \$8.25/hour.
12. Heidi Muller Peterson, correction to .4 FTE Life Science Teacher at the Middle School beginning 8/26/2013 - BA45, Step 7.
13. Elizabeth Ryan, .5 FTE Read 180 Teacher at Greenvale Park beginning 8/26/2013 - BA, Step 1.
14. Derrick Skoglund, Assistant Boys Soccer Coach at the High School beginning 8/12/2013-10/31/2013 - Level F, Step 1.
15. Nancy Sparby, Office Generalist at the High School beginning 9/3/2013 - Class II, Step 1, \$15.56/hour.
16. Mark Thornton, Summer Weight Room Coach at the High School beginning 6/17/2013-8/9/2013, \$16.75/hour.
17. Justin Wagner, Assistant Volleyball Coach-JV at the High School beginning 8/12/2013-11/9/2013, Level E, Step 1.
18. Alyssa Weber, Summer Ventures Site Assistant at Greenvale Park/Community Services beginning 6/17/2013-8/23/2013 for 6.25 hours/day Mon.-Thursday - \$11.14/hour.
19. Mark Woitalla, Summer Weight Room Coach at the High School beginning 6/11/2013-8/9/2013 - \$16.75/hour.

b. Increase/Decrease/Change in Assignment

1. Ryan Abdella, CS Tennis Instructor beginning 6/5/2013-8/31/2013 - \$7.50/hour, add Junior Team Tennis - \$10.00/hour.
2. Scott Abdella, CS Tennis Instructor beginning 6/3/2013-8/31/2013 - \$7.50/hour, change to Junior Team Tennis at \$9.00/hour.
3. Amy Allin, Science Teacher at the Middle School, add Environmental Club Co-Coordinator at the Middle School beginning 8/26/2013 - \$750.00 stipend.
4. Janet Amundson, Class 4 PCA at the High School for 6.75 hours/day, change to Class 3 EA at the Middle School for 5.0 hours/day, beginning 8/26/2013.
5. Emily Anderson, CS Water Safety Instructor beginning 6/17/2013-8/31/2013 - \$8.25/hour; change to WSI \$10.25/hour; Add Lifeguard at \$8.25/hour.
6. Mari Arneson, CS Tennis Instructor beginning 6/5/2013-8/31/2013 - \$7.50/hour; change to Tennis Supervisor at \$10.00/hour.
7. Michael Berger, Class 3 EA-Job Coach at the High School for 6.75 hours/day, change to Class 4 PCA-EBD at the Middle School for 6.5 hours/day, beginning 8/26/2013.

8. Nick Bornhauser, CS Baseball Instructor beginning 6/10/2013-8/31/2013 - \$7.50/hour; change to Baseball Supervisor at \$10.00/hour.
9. Tory Borovsky, CS Tennis Instructor beginning 6/5/2013-8/31/2013 - \$10.00/hour; change to Junior Team Tennis Supervisor at \$2,000 Stipend.
10. Mary Boyum, ESY Special Education PCA at Longfellow, add ESY Bus PCA at Longfellow for 2.17 hours/day, beginning 7/1/2013.
11. Liz Brewer, Class 4 PCA at the High School, change to Class 4 PCA at the Middle School for 6.75 hours/day, beginning 8/26/2013.
12. Shari Bridley, ESY Special Education PCA at Longfellow, add ESY Bus PCA at Longfellow for 1.25 hours/day beginning 7/1/2013-7/25/2013.
13. Kayla Burt, CS Lacrosse Instructor beginning 6/11/2013-8/31/2013 - \$10.00/hour, change to Lacrosse Supervisor \$10.00/hour; Add Softball Coach at \$7.50/hour.
14. Nhung Bui, Class 4 PCA at the Middle School, change to Class 4 PCA at the Middle School for 2.4 hours/day, Add Class 3 EA at the Middle School for 4 hours/day, beginning 8/26/2013.
15. Allison Clark, CS WSI & Lifeguard beginning 6/17/2013-8/31/2013 - \$8.25/hour, change to WSI \$10.25/hour and Lifeguard \$8.25/hour.
16. Kelle Edwards, SpEd PCA/Instructional EA 6.75 hours/day at Greenvale Park, change to Instructional EA 4.5 hours/day, Supervisory EA 1.5 hours/day at Greenvale Park, beginning 9/3/2013.
17. Nicole Gill, Class 4 PCA at the Middle School for 7.0 hours/day, change to Class 4 PCA at the Middle School for 5.17 hours/day, beginning 1/6/2014.
18. Jay Grossman, Custodian at Bridgewater/High School, change to Custodial Engineer with stipend at Longfellow beginning 6/11/2013.
19. Lisa Hovden, Social Studies Teacher at the Middle School, add Environmental Club Co-Coordinator at the Middle School beginning 8/26/2013 - \$250.00 stipend.
20. Brenda Kragseth, Media/Supervisory EA 3.75 hours/day at Greenvale Park, change to Media EA 5.5 hours/day at Greenvale Park, beginning 9/3/2013.
21. Beth Kuyper, Class 4 PCA at the Middle School for 7.0 hours/day, change to Class 4 PCA at the Middle School for 6.75 hours/day, beginning 8/26/2013.
22. Laurie Larson, Physical Therapist at Longfellow/District .8 FTE, increase to 1.0 FTE beginning 7/1/2013.
23. Kirsten Mace, CS SuperKids, Wiggle & Giggle Instructor beginning 6/7/2013-8/31/2013 - \$7.50/hour, Change to SuperKids \$7.50/hour; Wiggle & Giggle Supervisor \$10.00/hour.
24. Jackie Meyer, ESY Special Education PCA at the High School, add ESY Bus PCA for 1.75 hours/day at the High School beginning 7/1/2013-7/25/2013.
25. LaDonna Miller, SpEd EA-PCA/Supervisory EA 7.0 hours/day at Greenvale Park, change to Instructional EA 4.0 hours/day, Supervisory EA 2.0 hours/day at Greenvale Park, beginning 9/3/2013.
26. Jackie Moon, ESY Special Education PCA at Longfellow for 3.5 hours/day, add ESY Bus PCA at Longfellow for .42 hours/day, beginning 7/1/13-7/25/2013.
27. Deb Pack, ESY Special Education PCA at the High School, add ESY Pus PCA for 1.92 hours/day at the High School beginning 7/1/2013-7/25/2013.
28. Jack Peters, CS Lacrosse Instructor at \$7.50/hour; change to Lacrosse Supervisor at \$10.00/hour.
29. Molly Peterson, Class 4 PCA at the High School for 6.75 hours/day, change to Class 4 PCA at the Middle School for 5.83 hours/day, beginning 8/26/2013.
30. Katie Roster, CS Soccer Instructor/SUPER Kids, change to CS Soccer Supervisor, \$10.00/hour; SUPER Kids at \$7.50/hour.
31. Tammy Schwagerl, Class 4 PCA at the Middle School for 7.0 hours/day, change to Class 4 PCA at the Middle School for 6.75 hours/day, beginning 8/26/2013.
32. Nancy Seeberg, Junior Team Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$10.50/hour; Add Community Services Tennis Instructor at \$7.75/hour.
33. Ellen Sheehy, Super Kids beginning 6/7/2013 through 8/31/2013 - \$7.50/hour; Add Track Supervisor at \$10.00/hour.

