

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, July 14, 2014, 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. Elementary Art Professional Learning Community Presentation.
 - 2. Facilities Presentation by ATS&R.
 - 3. Follow-up Work Session to Discuss Demographic and Facilities Presentations.
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Resolution Regarding Christopher Columbus Day.
 - 2. Revised School Board Policy 514 – Bullying Prohibition
 - B. Items for Consent Grouping
 - 1. Fiscal Year Organization Actions.
 - 2. Memberships for 2014-2015.
 - 3. Gymnastics Club Lease Agreement.
 - 4. Gift Agreement – Northfield Booster Club.
 - 5. Appointment to District Youth Council.
 - 6. Grant Application.
 - 7. Personnel Items.
- VIII. Items for Information
 - 1. 2014 Reduction in Local Property Taxes for School Levies.
 - 2. End of Year Enrollment Report.
- IX. Future Meetings
Monday, August 11, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, August 25, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, July 14, 2014, 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 14, 2014, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes
Minutes of Regular School Board meeting held on June 9, 2014, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. Elementary Art Professional Learning Community Presentation.
At the June 9th Board meeting, Director of Teaching and Learning Mary Hanson presented facts about Professional Learning Communities followed by RtI Coaches presenting information about the joint elementary PLCs held last school year. The work completed by the secondary English Language Arts PLCs was also presented. At Monday night's meeting, elementary Art teacher Kate Woodstrup will present the work of the elementary Art PLC providing a different perspective on the positive impact of PLCs.
 2. Facilities Presentation by ATS&R.
Mark Hayes from ATS&R will present the results of the District Facilities Study that they have completed over the last several months. The presentation will provide specific information about each of our buildings, including repair and maintenance needs required to maintain safety and functionality. Mark will also share the identified quality educational program needs and the capability of the current facilities to address those current and future needs. The presentation will conclude with an opportunity for Board members to ask questions about the information presented and identify facilities elements that require further clarification.
 3. Follow-up Work Session to Demographic and Facilities Presentations.
Superintendent Richardson and Director of Administrative Services Matt Hillmann will share a draft Board work session agenda detailing the proposed next steps in reviewing the detailed information from the demographic and facilities presentations. The proposed work session would include a summary review of the two presentations followed by an opportunity for Board members and Cabinet members to consider and discuss three key facilities questions and identify facility priority options. These options would include those needed to maintain safety and functionality with the projected enrollment at each level, as well as options that might enhance the District's ability and flexibility to provide quality educational programs. On Monday night, the Board will be asked to reflect on the proposed work session agenda and offer suggestions for modification. The Board, Cabinet and ATS&R will also be asked to identify available times to schedule a work session in the near future.
- 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 13, 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 2014-2015 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 13, 2014, shall not be a holiday.

2. Revised School Board Policy 514 – Bullying Prohibition.

Enclosed is Revised School Board Policy 514 – Bullying Prohibition. This is the Bullying Prohibition Policy being recommended by the Minnesota School Boards Association following action during this past legislative session. A copy of the District's current Bullying Prohibition policy is also enclosed.

Superintendent's Recommendation: Motion to approve the revised Board Policy 514 – Bully Prohibition as presented.

B. Items for Consent Grouping

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

1. Fiscal Year Organization 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 2014-2015.
- 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 2014-2015.
- 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 2014-2015.

2. Memberships for 2014-2015.

The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2014-2015 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. Gymnastics Club Lease Agreement.

Enclosed is a lease agreement with the Northfield Gymnastics Club. Activities Director Tom Graupmann is requesting approval of the Lease Agreement for the 2014-2015 and 2015-2016 school years at a cost of \$6930 per year. Approval of this Lease Agreement will allow the District to hold gymnastics activity programs at the Northfield Gymnastics Club's facility on Professional Drive.

4. Gift Agreement – Northfield Booster Club.
The Northfield Booster Club has donated \$17,945 to the School District to be used for purchases outlined in the gift agreement. The Booster Club also donated an additional \$15,004 to cover athletic fee waivers for the 2013-2014 school year.
5. Appointment to District Youth Council.
At the May 27, 2014, School Board meeting the Board approved the appointment of sixteen Northfield High School students to the District Youth Council. One of the appointees is going on a State Department Germany exchange, so Lars Ripley has accepted the position vacated. The Board is asked to approve this appointment.
6. Grant Application.
Community Services is requesting approval to apply for an Allina Health Neighborhood 2014 Healthy Activity Grant in the amount of \$9,919. The application form is enclosed.
7. Personnel Items.
 - a. Appointments*
 1. Mary Jo Arndt, .6 FTE FACS Teacher (Semester 1), .4 FTE FACS Teacher (Semester 2) at the High School beginning 08/25/2014 – 06/05/2015 (2014-15 school year); MA, Step 5.
 2. Burt Bemmels, 1.0 FTE Long-Term Substitute Math Teacher at the ALC beginning 08/25/2014 – 06/05/2015; MA, Step 14.
 3. Mary Bleckwehl, 1.0 FTE Long-Term Substitute Second Grade Teacher at Bridgewater beginning 08/25/2014 – 12/19/2014; MA60, Step 6.
 4. Kristen Craft, 1.0 FTE First Grade Teacher at Sibley Elementary beginning 08/25/2014 – 06/05/2015; MA, Step 6.
 5. Aimee Gerdesmeier, KidVentures Site Leader at Sibley for 5.5 hours/day beginning 07/02/2014; Step 3, \$14.61/hour. *(Subject to change upon settlement of Community Services Contract)*
 6. Cecelia Green, Concessions Manager at the High School (Activities) beginning 08/21/2014 – 03/31/2015; \$1,550 Stipend.
 7. Autumn Fabricant, Targeted Services Summer PLUS Club Leader at the Middle School for 1.75 hours/day beginning 06/26/2014 – 07/15/2014; \$18.00/hour.
 8. Alexandra Hansen, SummerVentures Site Assistant at Longfellow beginning 06/23/2014 – 08/22/2014; Step 1 \$11.25/hour.
 9. Brittnei Kuehl, 1.0 FTE Long-Term Substitute Kindergarten Teacher at Bridgewater Elementary beginning 08/25/2014 – 10/17/2014; BA, Step 0.
 10. Suzanne Lanza, 1.0 FTE First Grade Companeros Teacher at Bridgewater Elementary beginning 08/25/2014; BA45, Step 3.
 11. Annelisa Lindbo, 1.0 FTE Kindergarten Teacher at Bridgewater Elementary beginning 08/25/2014; BA, Step 6.
 12. Mike Luckraft, Head Boys Hockey Coach at the High School beginning 11/10/2014 – 03/07/2015; Level A, Step 1.
 13. Eric McDonald, BWCA Teacher for Summer 2014 for the ALC beginning 06/09/2014 – 06/13/2014 for 40 hours; MA, Step 4.
 14. Rhea Mehrkens, Community Services Eagle Bluff Chaperone beginning 07/28/2014 – 07/30/2014; \$500 Stipend.
 15. Peggy Mills, KidVentures Site Assistant at Sibley for 3.5 hours/day beginning 07/02/2014; Step 1, \$11.25/hour. *(Subject to change upon settlement of Community Services Contract)*
 16. Susan Mary Nelson, 1.0 FTE Long-Term Substitute 4th Grade Teacher at Greenvale Park beginning 08/25/2014 - 12/19/2014; MA, Step 6.
 17. Erin Nohava-Hall, Bridges to K Teacher at Greenvale Park beginning 07/28/2014 – 08/22/2014; Year 5, \$26.92/hour.
 18. Paul Ousley, 1.0 FTE Secondary Band/Orchestra Teacher at the HS/MS beginning 08/25/2014; MA, Step 10.
 19. Jeff Pesta, Community Services Eagle Bluff Chaperone beginning 07/28/2014 – 07/30/2014; \$500 Stipend.

20. Jennifer Rauk, Targeted Services Summer Plus Teacher beginning 06/30/2014 – 08/07/2014; Year 3, \$26.32/hour.
 21. Chris Riazzi, .5 Art Teacher at the ALC beginning 08/25/2014; MA, Step 1.
 22. Anna Showers, Summer PLUS Site Assistant for 5.5 hours/day (M-Th) beginning 07/02/2014 – 08/07/2014; Step 1, \$11.25/hour.
 23. Rachel Smetana, Targeted Services Site Assistant at Sibley for 5.5 hours/day beginning 06/19/2014 – 08/07/2014; Step 3, \$11.84/hour.
 24. Community Services Summer Recreation Positions:
 - Mitchell Bornhauser, Baseball Coach beginning 06/19/2014 – 08/31/2014; \$7.50/hour.
 - Paige Ciernia, Softball Coach beginning 06/19/2014 – 08/31/2014; \$7.50/hour.
 - Allison Clark, Water Safety Instructor beginning 06/11/2014 – 08/31/2014; \$10.50/hour.
 - Emily Lundstrom, Lifeguard & Swim Aid beginning 06/30/2014 – 08/31/2014; \$8.00/hour.
 - Chantel Novack, Lifeguard & Swim Aid beginning 06/11/2014 – 08/31/2014; \$8.25/hour.
 - Cole B. Olson, Baseball Coach beginning 06/30/2014 – 08/31/2014; \$7.50/hour.
 - Jacqueline Radke, Water Safety Instructor beginning 05/28/2014 – 08/31/2014; \$10.25/hour.
 - Ryan Walzer-Kuntz, Tennis Coach beginning 06/09/2014 – 08/31/2014; \$10.00/hour.
 - Jacob Zenk, Lacrosse Coach beginning 06/23/2014 – 08/31/2014; \$7.50/hour.
- b. Increase/Decrease/Change in Assignment
1. Ruben Alvarez, Targeted Services Summer BLAST Teacher at the MS, add Summer Blast Club Leader at the MS for 1.75 hours/day (Mon.-Thursday) beginning 06/23/2014 – 08/07/2014; \$18.00/hour.
 2. Amy Atkinson, EA-PCA (Class IV) at Greenvale Park for 7 hours/day, change to EA-PCA at GVP for 6.5 hours/day beginning 06/05/2014.
 3. Kristin Basinger, EA-PCA (Class IV) at Bridgewater for 6.5 hours/day, change to EA-PCA (Class IV) at the Middle School for 6.5 hours/day beginning 08/25/2014.
 4. Allyson Bernsdorf, EA at Sibley for 7.0 hours/day (.25 Class I, 6.75 Class IV), change to EA at Sibley for 7.17 hours/day (.42 Class I, 6.75 Class IV) beginning 08/25/2014.
 5. Mary Boyum, EA at Sibley for 6.67 hours/day (.17 Class I, 6.5 Class IV), change to EA (Class IV) at Sibley for 6.75 hours/day beginning 08/25/2014.
 6. Mary Boyum, ESY EA-PCA (Class IV) at Longfellow, add ESY Bus PCA (Class IV) at the Middle School for 1.42 hours/day beginning 07/07/2014 – 07/31/2014.
 7. Shari Bradley, ESY EA-PCA (Class IV) at Longfellow, add ESY Bus PCA (Class IV) at the Middle School for .75 hours/day beginning 07/07/2014 – 07/31/2014.
 8. Erin Carson, .6 FTE Long-Term Substitute Social Studies Teacher at the High School beginning 01/05/2015 – 06/05/2015, in addition to her regular hours at the Middle School.
 9. Christina Chappuis, EA-PCA at Sibley for 7.08 hours/day (.33 Class I, 6.75 Class IV), change to EA-PCA at Sibley for 7.17 hours/day (.42 Class I, 6.75 Class IV) beginning 08/25/2014.
 10. Elliott Courchaine, EA-PCA (Class IV) for 6.75 hours/day at the Middle School, change end date of 6/5/2014 to ongoing position effective 6/6/2014
 11. Danielle Crase, EA-PCA (Class IV) at Sibley for 6.75 hours/day, change to EA-PCA at Sibley for 7.09 hours/day (.59 Class I, 6.5 Class IV) beginning 08/25/2014.
 12. Danielle Crase, ESY Special Education PCA (Class IV) at Sibley, add ESY Bus PCA (Class IV) at Sibley for 1.67 hours/day beginning 07/07/2014 – 07/31/2014.
 13. Matt Dueffert, Targeted Services Summer BLAST Teacher at the MS, add Summer Blast Club Leader at the MS for 1.75 hours/day (Mon.-Thursday) beginning 06/23/2014 – 08/07/2014; \$18.00/hour.
 14. Brittany Ellerbusch, Targeted Services Summer PLUS Teacher at Sibley, add Summer PLUS Club Leader at Sibley for 1.75 hours/day (Mon.-Thursday) beginning 06/23/2014 – 08/07/2014; \$18.00/hour.