34. Vicky Shimota, SpEd EA/Supervisory EA at Greenvale Park for 6.75 hours/day, change to SpEd EA 3.0 hours/day and Supervisory EA for .5 hours/day at Greenvale Park, beginning 9/3/2013.
  35. Brad Skapyak, High School Custodian Tues.-Saturday, change to Bridgewater/High School Custodian Mon.-Friday, beginning 7/1/2013.
  36. Rhonda Stanley, Title III/Instructional/Supervisory EA for 5.5 hours/day at Greenvale Park, change to SpEd EA 2 hours/day, K-Instructional EA 1 hour/day, Supervisory EA 1.5 hours/day at Greenvale Park, beginning 9/3/2013.
  37. Jane Streitz, SpEd PCA for 6.25 hours/day at Greenvale Park, change to SpEd PCA 5 hours/day, SpEd EA 1.5 hours/day at Greenvale Park, beginning 9/3/2013.
  38. Deb Thomforde, Reading Teacher at the Middle School, current contract .7 FTE, increase continuing contract to .8 FTE beginning 8/26/2013.
  39. Rolf Tollefson, SpEd PCA/Supervisory EA for 7 hours/day at Greenvale Park, change to Supervisory EA 1.25 hours/day at Greenvale Park, beginning 9/3/2013.
  40. Ryan Walser-Kuntz, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$7.50/hour; Add Junior Team Tennis at \$9.00/hour.
  41. Linda Wilson, SpEd PCA/Instructional EA/Supervisory EA 7.25 hours/day at Greenvale Park, change to Instructional EA 3 hours/day, Supervisory EA 2 hours/day at Greenvale Park, beginning 9/3/2013.
  42. Diana Wokson, ESY Special Education PCA at Longfellow, change to ESY DCD Teacher at the High School beginning 6/26/2013-7/25/2013 for 3.5 hours/day, Mon-Thursday – BA, Step 0.
  43. Julie Wolner, Business Education Teacher at the High School, change to Business Education teacher at the High School for .9 FTE, and the Middle School for .1 FTE, beginning 8/26/2013.
  44. Carina Zick, ESY Special Education PCA at Longfellow, add ESY Bus PCA for .5 hours/day at Longfellow beginning 7/1/2013-7/25/2013.
- c. Leave of Absence
1. Kasha Zeman, FMLA leave of absence beginning on or about December 23, 2013 through the end of the 2013-14 school year.
- d. Resignations
1. Mike Allen, Weight Room Coach/Supervisor at the High School, resignation effective August 8, 2013.
  2. Sarah Carlson, Middle School Girls Tennis Coach, resignation effective 7/1/2013.
  3. Tyler Faust, 8<sup>th</sup> Grade Football Coach, resignation effective 5/15/2013.
  4. Anna Kelly, Early Ventures Site Assistant, resignation effective August 10, 2013.
  5. Claire Larson, 6<sup>th</sup> Grade Volleyball Coach, resignation effective 6/29/2013.
  6. Mary Loven, Early Childhood Instructor, resignation effective June 24, 2013.
  7. John Maus, 8<sup>th</sup> Grade Football Coach, resignation effective 7/1/2013.
  8. Dana Pemrick, 4<sup>th</sup> Grade Teacher at Sibley, resignation effective 6/30/2013.
  9. Frannie Seitz, 6<sup>th</sup> Grade Volleyball Coach-PT Assistant, resignation effective 7/1/2013.
  10. Erik Severson, Middle School Girls Soccer Coach, resignation effective 7/1/2013.
  11. Doug Seymour, Assistant Boys Soccer Coach, resignation effective 6/13/2013.
  12. Justin Wagner, B-Squad Volleyball Coach at the High School, resignation effective 6/14/2013.

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

\*\* Subject to revision when negotiations for 2013-15 are completed.

School Board Memorandum

July 8, 2013

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- VIII. Items for Information  
There are no items at this time.
  
- IX. Future Meetings  
Monday, August 12, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, August 26, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
  
- X. Adjournment

**Work Session to follow Board Meeting**

# School Board Minutes

School Board Minutes

June 10, 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. Maple was absent.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
There was none.
- IV. Approval of Minutes  
On a motion by Nelson, seconded by Pritchard, the minutes of the Regular School Board meeting held on May 28, 2013, were unanimously approved.
- V. Announcements and Recognitions
  - Proceeds from Soy Scent Candles and Soaps, part of the Northfield Public Schools Area Learning Center Small Business Class, provided \$635.99 to support 1,068 healthy snacks served in the pilot implementation of the after school snack program at the Greenvale Park PLUS program serving grades Kindergarten through 5.
  - Accelerate Northfield has had great results this school year. Since implementing an iPad tracking system in January, Accelerate Northfield has recorded over 34,000 tutor contacts, nearly 5,000 volunteer visits, and more than 5,400 volunteer hours. Of those contacts, over 15,000 were conducted by Accelerate Northfield.
  - Pritchard thanked parent volunteers, teachers and high school staff and administrators for the great senior lock-in that was held on May 30. Also, thank you to Paula Seeberg, HCI, the National Guard, the Quarterback Club, Rare Pair, McLane, Malt-O-Meal and the Northfield Booster Club whose generous donations made this event possible.
- VI. Items for Discussion and / or Reports
  1. Presentation by Superintendent Richardson on the Legislative Session.  
Superintendent Richardson provided 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.  
On a motion by Pritchard, seconded by Hardy, the Board unanimously approved the proposed 2013-14 budgets as presented for all funds.

<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

\* Higher expenditures due to payoff of advance refunding bonds, revenue received in FY13.



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.  
On a motion by Nelson, seconded by Stratmoen, the Board unanimously approved the revision to Policy 441 – Use of Technology and Telecommunications Systems by Employees as presented and Policy 524-2 Use of Technology and Telecommunications Systems by Employees as presented.

B. Items for Consent Grouping

On a motion by Fossum, seconded by Stratmoen, the Board unanimously approved the following items listed under the Consent Grouping, except item 5, number 5, under 3a – Personnel Appointments. Then on a motion by Pritchard, seconded by Fossum, item 5, number 5, under 3a – Personnel Appointments was approved with an abstention by Nelson.

1. Family / Student / Co-Curricular Handbooks for 2013-2014.  
The changes to 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 were approved as presented. These handbooks carry the force of School Board policy.
2. Student Citizenship Handbook.  
The changes that were recommended to the 2013-2014 Student Citizenship Handbook were approved. 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 have the Handbook on their iPad, 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.
  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-9<sup>th</sup> 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.
- 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 Klamm, 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, 10<sup>th</sup> Grade Softball Coach at the High School, resignation effective 6/4/2013.
7. Doug Seymour, Assistant Boys Soccer Coach, resignation effective 5/31/2013.
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.

The Board approved 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

1. Update on First Council of Champions Meeting (the Northfield Promise).

Chair Ellen Iverson and Superintendent Richardson provided 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.

3. School Board Work Session following the July 8<sup>th</sup> 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. On a motion by Stratmoen, seconded by Nelson, the Board adjourned at 8:35.

Noel Stratmoen  
School Board Clerk



# iPad Loan Agreement

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## ***iPad Procedures and Information***

### Purpose

The purpose of iPad use for students in the Northfield Public Schools is to personalize learning, provide equity in the access of technology for students, and to offer immediate access to educational materials.

We believe that access to technology has the ability to increase student engagement, creativity, and academic achievement. Providing mobile technology to students is an important step in personalizing learning. As students, we expect:

- You will use your iPad as a tool for learning.
- You to accelerate your knowledge and application of academic and creative pursuits.
- You to use your iPad to demonstrate your mastery of academic and artistic concepts.
- You will take care of your iPad - keeping it clean and secure.

This document provides information about the use and care of your iPad.

### Receiving Your iPad

iPads will be distributed to students once their families have reviewed the iPad Loan Agreement, have completed the iPad Loan Agreement form on the District website, and paid their iPad insurance fee. In addition to completing the form, 9th-12th grade families can provide their student(s) with a valid Apple ID.

### iPad Return/Fines

Individual school iPads and accessories must be returned to the Media Center in which the student is enrolled at the end of the school year. Students who graduate early, withdraw, or terminate enrollment within Northfield Public Schools for any other reason must return their individual school iPad on the date of termination.

If a student fails to return the iPad and accessories (case, cord, etc.) at the end of the school year or upon termination of enrollment within Northfield Public Schools, that student or his/her parent/guardian will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Police Department.

Furthermore, students will be responsible for any damage to the iPad, consistent with the District's iPad Protection plan and must return the iPad and accessories to the Media Center in satisfactory condition upon the end of the school year.

## Taking Care of Your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Media Center for an evaluation of the equipment.

### 2.1 General Precautions

- The iPad is school property and all users will follow Policy 524.2 - Use of Technology and Telecommunications Systems By Students within Northfield Public Schools.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type (i.e. no clorox wipes).
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, labels, or any other physical alterations that are not the property of Northfield Public Schools.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- iPads must never be left in a location susceptible to extreme cold or hot weather.
- Students are responsible for keeping their iPad's battery charged for school each day.
- iPads that are stolen must be reported immediately to the Principal's Office and the Police Department.

### 2.2 Carrying iPads

- The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.
- iPads should always be within the protective case provided by the District.

### 2.3 Screen Care

- The iPad screens can be damaged if subjected to rough treatment.
- The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen (keep this in mind when placing your iPad in your backpack).
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the iPad against lockers, walls, or car.

## Using Your iPad At School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students are responsible for bringing their iPad to all classes.

### 3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the coursework completed as if they had their iPad present.

### 3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair. There may be a delay in getting an iPad should the school not have enough to loan.

### 3.3 Charging Your iPad's Battery

iPads must be brought to school each day adequately charged to work throughout the school day. Students need to charge their iPads each evening by plugging them into an electrical outlet only. *Do not charge the iPads from a computer port.*

### **3.4 Screen Savers/Background Photos**

Inappropriate media may not be used as a screensaver or background photo.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

### **3.5 Sound, Music, Games, or Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Apps installed on K-8 iPads must be approved and installed by a member of the Northfield Public Schools' Technology Department or building designee.

9th-12th grade students and families who are maintaining their own Apple IDs on District iPads may install apps as needed for the purpose of customizing their learning experience.

### **3.6 Home Internet Access**

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. However, District policy 524.2: Use of Technology and Telecommunications Systems By Students must be followed while at home.

### **3.7 Rapid Repair**

The District takes an approach of "rapid repair." In this system, a number of iPads will be available for student loan in the event that a device does not work properly. Unfortunately, we will not be able to guarantee there will be enough devices on hand at any one time to loan students. Students should bring malfunctioning iPads to their building's Media Center.

## **Managing Your Files & Saving Your Work**

### **4.1 Saving to the iPad/Home Directory/Submitting Work**

Email: Most iPad productivity apps support the ability to open and email word processing documents, presentations, spreadsheets, PDFs, images, or other common file types. Students and teachers can exchange course-related files through their District-provided email and Schoology accounts.

Cloud-Based Services: Students may also have the option to utilize any number of free cloud-based options such as Google Drive. The District will allow the use of such services by students on their iPads, but the District cannot be held responsible for the support of these personal, non-District provided services or the data that students may store on these services.

### **4.2 Network Connectivity**

Northfield Public Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## **iPad Applications**

### **5.1 Originally Installed Software**

The software/apps originally installed by Northfield Public Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps.



## **5.2 Additional Software**

All District-provided apps will be distributed through a secure distribution app that will act as a bridge between the iPads and the Apple App Store. Students will be able to download any provisioned apps in this manner directly onto their iPads. Students are not permitted to connect their iPads to any computers. 9th - 12th Grade students may add apps purchased with their family Apple IDs in order to customize their learning experience.

## **5.3 Circumvention of Managed Settings**

All student iPads are provisioned by the Technology department for the purposes of initializing and managing all iPads in a secure and organized fashion. Any attempts by students to circumvent any District management settings through software restoration or jailbreaking will result in the confiscation of the iPad and disciplinary action. District personnel will be alerted when a student circumvents the original managed settings.

## **5.4 Inspection**

Students may be selected at random, at any time, to provide their iPad for inspection.

## **5.5 Procedure for Re-Loading Software**

If technical difficulties occur, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-formatting.

## **5.6 Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

# **Acceptable Use**

The use of Northfield Public Schools technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferrable or extendable by students to people or groups outside the District and terminates when a student is no longer enrolled in Northfield Public Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this document, as well as [District policy 524.2: Use of Technology and Telecommunications Systems By Students](#), privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Northfield Public Schools' [Student Citizenship Handbook](#) shall be applied to all student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

## **6.1 Parent/Guardian Responsibilities**

9th - 12 grade parents can provide a Parent/Guardian created Apple ID for app customization on your student's iPad.

Talk to your student about values and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

***Please see attached detailed Parent/Guardian Responsibilities***

## **6.2 School Responsibilities are to:**

- Provide internet and email access at school to its students.
- Provide internet blocking of inappropriate materials as able. (Parents can also set internet controls at home).

- Provide network data storage areas. These will be treated similar to school lockers. Northfield Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted via school district-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and to help ensure student compliance of District policy 524.2: Use of Technology and Telecommunications Systems By Students

### **6.3 Student Responsibilities are to:**

- Use iPads in a responsible and ethical manner.
- Obey general school expectations concerning behavior and communication that applies to iPad use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Northfield Public Schools' designated internet system is at your own risk. Northfield Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help Northfield Public Schools protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email or come across content containing inappropriate or abusive language, he/she will make their teacher (at school) or parent/guardian (at home) aware immediately.
- Return their iPad to the media center at the end of each school year. Students who graduate early, withdraw, or terminate enrollment for any other reason must return their individual school iPad on the date of termination.

### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Restoring or jailbreaking iPad.
- Downloading unauthorized apps.
- Spamming (sending mass or inappropriate emails).
- Gaining access to other students' accounts, files, and/or data.
- Exchanging iPads and/or switching iPad identification labels to conceal fault of damage.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications through social media or other Internet-based tools.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing Northfield Public Schools' filter through a web proxy.

### **Student Citizenship Handbook**

The Northfield School District Student Citizenship Handbook addresses the manner in which students are expected to act. Students are expected to use their iPads in a manner that aligns with the expectations of the Student Citizenship handbook.

### **Use of Technology and Telecommunications Systems By Students**

The District requires that students use of all electronic devices is in accordance with Policy 524.2 that focuses on use of Technology and Telecommunications Systems by Students.

## **6.6 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of Northfield Public Schools' Student Citizenship Handbook. Give credit to all sources used, whether quotes or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to District disciplinary procedures. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

# Protecting and Storing Your iPad

## **7.1 iPad Identification**

Student iPads can be identified in the following ways:

- Record of serial number.
- Enrollment of iPads with the Lightspeed Mobile Device Management system.

## **7.2 Storing Your iPad**

When students are not using their iPads, they should be stored in their locked lockers. Nothing should be placed on top of the iPad, when stored in the locker. Students (Grades 6-12) are encouraged to take their iPads home everyday after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home.

## **7.3 iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, media center, unlocked classrooms, gymnasiums, auditorium, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the media center.

# Repairing/Replacing Your iPad

## **8.1 iPad Insurance Plan**

Northfield Public Schools recognizes that with the implementation of the Transformational Technology initiative there is a need to protect the investment by both the District and the Family. The iPad Insurance Cost is \$25.00 per device and will be due upon receipt of your student's iPad. The iPad insurance cost will be capped at \$100.00 for families with multiple students, Grades 6-12, attending school in the District. iPad insurance coverage will be provided by the school district for families that qualify for free and reduced lunch at a reduced rate (\$20 for students qualifying for reduced price lunch and \$15 for those students who qualify for free lunch.)

The iPad insurance cost will provide insurance coverage for accidental damage (drops/spills), cracked screens, theft, vandalism, fire, flood, natural disasters, and power surges due to lightning. The payment is nonrefundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

All insurance claims must be reported to the media center of the your student's school. In case of theft or other criminal acts, a police report, or fire report in the case of fire, MUST be filed for the protection coverage to be utilized. A copy of the police/fire report must be provided to the Principal's Office.

**INTENTIONAL DAMAGE:** Students/parents are responsible for full payment of intentional damages to iPads and/or the protective cases provided by the District. School District iPad Protection DOES NOT cover intentional damage of the iPad.

## Living Document

Technology evolves rapidly. As a result, the Northfield Public Schools reserve the right to make changes to this document as needed, using Policy 524.2: Student Use of Technology and Telecommunications and the District Student Citizenship handbook as its guide. The District reserves the right for administrators and teachers to use their best judgment in addressing situations not specifically covered in this agreement or by the [Student Citizenship Handbook](#).

## Parent Guide

Digital safety is of the utmost importance. Intentional, frequent discussions with your student of any age, are necessary and allow you to be proactive in protecting your student and further educating him/her. Experts warn that students are most vulnerable to online dangers while at home. Please note the following suggestions as they might be of assistance in further educating your student about appropriate use of technology including the iPad and home Internet use.

Beyond school, parents must take responsibility for their student's use of technology and the Internet in alignment with the Northfield Public Schools Policy 524.2 governing the use of Telecommunications and Technology by students and the District's Student Citizenship Handbook. While the District has purchased filtering software that will be enforced on both the school's network and outside of the school's network, filtering does not take the place of quality supervision. As a parent, you are responsible for monitoring your student's use of District-provided educational technology. This includes Internet use at home or any other remote location outside of school.

### **Set Expectations**

Regularly share your expectations with your student about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Understand that your student's use of many technologies (such as computers, iPods, video game systems, and cell phones) likely gives your student the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

### **Monitor & Limit Screen Time**

Experts suggest having students surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your student is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your student learn to focus on completing tasks or assignments prior to engaging in other Internet activities. Teaching today's students how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

### **Put the iPad to Bed, But Not in the Bedroom**

Parenting experts suggest parking all technology devices, from cell phones to iPads, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your student to sleep with the iPad. Remember to model appropriate use and balance of technology in your own life as well.

### **Family Media Use Agreements**

The following links will take you to some useful Family Media Agreements provided by [Common Sense Media](#).

[Grades K-5](#)

[Grades 6-8](#)

[Grades 9-12](#)

[Here are some additional things to review with your student:](#)

- Anything they do or post online creates a digital record, often called a "Digital Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted elsewhere.
- A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Set up some sort of test question to frequently ask your student, such as "Would Grandma approve?"

- "Friends" aren't always who they say they are. Encourage your student to only be friends online with friends they know in person. Never give access to personal information to people met online.
- Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your student how easy it is for someone to find you based on what you post online.
- Regularly check your student's privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your student's photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.
- Cyberbullying (threatening or harassing another individual through technology) is a growing concern for today's youth. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Talk with your student about not partaking in this behavior and encourage her/him to report incidents of cyberbullying to an adult.

More helpful websites with Internet safety tips for parents:

Common Sense Media [www.CommonSenseMedia.org](http://www.CommonSenseMedia.org)

Net Cetera: Chatting with Kids About Being Online Federal Trade Commission (FTC) guide

<http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec04.pdf>

Additional Information Sources:

Gibbon, Fairfax, Winthrop School District, MN

North Shore Central School District, NY

iPad Loan Agreement courtesy of Farmington Public Schools

Parent Guide Courtesy of Minnetonka Public Schools via the Farmington Public Schools



Student/Parent Pledge for iPad Use

**Parent**

1. I agree to monitor my student's Internet usage outside of school.

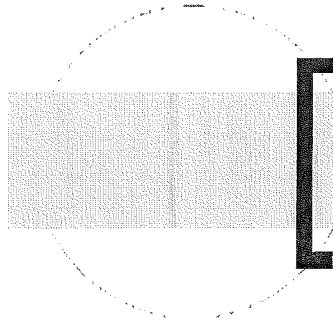
**Student/Parent**

1. I will never leave my iPad unattended.
2. I will never loan out my iPad to other individuals.
3. I will know where my iPad is at all times.
4. I will bring my iPad to school each day, adequately charged.
5. I will keep food and beverages away from my iPad since they may cause damage to the device.
6. I will not disassemble any part of my iPad or attempt any repairs.
7. I will protect my iPad by only carrying it while in the case provided.
8. I will use my iPad in ways that are appropriate and meet all of the expectations of the Northfield Public Schools.
9. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
10. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Northfield Public Schools.
11. I will follow the policies and procedures outlined in the iPad User Agreement and the District Acceptable Use Policies.
12. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the District iPad, case, and power cord in good working condition to my school Media Center, no later than the last day of the current school year.