15. Kaylin Faust, EA-PCA at Sibley for 6.92 hours/day (.17 Class I, 6.75 Class IV), change to EA-PCA at Sibley for 7.08 hours/day (.33 Class I, 6.75 Class IV) beginning 08/25/2014.
16. Janet Gannon, Education Assistant at the Middle School, summer change to Targeted Services Elementary Summer PLUS Site Assistant at Sibley for 5.5 hours/day Monday-Thursday beginning 06/19/2014 – 08/07/2014; Step 1, \$11.25/hour.
17. Robert Garcia, Targeted Services Summer PLUS Teacher at Sibley, add Summer PLUS Club Leader at Sibley for 1.75 hours/day (Mon.-Thursday) beginning 06/23/2014 – 08/07/2014; \$18.00/hour.
18. Emileanna Graupman, .8 FTE Social Studies Teacher at the High School, change to 1.0 FTE Social Studies Teacher at the High School beginning 08/25/2014 – 06/05/2015 (2014-15 school year).
19. Karna Hasse, EA at Sibley for 4.75 hours/day (.75 Class I, 4.0 Class II), change to EA at Sibley for 6.67 hours/day (.17 Class I, 6.5 Class IV) beginning 08/25/2014.
20. Teresa Hasse, EA at Sibley for 6.5 hours/day (1.4 Class I, 5.10 Class IV), change to EA at Sibley for 7.08 hours/day (.33 Class I, 6.75 Class IV) beginning 08/25/2014.
21. Karna Hauck, .8 FTE Art Teacher at the High School, increase from .8 FTE to 1.0 FTE effective 8/25/2014 – 1/23/2015 (first semester 2014-2015 school year).
22. Erica Hubers, EA at Bridgewater for 6.5 hours/day (.5-Class I, 6.0-Class IV), change from end date of 6/5/2014 to ongoing position. Increase to EA (Class IV) for 6.75 hours/day beginning 08/25/2014.
23. Kristi Huettl, Targeted Services Summer Plus Substitute Teacher, change to Summer Plus Teacher at Sibley beginning 06/19/2014 – 08/07/2014; Year 3, \$16.21/hour.
24. Tasha Jasper, EA Returning from Leave of Absence at Sibley for 6.42 hours/day (2.42 Class I, 4.0 Class IV) beginning 08/25/2014.
25. Karen Jensen, EA at Sibley for 7.25 hours/day (1.75 Class I, 5.5 Class II), change to EA at Sibley for 7.50 hours/day (2.0 Class I, 5.5 Class II) beginning 08/25/2014.
26. Kimbra Kosak, .55 FTE Read 180 Teacher at Greenvale Park, change to 1.0 FTE Grade 5 Classroom Teacher at GVP beginning 08/25/2014.
27. David Kreis, Community Services Ultimate Frisbee, add SUPER Kids beginning 07/01/2014 – 08/31/2014; \$7.75/hour.
28. Shelly Kruger, ESY Special Education PCA (Class IV) at the Middle School, add ESY Bus PCA (Class IV) at the Middle School for 1.67 hours/day beginning 07/07/2014 – 07/31/2014.
29. Dolly Larsen, EA at Sibley for 6.92 hours/day (.17 Class I, 6.75 Class IV), change to EA at Sibley for 7.08 hours/day (.33 Class I, 6.75 Class IV) beginning 08/25/2014.
30. Sue Leidner, EA at Sibley for 30.5 hours/week (30.5 Class IV), change to EA at Sibley for 6.92 hours/day (.17 Class I, 6.75 Class IV) beginning 08/25/2014.
31. Cheryl Mathison, Business Teacher at the ALC/LF, add ALC BWCA Teacher beginning 06/09/2014 – 06/13/2014 (32 hours).
32. Jedidiah McGuire, EA-PCA (Class IV) at Bridgewater for 6.5 hours/day, change from end date of 6/5/2014 to ongoing position effective 5/30/2014. Increase EA-PCA (Class IV) at BW to 6.75 hours/day beginning 08/25/2014.
33. Rustianna Mechura, Targeted Services Summer PLUS Site Assistant at Sibley, add Summer Plus Club Leader at Sibley for 1.75 hours/day Monday-Thursday beginning 06/23/2014 – 08/07/2014; \$18.00/hour.
34. Lindsey Merhoff, EA at Sibley for 6.92 hours/day (.17 Class I, 6.75 Class IV), change to EA at Sibley for 7.08 hours/day (.33 Class I, 6.75 Class IV) beginning 08/25/2014.
35. Jacqueline Meyer, ESY Special Education PCA (Class IV) at the Middle School, add ESY Bus PCA (Class IV) at the Middle School for 1.67 hours/day beginning 07/07/2014 – 07/31/2014.
36. Dawn O'Neill, .75 FTE Art Teacher at Greenvale Park, increase to 1.0 FTE Art Teacher at GVP beginning 08/25/2014.
37. Susan Puppe, EA at Sibley for 3.0 hours/day (3.0 Class II), change to EA at Sibley for 6.92 hours/day (.17 Class I, 6.75 Class IV) beginning 08/25/2014.
38. Terri Quint, EA-PCA (Class IV) at Bridgewater for 6.75 hours/day, change to EA-PCA (Class IV) at the Middle School for 6.5 hours/day beginning 08/25/2014.

39. Leah Sand, .60 FTE PE/.40 FTE Reading Teacher at the High School, change to .40 FTE Reading/.20 FTE Phy. Educ. at the High School, and .40 FTE Reading at the Middle School beginning 08/25/2014 – 06/05/2014 (2014-15 school year).
 40. Elizabeth Schmidt, EA at Sibley for 6.92 hours/day (.17 Class I, 6.75 Class IV), change from end date of 6/5/2014 to ongoing position effective 6/13/2014. Increase to EA at Sibley for 7.08 hours/day (.33 Class I, 6.75 Class IV) beginning 08/25/2014.
 41. Angela Sletten, EA (Class II) at the High School for 6 hours/day, change to Media EA (Class II) at the High School for 8 hours/day beginning 08/26/2014.
 42. Rachel Smetana, Targeted Services Summer Plus Site Assistant at Sibley Elementary for 5.5 hours/day Monday-Thursday beginning 06/19/2014 – 08/07/2014; Step 3, \$11.84/hour.
 43. Mary Stanchina, EA at Sibley for 6.67 hours/day (.17 Class I, 6.5 Class IV), change to EA at Sibley for 7.09 hours/day (.59 Class I, 6.5 Class IV) beginning 08/25/2014.
 44. Abby Stets, Community Services Soccer Staff, change to Soccer Supervisor, \$10.00/hour, and Recreation Substitute as needed, \$7.50/hour, beginning 07/01/2014 – 08/31/2014.
 45. Teresa Swenson, EA at Bridgewater for 5 hours/day (1.0 Class I, 4.0 Class IV), change from end date of 6/5/2014 to ongoing position. Increase to EA at Bridgewater for 7 hours/day (.5 Supervisory-Class I and 6.5 PCA-Class IV) beginning 08/25/2014.
 46. Shannon Tassava, EA-PCA (Class IV) at Sibley for 3 hours/day, change from end date of 6/5/2014 to ongoing position effective 6/16/2014. Increase to EA at Sibley for 6.92 hours/day (.17 Class I, 6.75 Class IV) beginning 08/25/2014.
 47. Angie Timperley, EA at Bridgewater for 4 hours/day (1.33 Class III, 2.67 Class IV), increase to EA at Bridgewater for 4.75 hours/day (1.33 Class III, 2.67 Class IV) beginning 08/25/2014.
 48. Anne VanderMartin, EA-PCA (Class IV) at Sibley for 6.5 hours/day, change to EA at Sibley for 6.92 hours/day (.17 Class I, 6.5 Class IV) beginning 08/25/2014.
 49. Megan VanZuilen, Targeted Services Summer BLAST Teacher at the MS, add Summer Blast Club Leader at the MS for 1.75 hours/day (Mon.-Thursday) beginning 06/23/2014 – 08/07/2014; \$18.00/hour.
 50. Michele Warden, EA at Bridgewater for 6.33 hours/day (3.5 Class I, 1.5 Class II, 1.33 Class IV), increase to EA at Bridgewater for 6.5 hours/day (3.5 Class I, 1.5 Class II, 1.5 Class III) beginning 08/25/2014.
 51. Mark Welinski, Community Services Tennis Instructor, change from \$10.50/hour to \$12.00/hour beginning 06/09/2014 – 08/31/2014.
 52. Kate Woodstrup, Targeted Services Summer Plus Teacher at Sibley, add Summer Plus Club Leader for 1.75 hours/day (Mon.-Thursday) beginning 06/23/2014 – 08/07/2014; \$18.00/hour.
 53. Carina Zick, EA-PCA (Class IV) at Sibley for 6.5 hours/day, change to EA-PCA (Class IV) at Sibley for 6.75 hours/day beginning 08/25/2014.
 54. Bridges to Kindergarten support beginning 7/28/2014 through 8/22/2013 for 15 hours/week:
 - Kristen Cade, B2K Teacher at Bridgewater Elementary – Year 19, \$27.57/hour
 - Gretchen Heil, B2K Teacher at Sibley Elementary – Year 7, \$26.92/hour
 - Patricia Rogne, B2K Teacher at Sibley Elementary – Year 6, \$26.92/hour
 - Angie Schewe, B2K Teacher at Bridgewater Elementary – Year 3, \$26.32/hour
 - Amanda Schrader, ELL B2K Teacher at Greenvale Park Elementary – Year 10, \$27.39/hour
 - Lahna Tran, B2K Teacher at Bridgewater Elementary – Year 12, \$27.57/hour.
- c. Leaves of Absence
1. Bruce Dybvik, Workstation Specialist, Family/Medical Leave of Absence beginning 06/26/2014 – approximately 07/25/2014.
 2. Doug Richter, Maintenance, Family/Medical Leave of Absence beginning 05/28/2014 for up to 60 work days.

d. Resignations

1. Brent Bielenberg, 9th Grade Boys Soccer Coach at the High School, resignation effective 06/24/2014.
2. Sebastian Buset, Assistant Girls Soccer Coach at the High School, resignation effective 06/19/2014.
3. Lucinda DeCramer, Concessions Manager at the High School, resignation effective 04/22/2014.
4. Hillary Graves, Building Nurse at St. Dominic School & Prairie Creek Community School, resignation effective 6/24/2014.
5. Rich Guggisberg, Assistant Football Coach at the High School, resignation effective 7/3/2014.
6. Mauricio Lozada, Middle School Soccer Coach, resignation effective 06/19/2014.
7. Mark Mercurio, Assistant Wrestling Coach at the High School, resignation effective 06/19/2014.
8. Anders Nienstaedt, Assistant Nordic Ski Coach at the High School, resignation effective 04/16/2014.
9. Kendrick Paulson, Head B-Squad Volleyball Coach and Assistant Varsity Volleyball Coach, resignation effective 02/28/2014.
10. Dennis Piper, District Custodian, resignation effective 07/21/2014.
11. Kate Seifert, First Grade Teacher at Bridgewater, resignation effective 06/10/2014.
12. Deborah Seitz, Middle School Assistant Track Coach, resignation effective 06/23/2014.
13. Abby Swanson, Grade 5 teacher at Greenvale Park, resignation effective 06/12/2014.
14. Peter Tomczik, 8th Grade Football Coach at the Middle School, resignation effective 06/19/2014.
15. Taylor Traeder, Assistant Girls Lacrosse Coach, Middle School Boys Soccer Coach, Assistant Alpine Ski Coach, resignation effective 06/19/2014.
16. Rachel Utesch, School Nurse at Bridgewater Elementary, resignation effective 8/25/2014.
17. Karl Viesselman, Head Boys Track Coach at the High School, resignation effective 06/10/2014.
18. Laurence Warden, Assistant Boys Soccer Coach at the High School, resignation effective 06/24/2014.

e. Administration is recommending approval of the following:

- Policy covering wages, hours and fringe benefits of the Building Nurses for the period extending July 1, 2014 through June 30, 2016.
- Policy covering wages, working conditions and fringe benefits of the Nurse Assigned to St. Dominic's School for the period extending July 1, 2014 through June 30, 2016.
- Policy covering wages, working conditions and fringe benefits of the Community Services and Other Coordinators for the period extending July 1, 2014 through June 30, 2016.
- Policy covering wages, working conditions and fringe benefits of the Community Services Staff for the period extending July 1, 2014 through June 30, 2016.

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

VIII. Items for Information

1. 2014 Reduction in Local Property Taxes for School Levies.
Enclosed is information from Schools for Equity in Education (SEE) regarding the impact of legislation on increased equalization funding and reduced local property taxes for portions of Northfield's operating levies.
2. End of Year Enrollment Report.

IX. Future Meetings

Monday, August 11, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, August 25, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

June 9, 2014

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. No one was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was no one.
- IV. Approval of Minutes
On a motion by Nelson, seconded by Maple, minutes of the Regular School Board meeting held on May 27, 2014, were unanimously approved.
- V. Announcements and Recognitions
 - There are seven student athletes who have or will be competing in State Tournaments this spring. At the State Girls track and field meet those competing were: Abby Stets, Anna Pfefferle, Alexis Kiefer, Emma Rezac, Mya Jirik, and Kaia Bierman. And at the State Girls Golf meet, NHS senior, Ashley Houser.
 - The School District has received formal word that the Community School project at Greenvale Park Elementary was selected as one of the State of Minnesota's "21st Century Community Learning Center" grant recipients. Pending adequate progress in meeting the grant's key goals and continued federal appropriations, this grant will provide over \$92,000/year in funding for up to 5 years to support expanded out-of-school-time programming to the children and families at Greenvale Park Elementary.
 - NHS graduate Josh Wood was featured in the spring edition of Hamline College's magazine. In the article Josh references the impact TORCH had on his life and future success.
- VI. Items for Discussion and / or Reports
 1. Professional Learning Communities Presentation.
Director of Teaching and Learning Mary Hanson began by presenting facts about Professional Learning Communities followed by RtI Coaches Rebecca Gainey and Diane Torbenson presenting on the three joint PLCs held this year that involved teachers at all three elementary schools. Middle School teacher Rose Turnacliff and High School teacher Ellen Mucha then presented the work completed by the English Language Arts PLCs.
 2. Demographic and Housing Unit Study.
Hazel Reinhardt, of Hazel Reinhardt Consulting Services, presented the results of comprehensive enrollment projections and housing unit projections studies that was conducted at the request of the school district. Information from the complete report and the PowerPoint presentation provided both summary data as well as detailed analysis of various projection models. The results of these studies informed the Board about district and school enrollment trends over the next five to ten years. The data from these studies will also be used to aid in the completion of the District Facilities Study that will be shared with the Board in the near future.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Proposed 2014-2015 Budget – All Funds.
On a motion by Pritchard, seconded by Fossum, the Board unanimously approved the proposed 2014-15 budgets as presented for all funds.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General (including Oper. Cap/H & S)	\$43,828,390	\$44,212,695
Child Nutrition	1,794,200	1,884,631
Community Services	1,997,058	1,976,395
Debt Service	5,661,437	5,330,129
Trust	59,755	68,180
Internal Service	<u>6,074,035</u>	<u>5,827,239</u>
Total	\$59,414,875	\$59,299,269

2. FY 2014 Audit Engagement Letter.
On a motion by Stratmoen, seconded by Maple, the Board accepted the 2013-14 Engagement Letter from CliftonLarsonAllen, LLP.
3. Resolution Establishing Dates for Filing Affidavits of Candidacy.
On a motion by Pritchard, seconded by Fossum, the Board unanimously approved the resolution establishing dates for filing affidavits of candidacy for school board beginning July 29, 2014, and ending August 12, 2014. Voting 'yes' was Fossum, Maple, Pritchard, Nelson, Hardy, Stratmoen and Iverson. No one voted 'no.'

B. Items for Consent Grouping

Item number 5, "Addendum to Northfield Swim Club Agreement," was removed from the Consent Grouping at the request of Fossum. On a motion by Pritchard, seconded by Maple, the "Addendum to the Northfield Swim Club Agreement" was approved with Fossum abstaining. On a motion by Nelson, seconded by Maple, the Board unanimously approved the remaining items on the Consent Grouping.

1. Family / Student / Co-Curricular Handbooks for 2014-2015.
The Board approved the recommended 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 2014-2015 school year. These handbooks carry the force of School Board policy.
2. Student Citizenship Handbook.
The Board approved the changes that administration recommended to the 2014-2015 Student Citizenship Handbook. The distribution method of the Student Citizenship Handbook for 2014-2015 will remain the same as previous years. The youngest elementary student will receive the Handbook, which will include a page that is to be completed by a parent or guardian indicating that they have received and reviewed the Handbook with their elementary student(s). This page is to be returned to the classroom teacher. Each secondary student will receive the Handbook as an app on their iPad, which will be reviewed with secondary students at the beginning of the school year.
3. School Board Policy 807 – Health and Safety.
The Board approved Policy 807 – Health and Safety.
4. Personnel Items.
 - a. Appointments*
 1. Dustee Armstrong, .5 FTE 4th Grade Teacher at Bridgewater beginning 08/25/2014 – 06/05/2015; BA, Step 0.
 2. Joni Karl, .4 FTE Math Teacher at the High School beginning 08/25/2014 – 06/05/2015; MA, Step 2.
 3. Bambijo Allison Sweeney, 1.0 FTE Grade 5 Teacher at Sibley Elementary beginning 08/25/2014; MA45, Step 6.
 4. Community Services Summer Recreation Positions:
 - Michael Abdella, Junior Team Tennis Supervisor beginning 05/28/2014 – 08/31/2014; \$1,700 Summer Program Stipend.

- Ryan Abdella, Junior Team Tennis Supervisor beginning 05/28/2014 – 08/31/2014; \$1,700 Summer Program Stipend.
 - Laurin Allin, Ultimate Instructor beginning 05/28/2014 – 08/31/2014; \$7.50/hour.
 - Emily Anderson, Water Safety Instructor beginning 05/28/2014 – 08/31/2014; \$10.50/hour.
 - Kate Arneson, Junior Team Tennis \$10.00/hour; CS Tennis Instructor \$7.75/hour beginning 05/28/2014 – 08/31/2014.
 - Nick Bornhauser, Baseball Supervisor beginning 05/28/2014 – 08/31/2014; \$10.25/hour.
 - Kayla Burt, Lacrosse Supervisor \$10.25/hour; Softball Instructor \$7.75/hour beginning 05/28/2014 – 08/31/2014.
 - Matthew Christensen, Junior Team Tennis Instructor beginning 05/31/2014 – 08/31/2014; \$10.50/hour.
 - William Clark, Lifeguard & Swim Aid beginning 05/31/2014 – 08/31/2014; \$8.00/hour.
 - Savannah Dimick, Track Instructor beginning 05/28/2014 – 08/31/2014; \$7.75/hour.
 - Benjamin R. Ertl, Soccer Staff beginning 05/28/2014 – 08/31/2014; \$7.50/hour.
 - Tyler Faust, Pickleball Supervisor beginning 06/12/2014 – 08/07/2014; \$10.00/hour.
 - Micahela Johnson, Lifeguard and Swim Aid beginning 05/31/2014 – 08/31/2014; \$8.00/hour.
 - Bronte Karvel-Fuller, Water Safety Instructor beginning 05/28/2014 – 08/31/2014; \$10.25/hour.
 - Kevin Kowalewski, Junior Team Tennis Instructor beginning 05/28/2014 – 08/31/2014; \$10.00/hour.
 - David Kreis, Ultimate Supervisor beginning 05/28/2014 – 08/31/2014; \$10.00/hour.
 - Beth LaCanne, Tennis Supervisor beginning 05/31/2014 – 08/31/2014; \$17.00/hour.
 - Sara Ludewig, GO FAR Supervisor \$10.00/hour; Track & SUPER Kids Instructor \$7.75/hour beginning 05/28/2014 – 08/31/2014.
 - Easton Martin, Baseball Instructor beginning 05/28/2014 – 08/31/2014; \$7.75/hour.
 - Gabbie Noack, Tennis Instructor beginning 05/31/2014 – 08/31/2014; \$7.50/hour.
 - Benjamin Papke, Lacrosse Supervisor \$10.00/hour; Soccer Instructor \$7.50/hour beginning 05/31/2014 -08/31/2014.
 - Mitchell Peterson, SUPER Kids Instructor, Swimming Lessons Instructor beginning 05/31/2014 – 08/31/2014; \$7.75/hour.
 - Billy Roecklein, Baseball Instructor beginning 05/31/2014 – 08/31/2014; \$7.50/hour.
 - Nancy Seeberg, Tennis Supervisor beginning 05/28/2014 – 08/31/2014; \$10.75/hour.
 - Samantha Sharpe, Lifeguard & Swim Aid beginning 05/31/2014 – 08/31/2014; \$8.00/hour.
 - Anna Showers, SUPER Kids Supervisor beginning 05/28/2014 – 08/31/2014; \$10.25/hour.
 - Alison Simison, Tennis Instructor beginning 05/28/2014 – 08/31/2014; \$7.50/hour.
 - Abby Stets, Soccer Instructor beginning 05/28/2014 – 08/31/2014; \$7.50/hour.
 - Claire Vasilis, Softball Supervisor \$10.00/hour, Track Instructor & Soccer Substitute \$7.75/hour beginning 05/28/2014 – 08/31/2014.
 - Mark Welinski, Junior Team Tennis Instructor beginning 06/09/2014 – 08/31/2014; \$10.50/hour.
 - Rachel Will, Tennis Instructor beginning 05/31/2014 – 08/31/2014; \$7.50/hour.
 - Michael Zell, Tennis Instructor beginning 06/09/2014 – 08/31/2014; \$7.75/hour.
5. Summer Weight Room Coaches – beginning 06/11/2014 – 08/08/2014:
- Lyndsey Callahan, \$14.75/hour.
 - Kyle Eastman, \$18.75/hour.
 - Cole Jirik, \$14.75/hour.
 - Laura Marks, \$18.75/hour.
 - Sam Maus, \$14.75/hour.
 - Jed McGuire, \$14.75/hour.

- Dan Meyers, \$4,800 Stipend.
 - Steven Pfahning, \$14.75/hour.
 - Larry Sanftner, \$14.75/hour.
 - Lindsay Schacht, \$14.75/hour.
 - Bob (Bubba) Sullivan, \$18.75/hour.
 - Travis Wiebe, \$18.75/hour.
6. Michael Garlitz, Accelerate Northfield Coordinator for the district for 360 hours/year, beginning 08/18/2014; \$13.67/hour, subject to change upon settlement of 2014-16 agreement.
7. Laura Hakala, .6 FTE English Learner Teacher at the Middle School beginning 08/25/2014 – 06/05/2015; BA, Step 4.
- b. Increase/Decrease/Change in Assignment
1. Mairin Born, Grade 2 Companeros Teacher at Bridgewater, change to Kindergarten Teacher at Sibley beginning 08/25/2014.
 2. Shari Bridley, Special Education EA-PCA Class IV at Longfellow, change to EA-PCA Class IV at Longfellow Monday-Thursday for 6.5 hours/day beginning 09/02/2014 – 06/05/2015.
 3. Tyler Grave, KidVentures Student Site Assistant, change to KidVentures Site Assistant beginning 06/02/2014 – 06/09/2014.
 4. Alissa Jorgenson, Auditorium Tech/EA Class I at CS/HS, change to Auditorium Tech/Office Generalist (Class II) at CS/High School beginning 07/01/2014.
 5. Monique Kolb, Enrichment Coordinator with Community Services for 48 weeks, change to Enrichment Coordinator for 52 weeks, including Project ABLE program coordination beginning 07/01/2014.
 6. MaryDee Kuklok, Special Education Teacher at Bridgewater/High School, add Summer Special Education Teacher DHH at Longfellow once/week for 60 minutes for up to 16 sessions beginning 06/10/2014 – 08/30/2014.
 7. Yolanda Loken, Special Education EA-PCA (Class IV) for at Longfellow, change to EA-PCA (Class IV) at Longfellow for 24.25 hours/week beginning 09/02/2014 – 06/05/2015.
 8. Curt Mikkelsen, MS Social Studies Teacher, add High School Summer School Teacher at the High School for 5 hours/day, Monday-Thursday, beginning 06/10/2014 – 06/30/2014, plus 2 additional hours of prep time.
 9. Susan Nelson, Special Education EA-PCA at Longfellow for 5.5 hours/day, change to EA Class I for .5 hours/day, and EA-PCA Class IV for 6.25 hours/day (6.75 hours/day total) at Bridgewater beginning 09/02/2014 – 06/05/2015.
 10. Susan Puppe, Education Assistant (Class II) at Sibley Elementary for 3 hours/day, change to end date from 6/6/2014 to on-going position.
 11. Karen Robach, Special Education EA-PCA (Class IV) at the Middle School for 4 hours/day, change to EA-PCA (Class IV) at the High School for 6.5 hours/day beginning the week of 08/25/2014.
 12. Geoffrey Staab, 1.0 FTE Math Teacher at the ALC, change to 1.0 FTE Math Teacher at the High School, beginning 08/25/2014 – 06/06/2015.
 13. Kathryn Stordahl, Special Education EA-PCA (Class IV) at Longfellow, change to EA-PCA (Class IV) at Longfellow for 30.75 hours/week beginning 09/02/2014 – 06/05/2015.
 14. Shannon Tassava, Education Assistant-PCA at Sibley Elementary, change end date from 6/6/2014 to on-going position beginning 05/30/2014.
 15. Andrea Waldock, Special Education EA-PCA at Longfellow, change to EA Class I for .5 hours/day, and EA-PCA Class IV for 6.25 hours/day (6.75 hours/day total) at Bridgewater beginning 09/02/2014 – 06/05/2015.
 16. Dylar Warner, KidVentures Student Site Assistant, change to KidVentures Site Assistant beginning 06/02/2014 – 06/09/2014.
 17. Shari Bridley, Special Education PCA at Longfellow, change to Special Education PCA at the High School for 6.75 hours/day beginning 08/25/2014.

18. Jennifer Deplazes, Special Education EA-PCA (Class IV) at Bridgewater for 6.5 hours/day, change end date to on-going position. Change to Special Education EA-PCA (Class IV) at Bridgewater for 6.75 hours/day beginning 08/25/2014.
 19. Cecilia Green, Child Nutrition Manager at the High School, summer change to Child Nutrition Summer Lead at Sibley beginning 06/09/2014 – 08/21/2014.
 20. Vicky Malecha, Child Nutrition Associate 2 at the High School, summer change to Child Nutrition Summer position for 3 hours/day at Sibley and the Middle School beginning 06/09/2014 – 08/15/2014.
 21. Lori Mullen, Child Nutrition Associate 3 at the High School, summer change to Child Nutrition Summer position for 3.75 hours/day beginning 06/09/2014 – 08/15/2014.
 22. Patrick Riley, Chemistry Teacher at the High School, overload class for 2nd semester of the 2013-14 school year beginning 01/28/2014 – 06/06/2014.
- c. Leave of Absence
1. Geoffrey Staab, 1.0 FTE ALC Math Teacher, Leave of Absence for the 2014-2015 school year to serve as a 1.0 FTE Math Teacher at the High School for the 2014-15 school year.
- d. Resignations / Retirement
1. Alison Kopp, Education Assistant at the High School, resignation effective 06/06/2014.
 2. Lacey Neuman Bissonnette, Ventures Site Lead, resignation effective 5/28/2014.
 3. Alisha Traeder, Ventures Site Assistant, resignation effective 06/20/2014.
 4. Taylor Traeder, Education Assistant and Coach, resignation effective 5/28/2014.
 5. Linda Wilson, Education Assistant at GVP, retirement effective and the end of the 2013-14 school year.
 6. Anna Braun, Special Education Teacher at the Middle School, resignation effective 6/9/2014.
- e. The Board approved the following:
- Policy covering wages, working conditions and fringe benefits of Head Custodians for the period extending July 1, 2014 through June 30, 2016.
 - Policy covering wages, working conditions and fringe benefits of the Custodians for the period extending July 1, 2014 through June 30, 2016.
 - Policy covering wages, hours and fringe benefits for Child Nutrition Personnel for the period extending July 1, 2014 through June 30, 2016.
 - Policy covering wages, hours and fringe benefits for Non-Union Administrators (Cabinet) for the period extending July 1, 2014 through June 30, 2016.
 - Policy covering wages, hours and fringe benefits for Non-Union Administrators (Director) for the period extending July 1, 2014 through June 30, 2016.

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

5. Addendum to Northfield Swim Club Agreement.
The Board approved an addendum to the Northfield Swim Club Agreement that is in effect through June 30, 2014. The Addendum extends the current agreement through August 31, 2014, which will allow for all activities by the Swim Club to fall within an annual agreement (September through August).
6. Long Term Contract with Canvas Church.
The School Board approved the long term contract with Canvas Church. This contract is for the time period July 1, 2014 to June 30, 2015.

VIII. Items for Information

1. Revised School Board Policy 514 – Bullying Prohibition.
The Board was given Revised School Board Policy 514 – Bullying Prohibition. This is the Bullying Prohibition Policy being recommended by the Minnesota School Boards Association following action during this past legislative session. A copy of the District's current Bullying Prohibition

policy was also given to the Board. The Board will be asked to act on the revised Board Policy 514 at its next meeting on July 14, 2014.

2. Discontinue AdvancED (formerly North Central Association) Membership and Accreditation.

A request from High School Principal Joel Leer to Superintendent Richardson for Northfield High School to be allowed to discontinue membership in and accreditation by AdvancED effective July 1, 2014, was approved by the Board.

3. Appointment to District Youth Council.

At the April 14, 2014, Regular School Board meeting the Board approved the formation of the District Youth Council (DYC). The proposal by the students for a DYC included a School Board member "to regularly attend meetings of the DYC and offer guidance and counsel as necessary to fulfill the Board's mission of providing a youth voice in the affairs of IDS #659." Board Chair Iverson appointed Board member Rob Hardy to be the Board liaison to the District Youth Council.

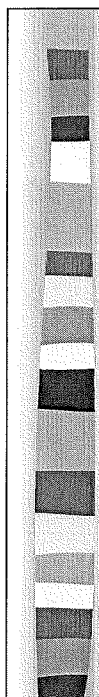
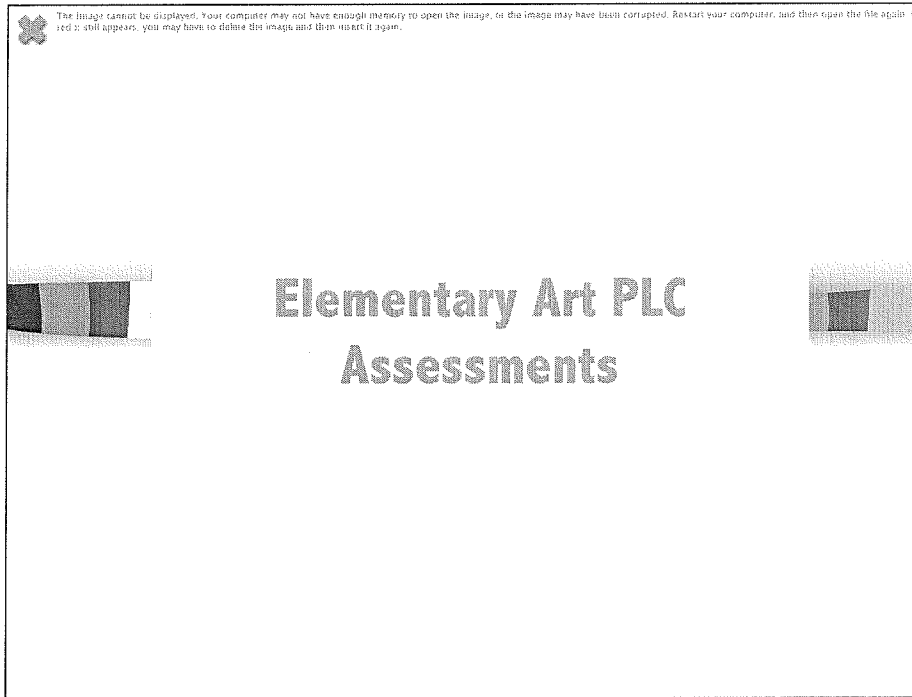
IX. Future Meetings

Monday, July 14, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, August 11, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center


X. On a motion by Stratmoen, seconded by Pritchard, the Board adjourned to a Closed Negotiation Strategy Session at 9:23 PM

Noel Stratmoen
School Board Clerk



Who are we?