I agree to the stipulations set forth in the above documents including the iPad Loan Agreement, Procedures, and Information; the Student Citizenship Handbook; District Policy 524.2; iPad Protection Plan; and the Student Pledge for iPad Use.

Individual school iPads and accessories must be returned to the school at the end of each school year. Students who graduate early, withdraw, or terminate enrollment for any other reason must return their individual school iPad on the date of termination.

***Family Agreement to the terms of this document will be completed digitally through an online form prior to receiving their iPad.***



**NORTHFIELD PUBLIC SCHOOLS**

# **District-Wide Health & Safety Policy**

**June 2013**

**Contact Person: Paul Bell**  
**Phone Number: 507-663-0610**

## **807 HEALTH AND SAFETY POLICY**

### **I. PURPOSE**

Northfield Public Schools has developed a District Health/Safety Policy to promote safe and healthful working conditions for our employees. In addition to adopting a District Health/Safety Policy, Northfield Public Schools, has incorporated several other health and safety programs that not only promote employee/student safety, but insures compliance with local, state and federal regulations.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district will form a health and safety advisory committee to be appointed by the superintendent. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation.

### **III. PROCEDURES**

- A. The Director of Buildings and Grounds, with direction from outside consultants and professionals, is responsible for planning and implementation of the District Health/Safety Policy.
- B. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- C. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- D. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

### **IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes



specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

1. Asbestos
2. Fire and Life Safety
3. Lighting
4. Structural Safety
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Mercury
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Chlorine
34. Ladder/Fall Protection
35. Laboratory Safety
36. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.

- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

**V. BUDGET**

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

**VI. COMMUNICATION**

Northfield Public Schools regards communication of health and safety issues as a continual process. Health and safety procedures are communicated through safety training at the beginning of an employee's new job assignment, whenever material, process, or procedural changes are implemented, and whenever the employer notices deficiencies in safe work practices.

In addition to training, posters, employee handbooks, handout materials and computer-based learning may also be utilized to communicate job safety and health information.

Safety communication also takes place through distribution of safety committee meeting minutes, which includes accident information, reported employee concerns, inspection findings, and status updates on safety items.

**VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Policy 807 – Health and Safety  
Adopted: 5/29/12, 7/8/13

School Board  
INDEPENDENT SCHOOL DISTRICT 659  
Northfield, Minnesota

# **NORTHFIELD HIGH SCHOOL**

## **Activities Office**

**TO:** Chris Richardson  
**FROM:** Tom Graupmann  
**DATE:** June 11, 2013  
**RE:** Gift Agreement

Attached find a gift agreement in the total amount of \$18,189 from the Northfield Booster Club to be used for purchases as outlined in the gift agreement.

Also, please note the total gifted to the school to cover athletic fee waivers for school year, 2012-13; an additional \$14,803.

If this meets your approval please pass it on to the School Board for their acceptance.

Thanks!

cc Joel Leer

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 8<sup>th</sup> day of July, 2013,  
by and between Northfield Booster Club,  
hereinafter the "Donor", and Independent School District No. 659, Northfield Minnesota,  
hereinafter the "District", pursuant to the District's policy for receiving gifts and donations, as  
follows:

### TERMS

The donor agrees to give the district a total value of \$18,189, to be used as follows:

Gymnastics - Re-covering the two Beams = **\$1,000**  
Cheerleading - Megaphones = **\$240** - Pom Poms = **\$420**  
Girls Basketball - Travel Bags = **\$744**  
Volleyball - Ipad = **\$450**  
Boys/Girls Swim-Dive Travel Bags - **\$1,950**  
High School Gym (North Balcony) Sound system = **\$1,800**  
Girls Hockey - Helmets (with masks) = **\$690**  
Balls-Pucks-Shots - **\$8,000**  
HUDL - All Sports (Video teaching tool) - **\$1,600**  
Athletic Training Room Impact Software (concussion testing) - **\$500**  
Athletic Training Room (Sound Assisted Soft Tissue Mobilization) - **\$795**

\* Fee Waivers for School year 2012-13; already paid by the Northfield Booster Club = \$14,803

By: Northfield Booster Club  
Donor  
Paula Sannes  
Paula Sannes, President

Approved by resolution of the School Board on the 8 day of  
July, 2013.

INDEPENDENT SCHOOL DISTRICT No. 659  
By: Noel Stratman, Clerk

# NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 27 day of June, 2013, by and between Longfellow Parent Advisory Council, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows: \$2,500.<sup>00</sup>

## TERMS

- use towards technology purchases

Longfellow Parent Advisory Council  
Donor

By:

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk

# NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 27 day of June, 2013, by and between ECFE Parent Advisory Council, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows: \$2,050.00

## TERMS

- use towards technology purchases

ECFE Parent Advisory Council  
Donor

By:

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk

# Northfield

Public Schools 1.S.D. 659 MINNESOTA

Northfield High School  
1400 Division St. South  
Northfield, MN, 55057  
507-663-0632 507-645-3455 (fax)

**Tom Graupmann, Activities Director**

To: Dr. Chris Richardson  
From: Tom Graupmann  
RE: Student Activity Account/ Dance Team  
Date: June 12, 2013

This memo explains the procedure of transferring Student Activity Funds into a payroll account to help pay for a stipend for volunteer coaches/advisors. This procedure was explained to Marian Tise and me by an auditor in July, 2003. The auditor said that it is appropriate to allocate and disperse from student activity accounts monies to individuals who perform a necessary service to our students/school district. The items necessary for such action are: 1.) Fundraising monies need to be designated for a stipend(s); students in the activity/sport need to understand and agree to the spending of student activity monies for salary. 2.) Upon school board approval (it was noted by the auditor that approval should occur before the work performed, but approval could also occur during or after the service) the designated monies should be transferred to a payroll account and dispersed in that manner. 3.) The coach/advisor should fill out a payroll claim form to receive payment.

I have a request from the Dance Team to designate up to \$2,000.00 from their Dance Team student activity account to pay for an additional dance team coach (JV assistant coach). The rate of pay will be \$12 per hour. The Dance team intentionally fundraised so that this coach could be secured. This would be for School-year 2013-14.

If you have any questions, please contact me.

Thanks!

## AGREEMENT

This Agreement is entered into this ~~thirteenth~~ eightth day of ~~August 2012~~ July 2013, by and between the Northfield Public Schools (hereinafter the School) and Canvas Church, PO Box 14, Northfield, MN 55057 (hereinafter the Church). It is understood between the parties hereto that the Church wishes to utilize certain facilities belonging to the School for worship purposes. It is further understood that the School wishes to accommodate the Church pursuant to the School's Policy Regarding Community Use of School Facilities.

This Agreement is a legal contract and each party understands that it may be enforced in the District Court of the County of Rice, State of Minnesota against the School or the Church if either one of them does not comply with the terms of this Agreement.