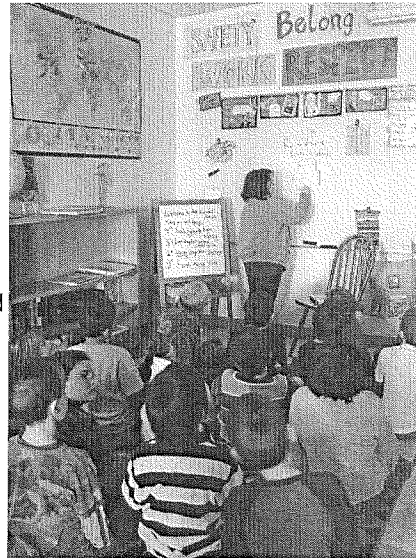
- 3 elementary schools
- Grades K-5
- 550-600 students
- 50 mins, once a week



Who are we?

In the art room we focus our study into 4 main disciplines:

- 1) Studio Art Creation
- 2) Art History
- 3) Art Appreciation
- 4) Critical Analysis of Artists and Artwork



10 Lessons the Arts Teach (Eisner, 2002)

1. The arts teach children to make good judgments about qualitative relationships.

Unlike much of the curriculum in which correct answers and rules prevail, in the arts, it is judgment rather than rules that prevail.

2. The arts teach children that problems can have more than one solution
and that questions can have more than one answer.

3. The arts celebrate multiple perspectives.
One of their large lessons is that there are many ways to see and interpret the world.

4. The arts teach children that in complex forms of problem solving purposes are seldom fixed, but change with circumstance and opportunity. Learning in the arts requires the ability and a willingness to surrender to the unanticipated possibilities of the work as it unfolds.

5. The arts make vivid the fact that neither words in their literal form nor numbers exhaust what we can know. The limits of our language do not define the limits of our cognition.

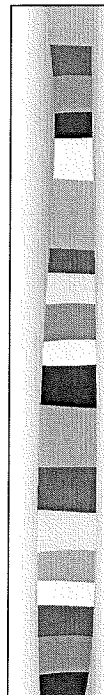
6. The arts teach students that small differences can have large effects.
The arts traffic in subtleties.

7. The arts teach students to think through and within a material.
All art forms employ some means through which images become real.

8. The arts help children learn to say what cannot be said.
When children are invited to disclose what a work of art helps them feel, they must reach into their poetic capacities to find the words that will do the job.

9. The arts enable us to have experience we can have from no other source
and through such experience to discover the range and variety of what we are capable of feeling.

10. The arts' position in the school curriculum symbolizes to the young what adults believe is important.
- See more at: <http://www.arteducators.org/advocacy/10-lessons-the-arts-teach#sthash.tudeRLu0.dpuf>

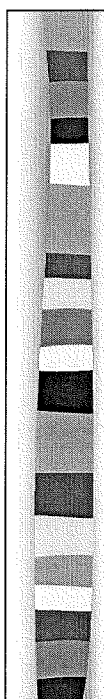


The truth is that learning to paint, create a website, or design an energy-efficient home requires mastering skills which are often invisible to the naked eye, but are developed through a strong visual arts education.

“While students in art classes learn techniques specific to art, such as how to draw, how to mix paint, or how to center a pot, they’re also taught a remarkable array of mental habits not emphasized elsewhere in schools.”

—Lois Hetland and Ellen Winner (Educational researchers at Harvard’s Project Zero)

(NAEA, 2014)



Our nation’s economic and social landscapes are changing before our eyes.
Now, more than ever, our kids need the lessons the visual arts teach.

Did you know that . . .

- ▶ We live in a visual age. Most children and youth spend 10 hours per day in front of screens composed of pictures and words, often two types of screens at once.
- ▶ The arts provide jobs. 1.25 million Americans currently work in the visual arts. Jobs for artists and designers are predicted to increase by 43% by 2016.
- ▶ Art education equips students to form mental images, which can be used to solve problems—an ability that chemists, engineers, and architects use to create models and that inventors use to think up new ideas.
- ▶ Art education requires students to use their eyes and hands to give form to ideas generated in the brain—a discipline that Nobel Prize winner Eric Kandel proved boosts brain power.
- ▶ Research also indicates that high school art programs engage students and keep in school those at-risk of dropping out.

(NAEA, 2014)

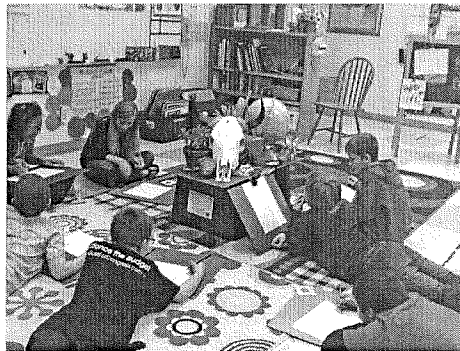
SMART Goal

- We will increase understanding of essential learnings developed from Minnesota Visual Art Standards for K-5 students so 75% will demonstrate proficiency as measured by our elementary art simple assessments (and rubrics) by May 2014.



Questions and concerns:

- Who are our students not meeting proficiency?
- What are they missing?
- How can the curriculum and teaching methods be improved to reach these students?

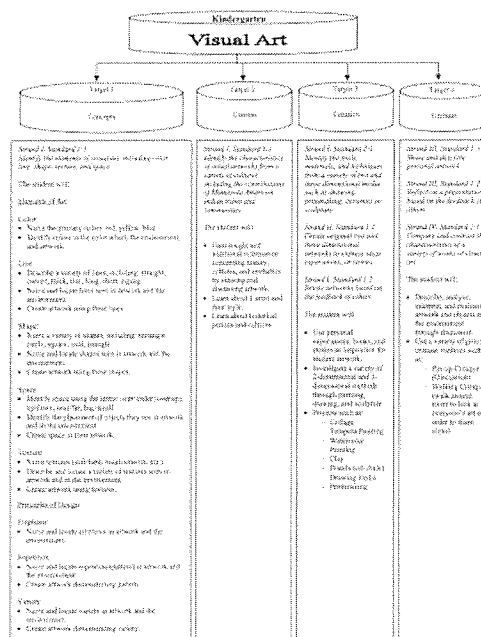


Development of Essential Learnings

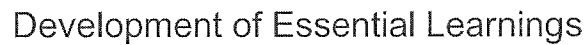
- Started with Northfield Public Schools District Curriculum Guide for Visual Art Education which was derived from National and State standards

District Teaching and Learning website:

<http://www2.nfld.k12.mn.us/education/components/scripts/cck/default.php?sectiondetailId=26428&linkid=nav-menu-container-4-69926>

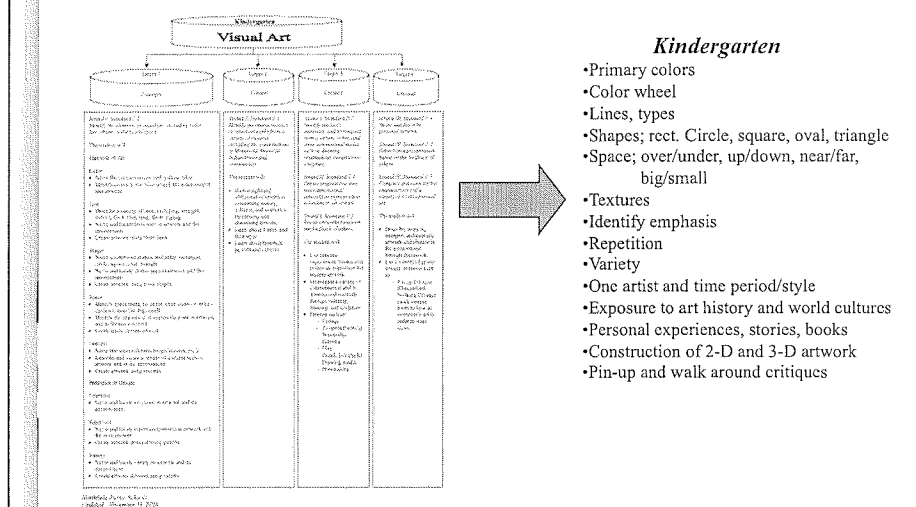


Northfield Public Schools
Updated: November 14, 2018



Kindergarten

- Primary colors
- Color wheel
- Lines, types
- Shapes; rect. Circle, square, oval, triangle
- Space; over/under, up/down, near/far, big/small
- Textures
- Identify emphasis
- Repetition
- Variety
- One artist and time period/style
- Exposure to art history and world cultures
- Personal experiences, stories, books
- Construction of 2-D and 3-D artwork
- Pin-up and walk around critiques



Essential Learnings

Grade 1

- Primary colors
- Secondary colors
- Tints and shades
- Lines, types and direction
- Geometric shapes
- Organic shapes
- Touching and overlapping shapes
- Space; over/under, up/down, near/far, big/small
- Textures
- Identify emphasis
- Repetition
- Variety
- 2 artists and time periods/styles
- Exposure to art history and world cultures
- Personal experiences, stories, books
- Construction of 2-D and 3-D artwork
- Discussion, pin-up and walk around critiques

Grade 2

- Produce secondary colors
- Warm and cool colors
- Use paint to mix colors
- Emotional qualities of color
- Lines, types and direction
- Locate circle, square, triangle, oval, rectangle
- Geometric shapes
- Organic shapes
- Positive and negative space
- Space; foreground, middle, and background
- Textures
- Identify emphasis
- Repetition/pattern
- Variety
- 3 artists and time periods/styles
- Exposure to art history and world cultures
- Personal experiences, stories, books
- Construction of 2-D and 3-D artwork
- Discussion, pin-up and walk around critiques

Essential Learnings

Grade 3

- Primary and secondary colors
- Warm and cool colors
- Emotional, expressive qualities of color
- Complementary colors
- Lines, types and direction
- Expressive lines
- Geometric shapes
- Organic shapes
- Overlapping shapes
- Positive and negative shapes
- Positive and negative space
- Space; foreground, middle, and background
- Color to create space
- Textures; visual and tactile
- Identify emphasis
- Repetition/pattern
- Variety
- Contrast
- Balance; radial, symmetrical, asymmetrical
- 3 artists and time periods/styles
- Exposure to art history and world cultures
- Personal experiences, stories, books
- Construction of 2-D and 3-D artwork
- Analyze, interpret, and evaluate with discussion and writing
- Pin-up and walk around critiques

Grade 4

- Primary and secondary colors
- Warm and cool colors
- Emotional, expressive qualities of color
- Intermediate colors
- Tints and shades
- Lines, converging, parallel, perpendicular
- Shape/form 2-D and 3-D
- Space with a 3-d focus (placement, size (proportion, diminishing, scale), overlap, detail, value)
- Textures; visual and tactile
- Identify emphasis
- Repetition/pattern locate and describe
- Variety
- Contrast
- Proportion
- Unity
- MN Indian American contribution
- Balance; radial, symmetrical, asymmetrical
- 3 artists and time periods/styles
- Exposure to art history and world cultures
- Personal experiences, stories, books
- Construction of 2-D and 3-D artwork
- Analyze, interpret, and evaluate with discussion and writing
- Pin-up and walk around critiques

Essential Learnings

Grade 5

- Primary and secondary colors
- Warm and cool colors
- Emotional, expressive qualities of color
- Intermediate colors
- Tints and shades
- Color schemes, use in artwork
- Lines, converging, parallel, perpendicular
- Contour line
- Sensitive/expressive line
- Shape/form 2-D and 3-D
- Space with a 3-d focus (placement, size (proportion, diminishing, scale), overlap, detail, value/shading)
- Textures; visual and tactile
- Texture with a variety of media
- Identify emphasis
- Repetition/pattern locate and describe
- Variety
- Contrast
- Proportion
- Unity
- MN Indian American contribution
- Balance; radial, symmetrical, asymmetrical
- 3 artists and time periods/styles
- Exposure to art history and world cultures
- Personal experiences, stories, books
- Construction of 2-D and 3-D artwork
- Analyze, interpret, and evaluate with discussion and writing
- Pin-up and walk around critiques
- Select work for display purposes

Implementation of Essential Learnings

- Rubrics were used to monitor student proficiency in the Essential Learnings.
- Rubric data was used to calculate grades and track students who made no to minimal progress *skyward technology

Name: _____

K-2nd Grade Rubric

	Beginning	Intermediate	Proficient	Advanced
Cooperation/Effort Did the student follow directions? Did they include everything they needed?	1	2	3	4
Creativity Does the artwork look interesting and unique?	1	2	3	4
Craftsmanship/Neatness Does the artwork look neat?	1	2	3	4
Design/Balance Does the artwork have an overall well put together design?	1	2	3	4

Total: ____/16

General K-1st grade project assessment rubric

Implementation of Essential Learnings

Name: _____

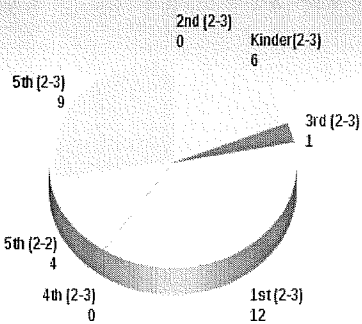
3rd -5th Grade Rubric

	Emerging	Intermediate	Proficient	Advanced
Effort & Cooperation Did the artist follow directions? Did s/he meet assignment expectations?	1	2	3	4
Creativity & Originality Did the artist create a unique solution to the assignment?	1	2	3	4
Craftsmanship Did the artist use the materials carefully?	1	2	3	4
Accuracy & Proportion Did the artist use skills accurately throughout the whole piece?	1	2	3	4
Composition Do all the components fit together and are pleasing?	1	2	3	4