### I. Description of Premises –

~~July 1, 2012 through September 2, 2012~~ – The premises covered by this Agreement during this described time period are located at ~~Bridgewater Elementary School, 401 Jefferson Parkway, Northfield, MN, and include the Cafetorium, the Commons area located next to the Cafetorium, the public restrooms adjacent to the Cafetorium hallway, the Gymnasium and the Staff Lounge.~~  
~~September 9, 2012 through June 30, 2013~~ – The premises covered by this Agreement during this described time period are located at Northfield High School, 1400 Division Street South, Northfield, MN, and include the Auditorium, the Lower Cafeteria, the public restrooms adjacent to the Auditorium and the Lower Cafeteria, the Upper Cafeteria, and the Hallway between the Upper Cafeteria and the Lower Cafeteria.

### II. Use of Premises –

- a. The Church is allowed under this Agreement to use the premises for worship services and for fellowship time during which it is understood refreshments may be served outside of the Auditorium. No other use of the premises is authorized under this Agreement. It is expressly agreed and understood between the parties that the Church shall use the premises only on Sundays from 7:30 a.m. to 12:30 p.m. except as otherwise agreed upon. The School's custodian on duty shall open the entry doors by 7:15 a.m. on Sundays.
- b. Any variation from this schedule, including leaving the stage set up outside of scheduled services, must be arranged with the Facilities Scheduler and approved by the Community Services Director, as the calendar allows.

III. Term of Agreement – This agreement shall commence on July 1, 201~~2~~3 and shall continue until June 30, 201~~3~~4, unless terminated prior to that date as provided herein. Early termination of this agreement requires a thirty-day notice. This Agreement may be extended for an additional term, should the parties choose to do so; however, nothing contained herein shall be construed to require the School to extend the Agreement.

IV. Expenses – The Church hereby agrees to pay to the School the following expenses related to its use of the Premises:



- Facilities –
  - ~~From July 1 through September 2, 2012, while at Bridgewater Elementary School, the Church will pay a facility fee of \$14.40 per hour for use of the Cafetorium/Commons Area, \$14.40 per hour for use of the Gymnasium, and \$9.90 per hour for use of the Staff Lounge, with a two hour maximum charge per space per date of use. These facility fees represent a negotiated 10% reduction from established community use fees. In addition, the Church will pay an energy fee of \$4.50 per hour for every hour of use of the Cafetorium after two hours, an energy fee of \$4.50 per hour for every hour of use of the Commons Area after two hours, an energy fee of \$4.50 per hour for every hour of use of the Gymnasium after two hours and \$0.90 per hour for every hour of use of the Staff Lounge after two hours, a 10% reduction from established energy fees.~~
  - From September 9, 2012 through June 30, 2013, while at the Northfield High School, Effective July 1, 2013, the Church will pay a facility fee of \$14.40 per hour for use of the Auditorium, \$14.40 per hour for use of the Lower Cafeteria, and \$14.40 per hour for use of the Upper Cafeteria, with a two hour maximum charge per space per date of use. These facility fees represent a negotiated 10% reduction from established community use fees. In addition, the Church will pay an energy fee of \$4.50 per hour for every hour of use of the Auditorium after two hours, an energy fee of \$4.50 per hour for every hour of use of the Lower Cafeteria after two hours, and an energy fee of \$4.50 per hour for every hour of use of the Upper Cafeteria after two hours, a 10% reduction from established energy fees.
- Custodial – The Church will pay ~~\$53.00~~ \$54.00 per hour to the School for custodial services related to the Church's use of the premises on Sundays and Holidays and ~~\$42.00~~ \$43.00 per hour outside of building hours on Mondays through Saturdays. The Church understands and agrees that the custodial services shall include any cleanup necessary from any other event located on or about the premises which might occur during the day or evening prior to the Church's worship services and any cleanup after the Church's use to get the school ready for the next school day according to health and safety standards. The Church understands and agrees that custodial service is required to be in the building prior to, and after, the Church's use of the premises and will be billed for a minimum of four and a half (4.5) hours for Sunday worship services or for actual time if more than four and a half (4.5) hours are required. Events other than Sunday worship services will be billed for actual time.
- Set up and take down – It is agreed that the set up of the space for use and the take down, including returning the spaces to their intended use, is primarily the responsibility of the Church. If School personnel have to perform these functions, the Church will be charged for additional custodial time as required.

- Snow Removal – The Church will pay for snow removal as is reasonably necessary to provide adequate access to the Premises for use by the Church. The Church will pay \$112.00 each time snow removal is required. The Church understands that the decision to remove any snow in preparation of the Church's use of the premises shall be at the sole discretion of the School.

V. Payment of Expenses – The School will bill the Church monthly for any of the aforementioned expenses. The Church will make payment within 30 days of receipt of any such invoice. Invoices will be sent electronically to: jeff@canvaschurch.cc.

VI. Limitations on Church Use of Premises – The Church understands that other school and non-school related activities may take precedence over the Church's use of the premises. In the event the Church's use of the premises is to be precluded by any such activity, the School will attempt to provide two weeks notice to the Church that it will not be allowed to use the premises and will also make every effort to provide an alternative site, if requested to do so by the Church. In addition, the Church understands that there may be school or non-school activities which may require that certain pieces of equipment, such as set constructions in the Auditorium, be left out. The Church agrees that in these situations it will take every precaution necessary not to disturb such equipment. Activities scheduled in school facilities can be viewed at <http://fs-northfield.rschooltoday.com/calendar/index/publicview/>.

VII. Snow Emergency or Calamitous Event – In the event of a snow emergency, or any other event which may substantially impair the safety or viability of the premises, the Church understands and agrees that the School will exercise its discretion in deciding whether to cancel any Sunday scheduled use of the premises by the Church. The School hereby agrees to make every effort to provide the Church with as much advance notice of any such cancellation as possible. If the event is of a calamitous and on-going nature, the School will make every effort to provide an alternative site for the Church.

VIII. Use of Lights in the Auditorium – The School will allow the Church to use Church-owned lighting and sound equipment in the Auditorium and to keep the cords in the catwalk area when not in use. The Church will have access to the balcony, catwalk and sound booth and will have use of the School's projector and projection screen. ~~The Church will work with the Auditorium Technician to install their lighting and sound systems.~~ Assistance provided by the Auditorium Technician will be billed at \$40.00 per hour.

IX. Keys – The Church understands and agrees that nothing contained in this Agreement shall entitle the Church to possess keys to any of the locks located on or about the premises.

X. Storage – The Church understands and agrees that it shall not be allowed to store any items of any nature on or about the premises, unless specifically agreed to by the School.

XI. Signage – The Church will be allowed to post a temporary signs on School property indicating the location and time of the Sunday services. The Church understands and agrees that ~~the~~ any such signs must be removed within one hour of the close of any ~~given~~ permitted service.

XII. Northfield Public School Access Policy – The Church understands and agrees that the Northfield Public Schools Policy regarding Community Use of School Facilities (the Policy), and any amendments thereto, are hereby incorporated into this Agreement. In the event any provision of this Agreement contradicts any provision of the Policy, this Agreement shall control.

XII. Assignment and Delegation – The Church hereby agrees that none of its rights contained in this Agreement may be assigned, nor may any of its duties be delegated, without the express written permission of the School. The Church further agrees that any such permission will be at the sole discretion of the School.