Total : ____/20

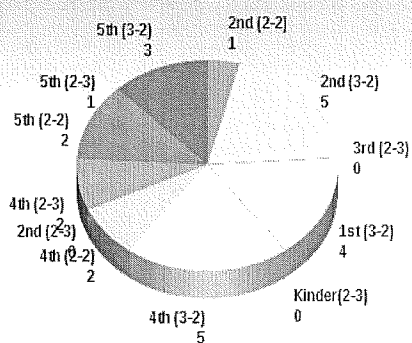
General 3rd-5th grade project assessment rubric

2012-2013 Student Progress



Total # of students: 32

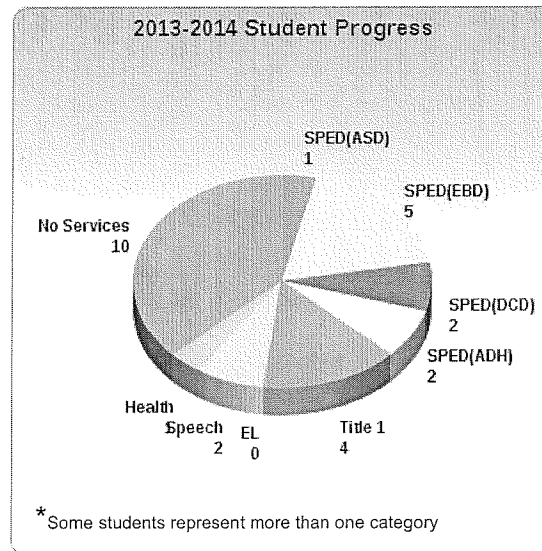
2013-2014 Student Progress



Total # of students: 25

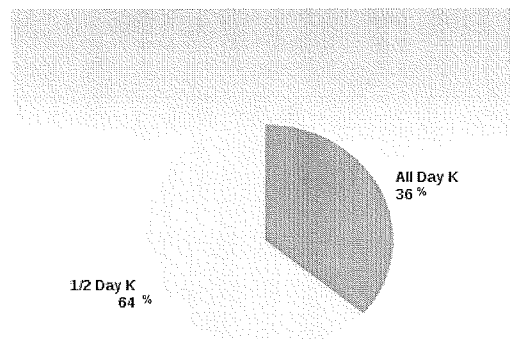
2-2= No progress
 2-3= minimal progress
 3-2= regression

Student Progress and Special Education Services



All Day Kinder vs.. Half Day Kinder

- On 2013-2014 watch list:
16/25 = 64% were 1/2 day Kinder



Interventions:

Students making minimal to no progress

- Invitation to conferences
- One on one instruction
- Proximity seating
- Art in a bag



Questions and concerns:

- Who are our students not meeting proficiency?
- What are they missing?
- How can the curriculum and teaching methods be improved to reach these students?



Development of Key Essential Learnings

- Essential Learnings concentrated into *Key Essential Learnings*
- Agreed upon by all members of PLC
- Trimester simple assessments developed from key essential learnings for each grade level to investigate at a program level where students were not successful (The Art of Ed., 2014)

Development of Key Essential Learnings

Essential Learnings → KEY Essential Learnings

- Grade 5**
- Primary and secondary colors
 - Warm and cool colors
 - Emotional, expressive qualities of color
 - Intermediate colors
 - Tints and shades
 - Color schemes, use in artwork
 - Lines, converging, parallel, perpendicular
 - Contour line
 - Sensitive/expressive line
 - Shape/form 2-D and 3-D
 - Space with a 3-d focus (placement, size (proportion, diminishing, scale), overlap, detail, value/shading)
 - Textures; visual and tactile
 - Texture with a variety of media
 - Identify emphasis
 - Repetition/pattern locate and describe
 - Variety
 - Contrast
 - Proportion
 - Unity
 - MN Indian American contribution
 - Balance; radial, symmetrical, asymmetrical
 - 3 artists and time periods/styles
 - Exposure to art history and world cultures
 - Personal experiences, stories, books
 - Construction of 2-D and 3-D artwork
 - Analyze, interpret, and evaluate with discussion and writing
 - Pin-up and walk around critiques
 - Select work for display purposes


Fifth Grade


Primary colors-identify/
produce
Secondary colors-identify/
produce
Warm and cool colors-identify
Tints and shades
Complementary color
scheme
Line-contour
Shape-2D/3D
Contrast
Balance


Key Essential Learnings	
Kinder Primary colors-identify Lines-different kinds Shapes-circle,square,triangle,rectangle, oval, and rhombus Size-small and large Secondary colors-identify Pattern -ABAB Texture Symmetry	Third Grade Primary colors-identify/produce Secondary colors-identify/produce Warm and cool colors-identify Lines-directions Shapes-geometric and organic Space-foreground, middle, and back Texture-tactile/visual Contrast
First Grade Primary colors-identify Secondary colors-identify Lines-different kinds Shapes-circle,square,triangle,rectangle, oval, and rhombus Size-small/large, near/far Texture Pattern/repetition Symmetry	Fourth Grade Primary colors-identify/produce Secondary colors-identify/produce Warm and cool colors-identify Intermediate/Tertiary colors Tints and shades Shape-2D/3D Space-foreground, middle, and back Contrast-warm/cool Proportions Radial Design
Second Grade Primary colors-identify/produce Secondary colors-identify/produce Warm and cool colors-identify Lines-different kinds/directions Shapes-geometric and organic Space-foreground, middle, and back Pattern/repetition	Fifth Grade Primary colors-identify/produce Secondary colors-identify/produce Warm and cool colors-identify Tints and shades Complementary color scheme Line-contour Shape-2D/3D Contrast
Balance	


Simple Assessments



1st Grade Assessment #1

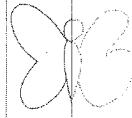
Draw a circle: 

Draw a triangle: 




Draw a square: 




Draw a line: 


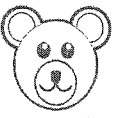
Color the box:
 primary color: 
 secondary color: 

Complete the butterfly: 



1st Grade Assessment #2




Draw 3 different lines:
 1. 
 2. 
 3. 


Draw a rectangle:  Draw an oval:  Draw a diamond/rhombus: 

Circle the bear with the texture:  

1st Grade Assessment #3

Draw a BIG triangle and draw a little triangle:  

Make a pattern with  and 


Draw an organic shape: 

■ Sample assessment from 1st grade

Simple Assessments

3rd Grade Assessment #1

Color the circles:
warm color: cool color:

Which group drew people in profile or frontalism view?
Rockin' Kids *Cave Painters* *Stonehenge* *Pyramids*

Color the color wheel:

3rd Grade Assessment #2

Draw a vertical line: Draw a horizontal line: Draw a diagonal line:

Circle the Organic shapes:

Circle the Geometric shapes:

Circle the bear with the texture:

3rd Grade Assessment #3

Colors:
Foreground = Green
Midground = Orange
Background = Blue

Color the ovals with two complimentary colors:

Is this picture an example of symmetrical balance?

YES NO

■ Sample assessment from 3rd grade

How were scores calculated?

- What percentage of students out of the class demonstrated proficiency on the key essential learning being assessed
- # of proficiency / # of students = percentage (within a class)
- Total # of proficiency / # of students in grade = percentage within grade level

Example:

Assessment 3

KA

Big/little circle	19/19
rectangle	18/19
oval	19/19
rhombus	18/19
violet	19/19
Total:	93/95

97%

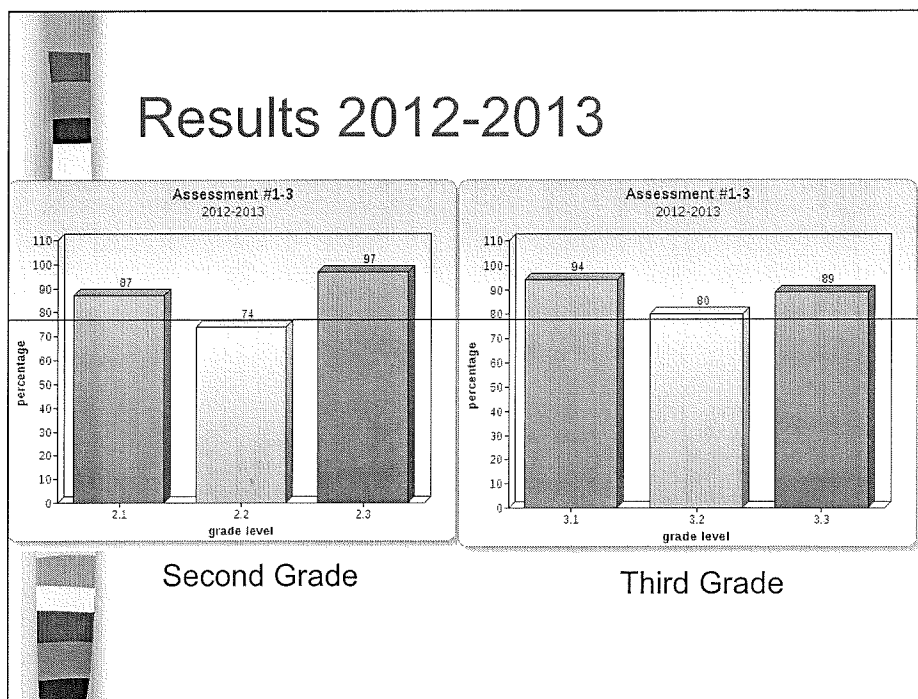
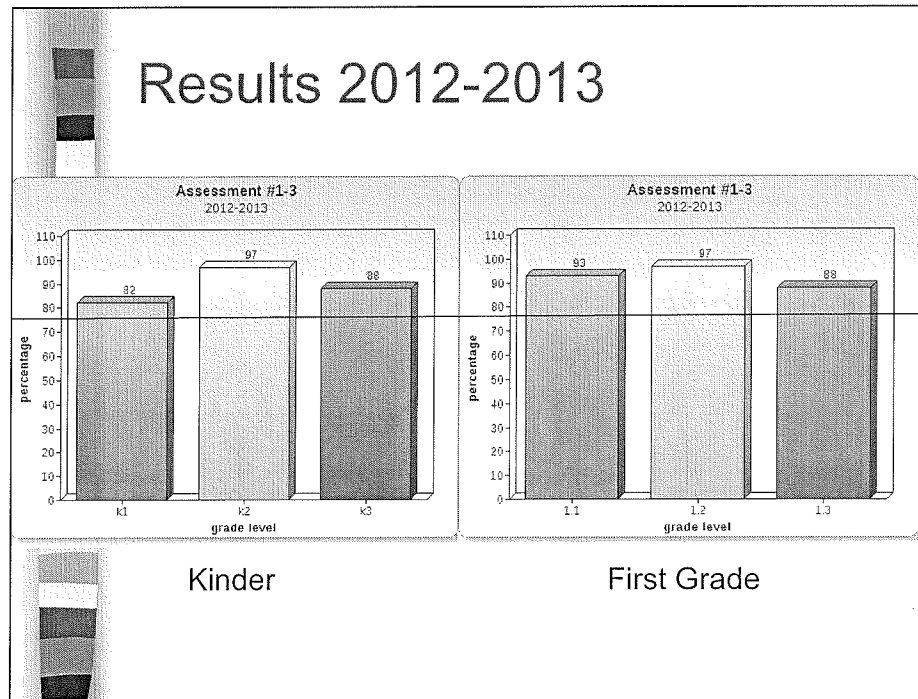
➔