XIV. Default – The Church understands that in the event the Church violates any provision of this agreement, or any provision of the Policy, the School may, at its sole discretion, declare this Agreement void and immediately discontinue the Church's use of the premises.

XV. No Oral Representations – The parties hereto understand that this Agreement constitutes the complete understanding of the parties, and that neither party is relying on any oral representations made by the other party.

XVI. Insurance – During the term of this agreement, the Church shall obtain and maintain at its expense, the following types and amounts of insurance:

Insurance against bodily injury and property damage which is to be in the amount of at least One Million Dollars (\$1,000,000) per occurrence and naming the School as an additional insured with copies thereof to be provided by the Church. Furthermore, insurance covering all property owned by the Church and stored on the premises shall be the sole responsibility of the Church.

XVII. Waiver of Subrogation – The Church hereby waives all claims for recovery from the School for any loss or damage to any of its property regardless of the nature of how said loss or damage occurred.

**Canvas Church**

**Northfield Public Schools**

_____ Jeff Wendt, Pastor	_____ Date	_____ Noel Stratmoen, Clerk	_____ Date
_____ Jon Hohm, Pastor	_____ Date		

**AGREEMENT BETWEEN**  
**NORTHFIELD HOSPITAL & CLINICS**  
**AND**  
**NORTHFIELD HIGH SCHOOL**

The items listed below are the conditions of the Agreement between Northfield Hospital & Clinics, d/b/a the Center for Sports Medicine and Rehabilitation (CSMR), and Northfield High School (High School), for the purpose of setting forth the terms and conditions under which CSMR shall provide athletic training services to intercollegiate sport participants.

This agreement is in effect for the school years 2013-2014 and 2014-2015.

**I. CSMR Obligations**

**A. Contract Hours**

- 1) Certified Athletic Trainers employed by CSMR will provide 631.5 hours of service in the training room and at events over the term of this contract.
- 2) If two or more concurrent events take place at High School, one athletic trainer will provide service.
- 3) If events take place concurrently at High School, the middle school, and/or the hockey arena, athletic trainers will use best efforts to cover both/all events. In this instance, the coverage of the event at the hockey arena/middle school will be reimbursed separately at the rate of \$28.00 per hour during school year 2013-2014 and \$28.50 per hour during school year 2014-2015.

**B. Certified Athletic Trainers will be responsible for:**

- 1) First aid and emergency care at all athletes as needed.
- 2) Evaluations of previous injuries and preventive injury assessments.
- 3) Preventive taping and strapping as necessary.
- 4) Administer treatments to athletes as they rehabilitate injuries.
- 5) Maintain emergency information and records of treatments on all athletes.
- 6) Supervise students when in training room.
- 7) Stock training kits.
- 8) Maintain an accurate inventory of all supplies and notify the Activities Director when supplies are needed.
- 9) Provide an annual inventory in early March and recommend supplies and equipment, which should be purchased for the following year.
- 10) Provide in-service education to members of coaching staff and students per request of Activities Director.

- 11) Provide ongoing inspection of athletic facilities and methods used by coaches in working with their athletes, and pass on concerns and recommendations to the Activities Director.
- 12) Special events, such as post-season tournaments and conference events, will also be covered, but will be reimbursed separately at a rate of \$28.00 per hour during school year 2013-2014 and \$28.50 per hour during school year 2014-2015.
- 13) Facilitate the communication among the injured athlete, coach, and physician.
- 14) Inform coaches of the injured athlete's limitations in participation.
- 15) Inform coaches of rehabilitation expectations.

## II. High School Obligations

### A. Athletic Training Services

- 1) A working space (office) for the athletic trainer for consultations.
- 2) For school year 2013-2014, the High School will remit to CSMR a fee of \$17,410.46 payable in 9 monthly installments of \$1,934.50 beginning September 1, 2013.
- 3) For school year 2014-2015, the High School will remit to CSMR a fee of \$17,410.46 payable in 9 monthly installments of \$1,934.50 beginning September 1, 2014.
- 4) High School will publish, at no charge, a one-half page ad on behalf of the CSMR in each athletic program produced.
- 5) High School will promote CSMR/Northfield Hospital at no charge with the following mediums:
  - a) Introduce the ATC at Parent Eligibility Night – explaining services provided
  - b) Announce during home games that ATC is provided by the Center for Sports Medicine and Rehabilitation, a service of Northfield Hospital & Clinics, and
  - c) Display a CSMR banner at all home events.
- 6) The Athletic Director and up to 3 coaches will annually complete an evaluation of CSMR personnel and services.

III. Hold Harmless. CSMR agrees to indemnify and hold High School harmless from any and all claims, demands, damages, costs, and expenses, including reasonable attorney's fees, which arise from any act, failure to act, or negligence of CSMR, its agents or employees, related in any way to performance of its obligations imposed under this Agreement. CSMR will provide High School with a certificate of its liability insurance

of no less than one million dollars, and will maintain this coverage for the term of the contract.

High School agrees to indemnify and hold CSMR harmless from any and all claims, demand, damages, costs, and expenses, including reasonable attorney's fees, which arise from any act, failure to act, or negligence of High School, its agents or employees, related in any way to performance of its obligations imposed under this Agreement. High School will provide CSMR with a certificate of its liability insurance of no less than one million dollars, and will maintain this coverage for the term of this contract.

IV. **Termination.** Either party may terminate this contract by giving 30 days written notice.

VI. **Notice.** All notices required to be given under the terms of this Agreement shall be in writing, shall be effective upon receipt and shall be delivered in person or by certified mail, return receipt requested, to the parties as follows:

CSMR: Northfield Hospital  
2000 North Avenue  
Northfield, MN 55057  
Attention: Steve Underdahl, President

High School: Farmington High School  
20655 Flagstaff Avenue  
Farmington, MN 55024  
Attention: Athletic Director

VII. **Insurance.** CSMR agrees to maintain in full force and effect, at its own cost and expense, a policy or policies of professional liability insurance providing coverage for itself and its employees in an amount not less than \$1,000,000 per claim and \$3,000,000 in aggregate. CSMR will provide a certificate of insurance coverage to High School upon request.

High School agrees to maintain in full force and effect, at its own cost and expense, a policy or policies of comprehensive general liability insurance providing coverage for itself and its employees in an amount not less than \$1,000,000 per claim and \$3,000,000 in aggregate. High School will provide a certificate of insurance coverage to CSMR upon request.

VIII. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

- IX. **Assignment.** Neither party to this Agreement may assign its rights and obligations hereunder without the prior written consent of the other party, and any attempt to do so shall be null and void.
- X. **Relationship of the Parties.** The relationship between the parties shall be solely that of independent contractors and nothing herein shall be construed to create or imply any relationship of employment, agency, partnership or any relationship other than that of independent contractors.
- XI. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties and supersedes all prior agreements, understandings, and letters of intent relating to the subject matter hereof. This Agreement shall be binding on the parties hereto, their heirs, successors and assignees in interest. This Agreement may be amended or supplemented only by a writing executed by both parties.