Assessment 3
for Kinder

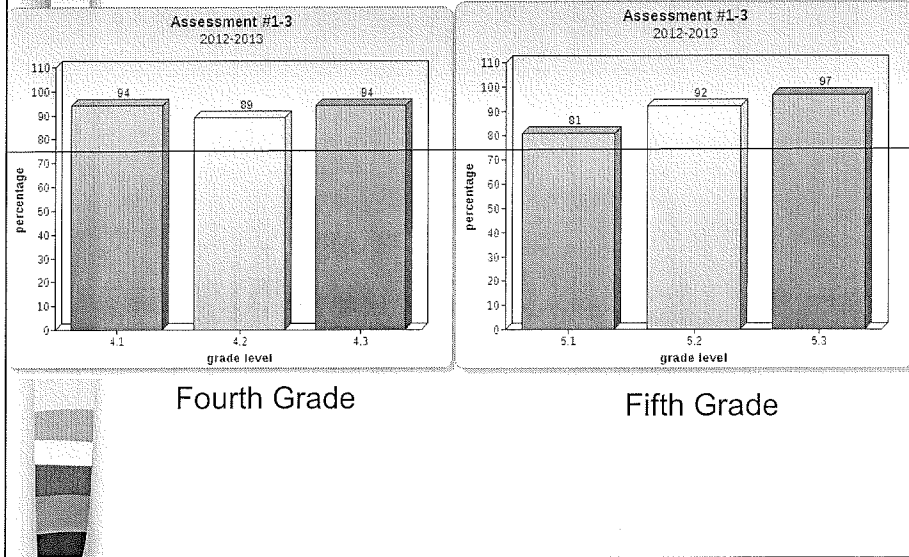
KA + KB

$93/95 + 96/100 = 189/195$

96%



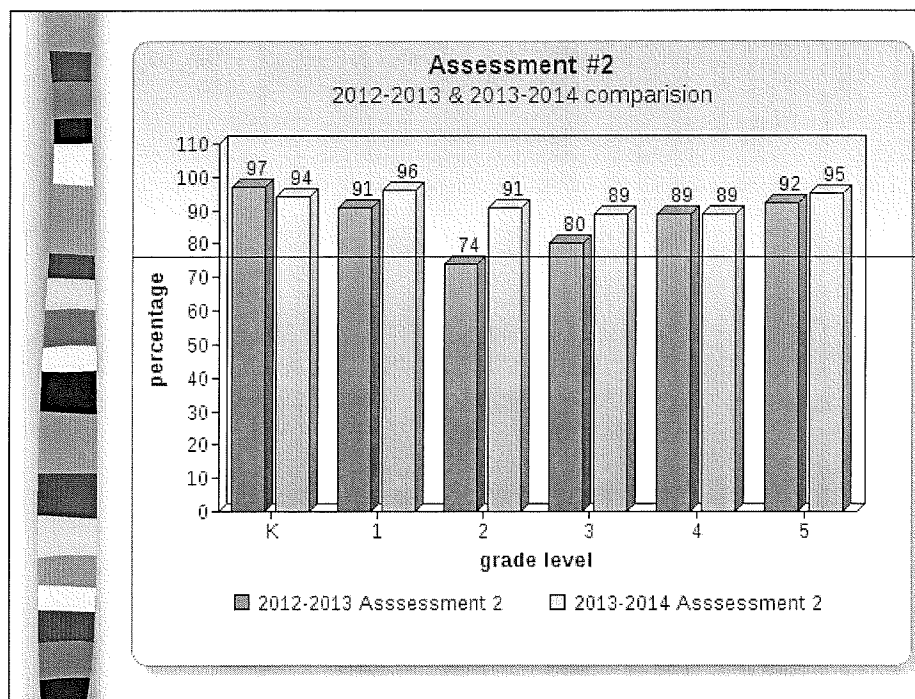
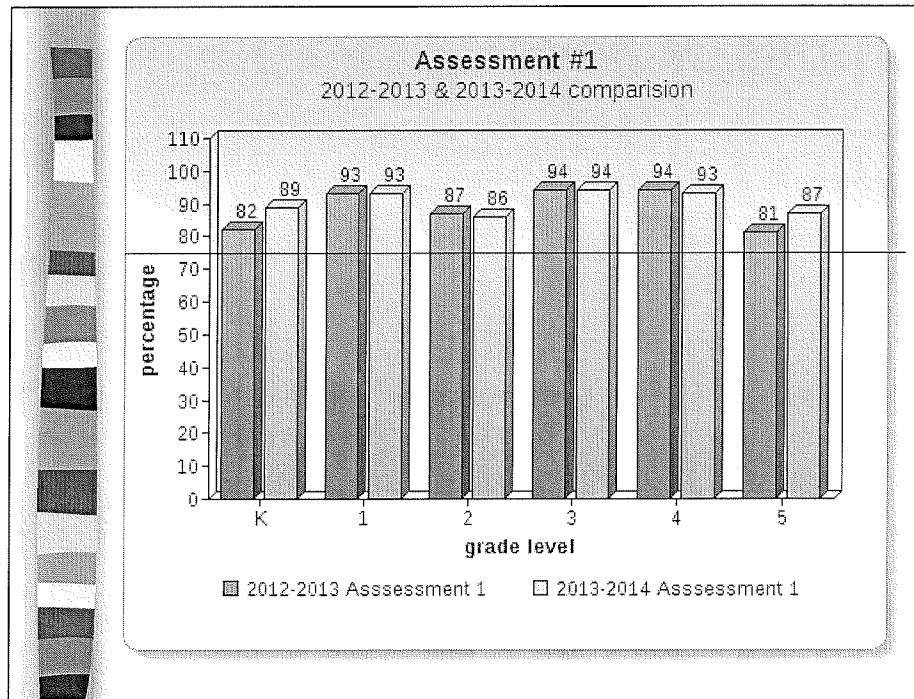
Results 2012-2013

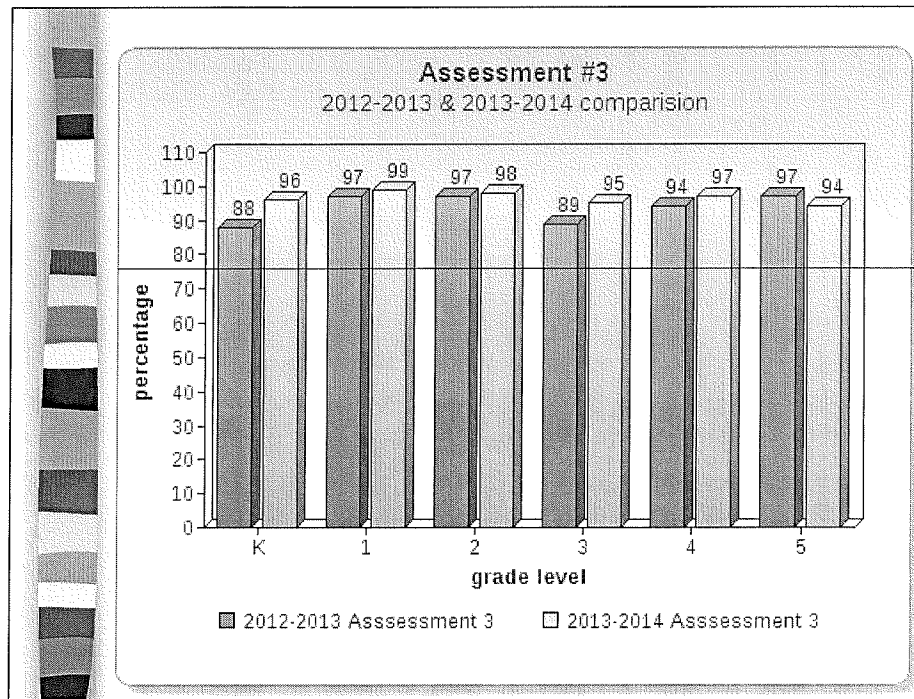


Findings 2012-2013:

- Students performed better than expectations (Smart Goal: 75% proficiency)
- Data used to guide future instruction
- Repeated assessments for 2013-2014 school year

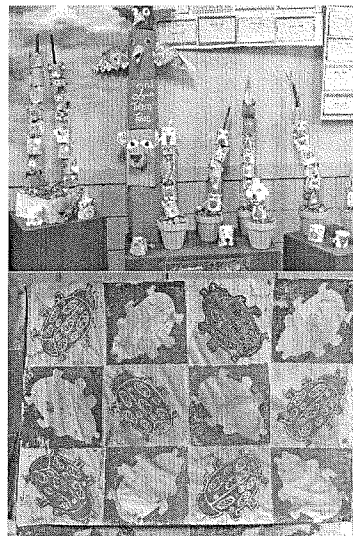






Areas to Improve 2014-2015:

- Kinder: size and rhombus
- 1st grade: primary colors, rhombus, organic shape
- 2nd grade: geometric/organic shape
- 3rd grade: geometric/organic shape and complementary colors
- 4th grade: tint, shade, and cube
- 5th grade: tint and shade



Next Steps:

- National Art Educators Association in collaboration the National Coalition of Core Arts Standards has developed the new Next Generation Visual Arts Standards (Levin, 2014)

(Released June 4th, 2014)

nationalartsstandards.org

arteducators.org/research/next-gen-arts-stds

These new standards will focus on:

Philosophical foundations and lifelong goals for artistic literacy

Definitions of the artistic processes of creating, presenting, responding, and connecting

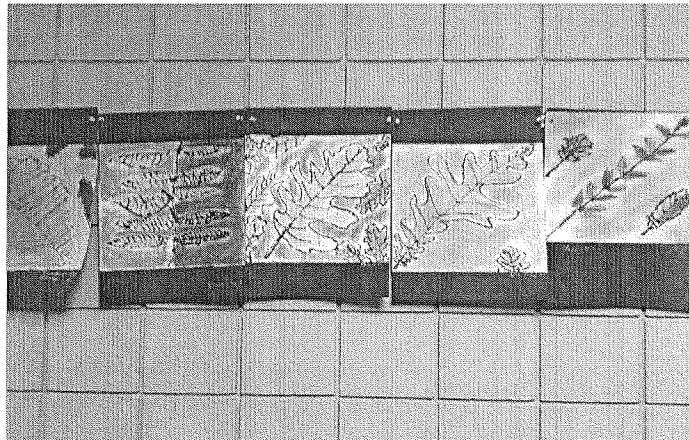
Anchor standards which are common across all five of the arts disciplines

Also, a component of the standards will be to provide Model Cornerstone Assessments, authentic strategies to ensure student learning.

- Reevaluate District Curriculum Guide, essential learnings, and key essential learnings.

Thank you!

- Questions, comments, concerns?



Sources:

Eisner, E. (2002). The Arts and the Creation of Mind, In Chapter 4, What the Arts Teach and How It Shows. (pp. 70-92). Yale University Press.

Inhulsen, D., & Levin, K. (2014, June 1). Helping Teachers Communicate Student Learning Through Next Generation Visual Arts Standards. *NAEA News*, p. 2.

NAEA - National Art Education Association (Advocacy Resources for Challenging Times • National Art Education Association) <http://www.arteducation.org/advocacy> (June 30, 2014).

The Art of Ed | Professional Development for Art Teachers (The Art of Ed RSS) <http://www.theartofed.com/> (June 28, 2014).



Draft Work Session Agenda
Northfield Public Schools Facilities and Demographic Study Review

1. Summary of Demographic Study and Housing Unit Study trends
 - a. Anticipated enrollments for next ten years
 - b. Anticipated housing starts and neighborhood enrollments
2. Summary of Facilities Study Findings
 - a. Building repair and maintenance needs to maintain safety and functionality of current buildings
 - b. Educational program needs
 - c. Current facilities capabilities to address current and future educational program needs
 - d. Current facilities limitations that prevent meeting quality educational program needs
3. Three Key Facilities Questions?
 - a. What are the maintenance and repair priorities required to maintain current building safety and functionality with the projected enrollment?
 - b. Would modifications in the elementary boundaries and enrollment procedures increase the flexibility for meeting program needs in current buildings and what will be the ongoing cost impact?
 - c. Would remodeling or additions to current buildings, repurposing of existing buildings or construction of new buildings enhance the ability and flexibility for Northfield to provide quality educational programs?
4. Developing Facilities Priority Options
 - a. Maintenance and repair priority options?
 - b. Elementary boundary adjustment and enrollment procedure priority options?
 - c. Remodeling, addition, repurposing or construction priority options?

514 BULLYING PROHIBITION POLICY**I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school

district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.

The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades,

work assignments, or educational or work environment.

- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP)

team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students

regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
 - G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or

applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

The school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made to the extent practicable in consultation with students, parents, and community organizations.

Policy 514 – Bullying Prohibition

Adopted: 8/28/06

Revised: 11/22/10

Revised: 4/23/12

Revised:

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)

Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: Board Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Board Policy 413 (Harassment and Violence)
Board Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Board Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Board Policy 423 (Employee-Student Relationships)
Board Policy 501 (School Weapons Policy)
Board Policy 506 (Student Discipline)
Board Policy 507 (Corporal Punishment)
Board Policy 515 (Protection and Privacy of Pupil Records)
Board Policy 521 (Student Disability Nondiscrimination)
Board Policy 522 (Student Sex Nondiscrimination)
Board Policy 524.2 (Use of Technology and Telecommunications Systems by Students)
Board Policy 526 (Hazing Prohibition)
Board Policy 709 (Student Transportation Safety)

514 BULLYING PROHIBITION POLICY

I. PURPOSE

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

A safe and civil learning environment is needed for students to attain high academic achievement and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. DEFINITION OF BULLYING:

“A person or group is bullied when they are being exposed repeatedly and over time to negative actions on the part of one or more other persons and have difficulty defending themselves.”

This definition includes three important components:

1. Bullying involves a **pattern of behavior** repeated over time.
2. Bullying is aggressive behavior that **involves unwanted, negative actions**.
3. Bullying involves an **imbalance of power or strength**.

“Bullying” can occur in a variety of ways and can include, but is not limited to:

1. Written / verbal expressions.
2. Physical acts/gestures or patterns.
3. Sending or posting harmful/cruel text messages or images using the Internet or other digital communication devices like cell phones, PDAs, web cams, etc.
4. Creating reasonable fear of harm to person or property.
5. Damaging a student’s or a group of students’ property.
6. Causing interference with a student’s or a group of students’ educational benefits, opportunities, or performance.

- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district

purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall

undertake or authorize an investigation by school district officials or a third party designated by the school district.

- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, volunteers and staff. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

Policy 514 - Bullying Prohibition

Adopted: 8/28/06

Revised: 11/22/10

Revised: 4/23/12

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

- Legal References:*** Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
- Cross References:*** Board Policy 403 (Dismissal of Employees)
Board Policy 413 (Harassment and Violence)
Board Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Board Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Board Policy 423 (Employee-Student Relationships)
Board Policy 501 (School Weapons Policy)
Board Policy 506 (Student Discipline)
Board Policy 507 (Corporal Punishment)
Board Policy 515 (Protection and Privacy of Pupil Records)
Board Policy 521 (Student Disability Nondiscrimination)
Board Policy 522 (Student Sex Nondiscrimination)
Board Policy 526 (Hazing Prohibition)

LEASE AGREEMENT

DATE: This Lease Agreement was entered into on _____.

OWNER: Northfield Gymnastics Club
601 Professional Drive
Northfield, MN 55057

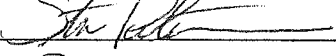
TENANT: Northfield Public Schools
140 Division Street South
Northfield, MN 55057

1. **LEASE PROPERTY:** Owner agrees to lease to Tenant space at Northfield Gymnastics Club, 601 Professional Drive, Northfield, Minnesota 55057 for various tenant gymnastics activity programs.
2. **LEASE TERM:** Term of this Lease begins July 1, 2014 and ends June 30, 2016.
3. **RENT:** Rent for the use of the facility is \$6930.00 per year, \$3465.00 payable on September 15, 2014; January 15, 2015; September 15, 2015 and January 15, 2016.
4. **USE OF PROPERTY:** Tenant may use the property for Tenant gymnastics activity programs including practices and competitions and for no other purpose without the written consent of Owner. Owner will provide its equipment to be used by the Tenant.
5. **SCHEDULING:** Owner and Tenant shall mutually determine facility use schedules. Operation of concessions shall be the responsibility of Tenant. Staffing of officials and event workers shall be the responsibility of Tenant. Tenant shall be entitled to use of the facility for up to 240 hours per school year based on a schedule of 70 practices and 8 competitions per school year.
6. **UTILITIES AND MAINTENANCE:** Owner is responsible for all utility costs and will provide cleaning and maintenance services. Tenant shall return gym and equipment in satisfactory condition for instructional use after practices and competitions.
7. **INSURANCE:** Tenant agrees to provide evidence prior to the start date of this lease agreement of general liability insurance with a limit of at least \$1,000,000 and to provide workers compensation insurance for Tenant's employees. Owner agrees to provide evidence of general liability insurance with a limit of at least \$1,000,000 and to provide workers compensation insurance for Owner's employees. Owner agrees to provide evidence of property insurance.
8. **RENEWAL:** This lease will be automatically renewed with the same annual rent for an additional year after the lease term ends, unless either party provides a six months' advance written notice of termination or at least one month's advance written notice of modification to the current agreement.
9. **TERMINATION:** Termination of this Lease after June 30, 2016 may be made by either party only after at least six months' advance written notice.

TENANT:
Northfield Public Schools

BY: _____
Title: School Board Chair
Dated: 7/14/2014

OWNER:
Northfield Gymnastics Club

BY: 
Title: PRESIDENT
Dated: 5/28/2014

NORTHFIELD HIGH SCHOOL

Activities Office

TO: Chris Richardson

FROM: Tom Graupmann

DATE: June 11, 2014

RE: Gift Agreement

Attached find a gift agreement in the total amount of \$17,945 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, 2013-14; an additional \$15,004.00.

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 14th day of July, 2014,
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 \$17,945, to be used as follows:

Gymnastics – Mancico Hill (mat system): **\$2,800**

Nordic Ski -Roller Skis: **\$1,200**

Wrestling – New Mat: **\$2,445**

Tennis - wind slats for the MS courts: **\$1,000**

Balls-Pucks-Shots: **\$7,500**

HUDL - All Sports: **\$1,800**

Impact Software (concussion testing): **\$600**

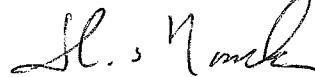
Athletic Training Room (Exercise Bike): **\$600**

* Fee Waivers for School year 2012-13; already paid by the Northfield Booster Club: \$15,004.00

Northfield Booster Club

Donor

By:



John Noack, President

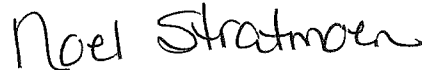
Approved by resolution of the School Board on the 14 day of

July, 20 14.

INDEPENDENT SCHOOL DISTRICT No. 659

By:

Clerk



Grant Application Approval Form

Date 6/4/14


Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with a copy of the completed grant proposal. All proposals must:

- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

Grant Proposal Information	
Project Title	Outdoor Adventure
Project Period	From: July 1 2014 To: July 1, 2015
Funding Source	Allina Health Neighborhood 2014 Healthy Activity Grant
Application Deadline	5/30/14
List all Grant Applicants	Northfield Community Services
School/Department	Northfield Public Schools/Community Services Division
Contact Person	Melissa Bernhard Phone No. 507-664-3502
Project Information	
Brief Proposal Description	Community Services has recently launched three new outdoor programs for youth and adults; Adventure Mania, Outdoor Pursuits, and Adventure Racing. All programs aid in motivating participants to spend time outdoors, partaking in a variety of social and physical activities with others throughout each season of the year.
Project Goal (in one Sentence)	A major goal of these programs is to motivate people to become active in their surrounding environment and to attract people from all socioeconomic backgrounds by making the programs as affordable as possible.
List All Personnel Involved in Application	Melissa Bernhard, Recreation Coordinator
Budget Information	
Amount Requested	\$9,919
Matching Funds	Are Required <input type="checkbox"/> Not Required <input checked="" type="checkbox"/>
Source of Matching Funds	

Required Documents Attached: ☐ Completed Application ☐ Rough Draft ☐ Summary of Application


Project Initiator Signature


Building Principal or District Administrator Signature

☐ Approved by the School Board ☐ Not Approved by the School Board Date _____

District - Building Nurses

NORTHFIELD PUBLIC SCHOOLS

POLICY COVERING WAGES, HOURS AND FRINGE BENEFITS

BUILDING NURSES

July 1, 2014, through June 30, 2016

ARTICLE I EMPLOYMENT

Section 1.01 – Introduction

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

Section 1.02 – Basic Services

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

Section 1.03 - Duty Year

The number of work days in a given year shall be the number of days students are in school plus five (5) additional days as scheduled by the District Nurse.

Section 1.04 – Work Day

The standard work day shall be 7.0 hours per day with the ability, at the discretion of the nurse, to work up to 8.0 hours per day.

ARTICLE II RATES OF PAY AND HOLIDAYS

Section 2.01 – Hourly Wages

	<u>2014-15</u>	<u>2015-16</u>
Step 1	\$26.80	\$27.53
Step 2	\$27.61	\$28.37
Step 3	\$29.14	\$29.94
Step 4	\$30.17	\$31.00

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

Section 2.02 - Holidays with Pay

Four per year - Memorial Day, Thanksgiving Day, New Year's Day, and Labor Day.

Section 2.03 - School Closing

In the event that school is closed due to an emergency, nurses shall continue to receive compensation proportionate to their work day for up to two (2) days per year. An emergency closing shall be defined as any unscheduled closing of the school. Examples might include inclement weather, energy shortage, breakdown of equipment, strike, etc. The district shall have the right to require employees to perform services on days scheduled as make-ups for student days lost due to emergency closing.

ARTICLE III LEAVES

Section 3.01 - Sick Leave

Ten (10) days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, and/or for other individuals to the extent provided by Minnesota Law. Sick leave days are cumulative to 190 days.

Section 3.02 - Personal Leave

Building nurses may be granted a leave at the discretion of the school district of no more than two (2) days per year, noncumulative, and with no loss in pay, the days used to be deducted from unused sick leave, for situations that arise requiring the nurse's personal attention which cannot be attended to when school is not in session. Requests for personal leave must be made using the District's substitute/leave system at least three (3) days in advance, except for emergencies.

Section 3.03 - Leaves of Absence Without Pay

Leave of absence up to three days without pay: Nurses may apply for leaves of absence without pay in the event of personal extenuating circumstances. Leaves of absence without pay of up to three (3) days may be approved by the building principal or immediate supervisor.

Leaves of absence over three days without pay: Upon application, nurses may be granted a leave of absence from their position, without pay, at the recommendation of the building principal or immediate supervisor and the approval of the Superintendent.

Section 3.04 - Bereavement Leave

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

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

Section 3.05 - School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance.

ARTICLE IV INSURANCE

Section 4.01 - Eligibility

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

The employer will purchase the group insurance policies described in this section. The provisions of this section are merely descriptive of the coverage provided, and the eligibility of the nurses for benefits shall be governed by the terms of the master insurance contracts in force between the employer and the insurers providing such coverage.

Section 4.02 - District Obligation

The employer's only obligation under the policies described in this section is to make the premium payments as provided in this policy document, and no claim shall be made against the employer in the event of a denial of insurance benefits by the insurance carrier. Upon separation of employment, all district contributions toward insurance benefits shall cease effective on the last day of the month of the separation. The effective dates for changes in the employer contributions are September 1, each year.

Section 4.03 - Health and Hospitalization Insurance

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

Employees who retire after age 59 or become disabled and who have been in the employ of the Northfield School District for at least ten (10) consecutive years, may buy the group health and hospitalization insurance at the school's group rate until the employee is eligible for Medicare.

Participation beyond that shall be in accordance with applicable laws and regulations. The retired or disabled employee will pay the premium for such coverage to the school district

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

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

Section 4.04 - Dental Insurance

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

Section 4.05 - Life Insurance

The employer will provide group term life insurance coverage for each building nurse in the amount of \$35,000. The employee may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Income Protection

The employer will pay the full premium for coverage under the district's long-term disability insurance plan. There shall be a 60-day waiting period before disability income protection goes into effect.

ARTICLE V LONGEVITY

Section 5.01 - Longevity

The stipulated longevity amounts are to be paid in addition to the basic salary schedule. Longevity increments begin July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

Completed years of Service

6 – 9 years	\$0.75/hour
10-14 years	\$1.00/hour
15-19 years	\$1.25/hour
20+ years	\$1.50/hour

**ARTICLE VI
RETIREMENT**

Section 6.01 - 403b Matching Plan

Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$475.00 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime district contribution will be \$15,000.

NORTHFIELD PUBLIC SCHOOLS

**POLICY COVERING THE EMPLOYMENT OF
NURSE ASSIGNED TO ST. DOMINIC'S SCHOOL**

July 1, 2014, through June 30, 2016

In keeping with State Laws, the Northfield District shall provide health services to students of St. Dominic's School. The following guidelines will be observed in the delivery of such services:

The individual assigned to the school shall be considered an employee of the Northfield District and shall be under the supervision of the District's licensed school nurse. The District nurse shall be responsible for administering the budget accounts associated with this position including supplies, travel and funds allocated for additional clerical services. The District nurse shall also be responsible for assuring that the services provided to students at St. Dominic's School are similar to those provided to students in other schools of the District.

Wages

2014-15: \$26.80 per hour

2015-16: \$27.53 per hour

Hours

The person employed in this position shall be authorized to work an equivalent to seven (7) hours per week. The work year shall correspond to those weeks that school is in session.

The Director of Finance shall be responsible for submitting all reports regarding this program to the State Department of Education.

Recruiting, screening and selection of applicants for this position shall be the responsibility of the School District. Selection shall be made by the Superintendent's designee after receiving recommendations from the District school nurse and the Principal of St. Dominic's School.

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Community Services and Other Coordinators

JULY 1, 2014 THROUGH JUNE 30, 2016

ARTICLE I EMPLOYMENT

Section 1.01 – Introduction

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

Section 1.02 – Basic Services

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

Section 1.03 - Duty Year

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

ARTICLE II SALARIES

Section 2.01 - Compensation

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

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

Section 2.02 – Other Compensation

Individuals having completed an advanced degree prior to the beginning of the contract year shall receive the following stipends in each succeeding year of the contract:

Masters Degree \$1,500.00 per year

Section 2.03 – Experience Credit

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

Section 2.04 - Holidays

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

ARTICLE III VACATION/LEAVES

Section 3.01 - Vacation

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

Vacations for employees working 50 or more weeks per year shall be as follows:

Year of Service in <u>District</u>	Number of Vacation <u>Days</u>
1 - 5	10
6-13	15
14+	20

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

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor.

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

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

Section 3.02 - Sick Leave

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

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

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

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

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

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

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

Section 3.03 – Disaster Leave

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

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

Section 3.04 – Bereavement Leave

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

Section 3.05 - Personal Business

The employee shall be allowed two (2) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the immediate supervisor. A deduction of these days will be made from sick leave.

Section 3.06 - Leave of Absence Without Pay

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

Section 3.07 - Child Care Leave and Adoption Leave

A. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.

B. An employee making application for unpaid child care leave shall inform the superintendent in writing of his/her intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances. The superintendent and the employee will attempt to work out a satisfactory plan for the leave.

C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 3.02 is available for any period of disability associated with the pregnancy prior to the commencement of the child care leave.

D. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care leave or the duration of such leave.

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

- (1) grant any leave more than six (6) months in length or at the beginning of the school year following such six (6) month period.
- (2) permit the employee to return to his or her employment prior to the date designated in the request for child care leave

F. An employee returning from child care leave shall have a right to return to his or her original position as specified in the employee's child care leave plan if the employee's leave is commenced and concluded within the same fiscal year. If the employee's child care leave plan does not call for his or her return within the fiscal year it is commenced, the employee shall have the right to be returned to an equivalent contractual position, unless such employee has been previously terminated pursuant to the provision of M.S. 122A.40 or such employee has been placed on unrequested leave pursuant to the provisions of M.S. 122A.40.

G. Failure of the employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension in the leave.

H. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this document at the commencement of the leave. The employee shall accrue additional experience credit or leave time during the period of absence for child care leave only if the leave commences and ends within the same fiscal year.

Section 3.08 – Religious Observance Leave

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

Section 3.09 – Judicial Leave

An employee who is called for jury duty shall be compensated for the difference between regular pay and pay received for the performance of such obligation.

Section 3.10 – Superintendent's Discretionary Leave

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

Section 3.11 – School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance.

ARTICLE IV INSURANCE

Section 4.01 – Insurance Eligibility

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

Section 4.02 – District Obligation

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

Section 4.03 - Health and Hospitalization

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

Coverage	Effective September 1, 2014	Effective September 1, 2015
Single	\$ Tied to teacher	\$ Tied to teacher
Family	\$ settlement	\$ settlement

Section 4.04 - Dental Insurance

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

Coverage	Effective September 1, 2014	Effective September 1, 2015
Single	\$ Tied to teacher	\$ Tied to teacher
Family	\$ settlement	\$ settlement

Section 4.05 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$50,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Long-Term Disability Insurance

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

Section 4.07 - Liability Insurance

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

Section 4.08 - Duration of Insurance Contribution

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

ARTICLE V OTHER BENEFITS

Section 5.01 - Travel

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

Section 5.02 - Professional Improvement

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

Section 5.03 - Professional Membership Dues

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

Section 5.04 - Vandalism Reimbursement

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing his or her required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

Section 5.05 - 403(b) Matching Plan

The School District shall match employee payments up to \$2,000 per school year to a 403(b) plan for the full-time employee. Maximum lifetime district contribution will be \$25,000.

- a. The employee shall be eligible for a prorated school district contribution for any years that are less than full time.
- b. Such plan shall be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b) or IRS Code Section 457 and any amendments thereto.
- c. The school district contribution will be made to a District approved company of the employee's choice. It shall be the responsibility of the employee to make all arrangements required by the vendor to insure that proper payment is made by the school district. The district shall make payment to the employee's selected company bi-monthly.

Section 5.06 – Interim or Temporary Coordinators

In the event an interim or temporary coordinator is appointed by the School Board, that individual shall not be eligible for the benefits outlined in Section 5.05 of this document. The individual shall receive pro-rated daily pay based on the corresponding position listed in Appendices A and/or B for the time of the interim or temporary appointment. The individual will be eligible for district contributions outlined in Sections 4.03 (Health,) 4.04 (Dental,) and 4.05 (Life) and 4.06 (LTD).

APPENDIX A

SALARIES AND DUTY YEAR 2014-15

Position	Duty Year	Annual Salary
Rec. Program Coordinator (Bernhard)	52 Weeks	\$50,927
Enrichment Coordinator (Kolb)	52 weeks	\$45,042
Student & Community Liaison for Minority Issues (Lizaola)	198 days	\$41,133
Ventures Coordinator (Valek)	52 Weeks	\$45,086
Youth Development Coordinator (Oto)	48 Weeks	\$32,970
Rice County Family Services Collaborative Coordinator** (Sandberg)	50 Weeks	\$62,038
Early Childhood Coordinator * (Line)	50 Weeks	\$44,640

** Position funded by Rice County Family Services Collaborative.

* Position requires valid Minnesota Teaching Licensure.

Steps for service – added to base salary:

Step 1: \$0
Step 2: \$900
Step 3: \$2,000
Step 4: \$3,500

APPENDIX B

SALARIES AND DUTY YEAR 2015-16

Position	Duty Year	Annual Salary
Rec. Program Coordinator (Bernhard)	52 Weeks	\$51,563
Enrichment Coordinator (Kolb)	52 weeks	\$45,605
Student & Community Liaison for Minority Issues (Lizaola)	198 days	\$41,647
Ventures Coordinator (Valek)	52 Weeks	\$45,649
Youth Development Coordinator (Oto)	48 Weeks	\$33,382
Rice County Family Services Collaborative Coordinator** (Sandberg)	50 Weeks	\$62,813
Early Childhood Coordinator * (Line)	50 Weeks	\$45,198

** Position funded by Rice County Family Services Collaborative.

* Position requires valid Minnesota Teaching Licensure.

Steps for service – added to base salary:

Step 1: \$0
Step 2: \$900
Step 3: \$2,000
Step 4: \$3,500

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Community Services Staff

Policy Extends from
July 1, 2014, through June 30, 2016

ARTICLE I EMPLOYMENT

Section 1.01 – Introduction

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

Section 1.02 - Basic Services

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

Section 1.03 - Duty Year

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

ARTICLE II SALARIES

Section 2.01 - Compensation

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

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

Section 2.02 – Experience Credit

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

Section 2.03 - Holidays

Employees working 20 hours or more per week, with a duty year of 49 or more weeks, shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Good Friday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the Superintendent.