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Northfield High School

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Colleen Johnson  
Director, CSMR

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Northfield School Board

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Steve Underdahl  
President and CEO  
Northfield Hospital

**NORTHFIELD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**Memorandum**

**TO:** Board of Education  
**FROM:** L. Chris Richardson, Ph.D., Superintendent  
**RE:** Table File Items for July 8, 2013, Regular School Board Meeting

VII. Superintendent's Report

B. Items for Consent Grouping

8. Personnel Items.

a. Appointments \*

20. Ethan Nelson, CS Summer Recreation Soccer Coach beginning 7/1/2013-8/31/2013, \$7.50/hour.

21. Rachel Turbeville, Dance Team Assistant Coach-JV at the High School beginning 10/21/2013-2/15/2014, \$12.00/hour, from dance team fundraising.

b. Increase/Decrease/Change in Assignment

45. Judi Vitito, 1<sup>st</sup> Grade Teacher at Sibley, change to 4<sup>th</sup> Grade Teacher at Sibley beginning 7/1/2013.

c. Leaves of Absence

2. Allison Otte, Childcare Leave of Absence beginning 11/18/2013 through the end of the 2013-14 school year.

d. Resignations

13. Jane Morrison, Early Ventures Assistant, resignation effective 8/21/2013.

14. Laurel Sargent, Educational Assistant PCA, resignation effective 7/5/2013.

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

\*\* Subject to revision when negotiations for 2013-15 are completed.

9. Cooperative Sponsorship.

Please see the enclosed memorandum from Tom Graupmann requesting that the Board approve entering into a cooperative sponsorship with Arcadia School for Girls Cross Country, Girls Swimming and Diving and Football. MSHSL cooperative sponsorships are in effect for two school years (2013-2014 and 2014-2015).



# NORTHFIELD HIGH SCHOOL

## Activities Office

**TO:** Dr. Richardson

**FROM:** Tom Graupmann

**DATE:** July 8, 2013

**RE:** **Application of Cooperative Sponsorship**

The purpose of this memo is to ask the board to take action to enter into a cooperative sponsorship with Arcadia School for Girls' Cross Country Running, Girls' Swimming and Diving, and Football. Attached are the forms for application. As a reminder it should be noted that MSHSL cooperative sponsorships are in effect for the duration of two school years. This coop would be for both the 2013-14 and 2014-15 school years.

I support entering into these agreements.

Upon the passage of these resolutions, these attached forms must be signed by a member of the School Board or a designee and should be returned to me.

Let me know if there are questions.

**CC:** Joel Leer

**Minnesota State High School League**  
2100 Freeway Blvd., Brooklyn Center, MN 55430-1735  
763-560-2262, Fax: 763.569.0499

**Application for Cooperative Sponsorship**

Deadline: Not later than the first day of practice for that sport season.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls Cross Country  
beginning with the 20 13 - 20 14 school year. (activity) (boys' or girls') (Adapted-CI or PI) Running

List ALL schools included in the cooperative sponsorship. Attach another form if necessary.

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Northfield H.S.	1145	Northfield	1AA	1AA
High School #2:	Arcadia School	66	Northfield	1A	
High School #3:					
High School #4:					

\*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
☒ **Yes** This application must include a review and comments from the conference(s) of which the schools are members.  
☐ **No**
- Do any of the above schools currently have a cooperative agreement in this activity?  
☐ **Yes** An application for dissolution must be submitted for the existing agreement.  
☒ **No**
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

(Non-Exclusive)\* To provide opportunity for 1 Arcadia student

- List the number of students, by grade level, who participated in this activity during the previous year. If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.

	7th	8th	9th	10th	11th	12th
High School #1	0	3	7	7	7	9
High School #2					1	
High School #3						
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs):

Northfield High School

- Host School (school that will receive revenue share check): Northfield High School

Board of Education (or designee)	School	Date
Signed _____	<u>Northfield High School</u>	<u>7-8-13</u>
Signed _____	<u>Arcadia School</u>	_____
Signed _____	_____	_____
Signed _____	_____	_____

**Official Action of the MSHSL Board of Directors**

☐ Approved ☐ Not Approved

Signature: \_\_\_\_\_  
MSHSL Executive Director

Date: \_\_\_\_\_

**Minnesota State High School League**  
2100 Freeway Blvd., Brooklyn Center, MN 55430-1735  
763-560-2262, Fax: 763.569.0499

**Application for Cooperative Sponsorship**

Deadline: Not later than the first day of practice for that sport season.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls Swimming + Diving  
beginning with the 20 13 - 20 14 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Northfield H.S.	1145	Northfield	1AA	1A
High School #2:	Arcadia School	66	Northfield	1A	1A
High School #3:					
High School #4:					

\*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
☒ **Yes** This application must include a review and comments from the conference(s) of which the schools are members.  
☐ **No**
- Do any of the above schools currently have a cooperative agreement in this activity?  
☐ **Yes** An application for dissolution must be submitted for the existing agreement.  
☒ **No**
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

(Non-Exclusive) \* To provide opportunity for 1 Arcadia student

- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	4	13	11	6	8	8
High School #2	1					
High School #3						
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs):

Northfield High School

- Host School (school that will receive revenue share check): Northfield High School

**Board of Education (or designee)**

**School**

**Date**

Signed \_\_\_\_\_ Northfield High School 7-8-13

Signed \_\_\_\_\_ Arcadia School \_\_\_\_\_

Signed \_\_\_\_\_ \_\_\_\_\_

Signed \_\_\_\_\_ \_\_\_\_\_

**Official Action of the MSHSL Board of Directors**

☐ Approved

☐ Not Approved

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MSHSL Executive Director

**Minnesota State High School League**  
2100 Freeway Blvd., Brooklyn Center, MN 55430-1735  
763-560-2262, Fax: 763.569.0499

**Application for Cooperative Sponsorship**

Deadline: Not later than the first day of practice for that sport season.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Football  
beginning with the 20 13 - 20 14 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Northfield H.S.	1145	Northfield	1 A A	2 A A A A A
High School #2:	Arcadia School	66	Northfield	1 A	
High School #3:					
High School #4:					

\*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
☒ **Yes** This application must include a review and comments from the conference(s) of which the schools are members.  
☐ **No**
- Do any of the above schools currently have a cooperative agreement in this activity?  
☐ **Yes** An application for dissolution must be submitted for the existing agreement.  
☒ **No**
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

(Non-Exclusive)\* To provide opportunity for 2 Arcadia students

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1			42	31	35	29
High School #2			2			
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): \_\_\_\_\_

Northfield High school

6. Host School (school that will receive revenue share check): Northfield High school

Board of Education (or designee)	School	Date
Signed _____	<u>Northfield High school</u>	<u>7-8-13</u>
Signed _____	<u>Arcadia school</u>	_____
Signed _____	_____	_____
Signed _____	_____	_____

**Official Action of the MSHSL Board of Directors**

☐ Approved ☐ Not Approved

Signature: \_\_\_\_\_  
MSHSL Executive Director

Date: \_\_\_\_\_