ARTICLE III LEAVES

Section 3.01 – Vacation

An employee who works a regular schedule of 20 or more hours per week, with a work year of at least 49 weeks, shall be eligible for vacation.

Vacations for employees working at least 20 hours or more per week, for at least 49 weeks per year, shall be as follows:

Year of Service in <u>District</u>	Number of Vacation <u>Days</u>
1 - 5	10
6-13	15
14+	20

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1st), however, vacation is considered earned on a monthly basis. Individuals hired after July 1st will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 49 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor.

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

Employees working fewer than 49 weeks per year shall not receive vacation.

Section 3.02 - Sick Leave

Employees working 20 hours or more per week shall receive sick leave at the rates listed below to a maximum accumulation of 190 days. Part-time employees will receive sick leave on a pro rata basis.

Employees working a duty year of less than 52 weeks	10 days/year
Employees working a duty year of 52 weeks or more	12 days/year

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

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

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

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

Section 3.03 – Disaster Leave

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

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

Section 3.04 – Bereavement Leave

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

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

Section 3.05 - Personal Business

The employee shall be allowed two (2) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of their immediate supervisor. A deduction of these days will be made from sick leave. There

shall be no paid personal business days for those employees who do not qualify for sick leave.

Section 3.06 - Leave of Absence Without Pay

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

Section 3.07 - Child Care Leave and Adoption Leave

A. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.

B. An employee making application for unpaid child care leave shall inform the superintendent in writing of his/her intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances. The superintendent and the employee will attempt to work out a satisfactory plan for the leave.

C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 3.02 is available for any period of disability associated with the pregnancy prior to the commencement of the child care leave.

D. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care leave or the duration of such leave.

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

- (1) grant any leave more than six (6) months in length or at the beginning of the school year following such six (6) month period.
- (2) permit the employee to return to his or her employment prior to the date designated in the request for child care leave.

F. An employee returning from child care leave shall have a right to return to his or her original position as specified in the employee's child care leave plan if the employee's leave is commenced and concluded within the same fiscal year. If the employee's child care leave plan does not call for his or her return within the fiscal year it is commenced, the employee shall have the right to be returned to an equivalent contractual position, unless such employee has been previously terminated pursuant to the provision of M.S. 122A.40 or such employee has been placed on unrequested leave pursuant to the provisions of M.S. 122A.40.

G. Failure of the employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension in the leave.

H. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this document at the commencement of the leave. The employee shall accrue additional experience credit or leave time during the period of absence for child care leave-only if the leave commences and ends within the same fiscal year.

Section 3.08 – Religious Observance Leave

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

Section 3.09 – Judicial Leave

An employee who is called for jury duty shall be compensated for the difference between regular pay and pay received for the performance of such obligation.

Section 3.10 – Superintendent's Discretionary Leave

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

Section 3.11. – School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances.

Such leave will be deducted from the employee's sick leave allowance.

ARTICLE IV INSURANCE

Section 4.01– Insurance Eligibility

An employee must work a regular schedule of 20 or more hours per week for at least the number of student contact days in the board approved school calendar in order to be eligible for group insurance coverage.

Section 4.02 – District Obligation

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

Section 4.03- Health and Hospitalization

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The amounts listed below reflect a proration for employees who work less than full-time. The effective date for employer contributions shall be September 1 each year.

District Health Insurance Contributions

	<u>30 -40 hrs/wk</u> <u>.75 to 1.0 Factor</u>	<u>20 < 30 hrs/wk</u> <u>.50 to .60 Factor</u>
<u>SINGLE</u>	Same as teachers agreement	.6 × teachers agreement
<u>FAMILY</u>	Same as teachers agreement	.6 × teachers agreement

Section 4.04 - Dental Insurance

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single or family coverage. The amounts listed below reflect a proration for those employees who work less than full-time. The effective date for employer contributions shall be September 1 each year.

District Dental Insurance Contributions

	<u>30 -40 hrs/wk</u> <u>.75 to 1.0 Factor</u>	<u>20 < 30 hrs/wk</u> <u>.50 to .60 Factor</u>
<u>SINGLE</u>	Same as teachers agreement	.6 × teachers agreement
<u>FAMILY</u>	Same as teachers agreement	.6 × teachers agreement

Section 4.05 - Life Insurance

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

Section 4.06 - Long-Term Disability Insurance

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

Section 4.07 - Liability Insurance

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

Section 4.08 - Duration of Insurance Contribution

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

ARTICLE V OTHER BENEFITS

Section 5.01 - Travel

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

Section 5.02 - Professional Improvement

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

Section 5.03 - Vandalism Reimbursement

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing his or her required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

APPENDIX A
SALARIES AND DUTY YEAR
2014-15

Position	Duty Year	Hourly Rate
Auditorium Technician	4.0 hrs/day up to 728 Annual Hours	\$19.52
Site Leader – Step 1	260 days*	\$14.55
Site Leader – Step 2	260 days*	\$14.85
Site Leader – Step 3	260 days*	\$15.16
Site Leader – Step 4	260 days*	\$15.76
Site Assistant – Step 1	260 days*	\$11.67
Site Assistant – Step 2	260 days*	\$11.98
Site Assistant – Step 3	260 days*	\$12.28
Site Assistant – Step 4	260 days*	\$12.61
Temporary Site Assistant	Less than 60 days*	\$11.67
Student Site Assistant – school year	190 days*	\$8.39
Temporary Student Site Assistant	Less than 60 days*	\$8.39
Targeted Services Enrichment Coordinator/Club Leader	8 hours/week	\$18.68
Mentoring Specialist	3 Hrs/Day – 36 Weeks*	\$16.36
Mentoring LINK – Step 1	5 Hrs/Week – 35 Weeks*	\$13.81
Mentoring LINK – Step 2	5 Hrs/Week – 35 Weeks*	\$14.30
Mentoring LINK – Step 3	5 Hrs/Week – 35 Weeks*	\$14.81
Mentoring LINK – Step 4	5 Hrs/Week – 35 Weeks*	\$15.30
Early Childhood Outreach Specialist	206 days*	\$16.36
Summer Site Instructor – Step 1	60 days**	\$13.11
Summer Site Instructor – Step 2	60 days**	\$13.40
Summer Site Instructor – Step 3	60 days**	\$13.71
Summer Site Instructor – Step 4	60 days**	\$14.00
Building Supervisor	Up to 10 hours/week	\$14.55

* The Community Services programs are market-driven. The duty year reflected is an estimate only.

** Summer positions only – plans, implements and provides instruction for weekly camp sessions.

APPENDIX B
SALARIES AND DUTY YEAR
2015-16

Position	Duty Year	Hourly Rate
Auditorium Technician	4.0 Hrs/Day up to 728 Annual Hours	\$20.38
Site Leader – Step 1	260 days*	\$15.19
Site Leader – Step 2	260 days*	\$15.51
Site Leader – Step 3	260 days*	\$15.83
Site Leader – Step 4	260 days*	\$16.46
Site Assistant – Step 1	260 days*	\$12.19
Site Assistant – Step 2	260 days*	\$12.52
Site Assistant – Step 3	260 days*	\$12.83
Site Assistant – Step 4	260 days*	\$13.17
Temporary Site Assistant	Less than 60 days*	\$12.19
Student Site Assistant – school year	190 days*	\$8.77
Temporary Student Site Assistant	Less than 60 days*	\$8.77
Targeted Services Enrichment Coordinator	8 Hrs/Wk	\$19.50
Mentoring Specialist	3 Hrs/Day – 36 Weeks*	\$17.09
Mentoring LINK – Step 1	5 Hrs/Week – 35 Weeks*	\$14.42
Mentoring LINK – Step 2	5 Hrs/Week – 35 Weeks*	\$14.93
Mentoring LINK – Step 3	5 Hrs/Week – 35 Weeks*	\$15.46
Mentoring LINK – Step 4	5 Hrs/Week – 35 Weeks*	\$15.98
Early Childhood Outreach Specialist	206 days*	\$17.09
Summer Site Instructor – Step 1	60 days**	\$13.70
Summer Site Instructor – Step 2	60 days**	\$14.00
Summer Site Instructor – Step 3	60 days**	\$14.31
Summer Site Instructor – Step 4	60 days**	\$14.62
Building Supervisor	Up to 10 hours/week	\$15.19

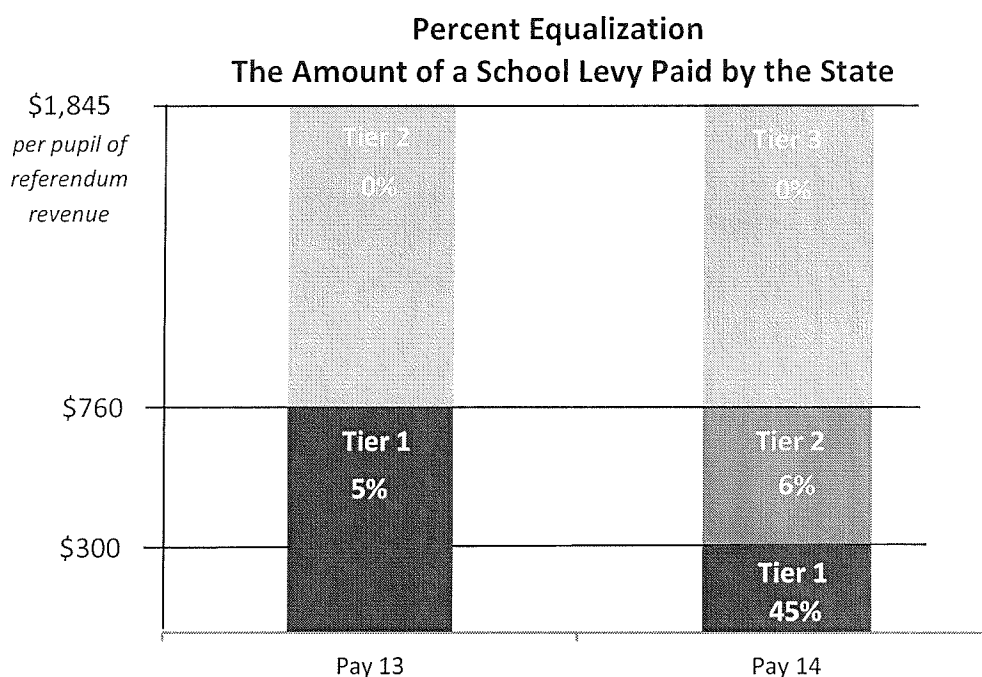
* The Community Services programs are market-driven. The duty year reflected is an estimate only.

** Summer positions only – plans, implements and provides instruction for weekly camp sessions.

Northfield School District

2014 Reduction in Local Property Taxes for School Levies

Total Taxpayer Savings	Total Taxpayer Savings per Pupil
\$660,593	\$163



What does it mean?

The 2013 Legislature made school levies more affordable for taxpayers in low property wealth districts. In the chart above, Pay 13 shows the previous equalization percentages. Pay 14 shows the new percentages after the 2013 Legislative Session. For Pay 14, the previous Tier 1 is divided into two tiers. Tier 1 is "supercharged". Tier 2 is roughly the same as the previous Tier 1.

In Northfield, previously the state paid 5 cents of every levy dollar up to \$760 per pupil. Due to the increased equalization, starting for levies collected in 2014, the state pays 45 cents of every levy dollar up to \$300 per pupil of levy. The state pays 6 cents for the part of a levy between \$300 - \$760 per pupil and 0 cents for the remaining levy, if applicable. **With the state paying more, the tax burden on property owners in Northfield decreased by \$660,593.**

Note: The total taxpayer savings is calculated for the district's 2013-14 school levy (the optional \$300 board-approved levy and the voter-approved levy) and the location equity revenue, if applicable, comparing what the cost to the district's taxpayers would have been before the equalization changes made by the 2013 Legislature and then after.

6/6/2014

Northfield Public Schools Enrollment Report

LongfellowEarly Childhood

Auge	3
Dop	14
Dybvik	5
James	6
Kruse	12
Schnorr	18
Sorenson	14
Webster	4
TOTAL	76

**

Greenvale Park

K	Flicek	22	
K	Hagberg	21	
K	Malecha AM	23	
K	Ziemann/Morales	16	C
1	Bakke	26	C
1	Jessen	20	
1	Youngblut	19	
1	Zach	21	
2	Amundson	25	C
2	Dueffert	20	
2	Larson	19	
2	Lindholm	20	
3	Nelson	24	
3	Ryan	22	
3	Trelstad	23	C
4	Bulfer	19	
4	Garcia	23	C
4	Johnson	19	
4	Seidl	18	
5	Harding	15	C
5	Sickler	23	
5	Swanson	23	
5	Tacheny	18	C
TOTAL		479	

Early Childl	76	
Kindergarte	241	
Grade 1-202	303	
Grade 2-202	268	
Grade 3-202	261	
Grade 4-202	282	
Grade 5-202	280	
Total K-5	1711	1711
Total Middle School	922	
Total High School	1210	
GRAND TOTAL	3843	
ALC 9-12**	77	F/T=42 P/T=1 I/S=34
GRAND TOTAL with ALC	3920	

Sibley

Grade	Teacher		
K	Erickson	22	
K	Otte	21	
K	Wacholz AM	19	
K	Wacholz PM	16	
1	Day Treatment	1	
1	Heil	27	
1	Sasse	26	C
1	Sieger	27	
1	Swenson	27	
2	Pfefferle	24	
2	Schuerman	28	C
2	Seeberg	24	
2	Witt	26	
3	Guggisberg	22	
3	Jandro	23	
3	Johnson	19	C
3	Spitzack	22	
4	Fox	26	
4	Haar	26	
4	McManus	25	C
4	Vivito	25	
5	Baragary	29	
5	Day	29	
5	Foley	27	
5	Ostermann	25	C
TOTAL		586	

Bridgewater

K	Cade-AM	14	
K	Danielson	20	
K	Tran	20	
K	Wisdorf AM	17	
K	Wisdorf PM	10	
1	Day Treatment	1	
1	Ellerbusch	27	
1	Johnson	27	
1	Lane	26	
1	Seifert	28	C
2	Born	25	C
2	Day Treatment	1	
2	Downs	18	
2	Lofquist	19	
2	Schwaab	19	
3	Larson	26	C
3	Sickler	27	
3	Temple	26	
3	Truman	27	
4	Danielson	26	
4	Holden	25	
4	Schuster	25	C
4	Swenson	25	
5	Anderson	16	C
5	Duchene	29	
5	Kohl	18	C
5	Rauk	28	
TOTAL		570	

Middle School

Grade 6 -2020	295
Grade 7 (*inc. 15 - 1/2 day)-2019	348.5
Grade 8 (*inc. 13 - 1/2 day)-2018	278.5
TOTAL	922

*28 (14) St. Dominic's students attend ½ day

High School

Grade 9-2017	320
Grade 10-2016	311
Grade 11-2015	297
Grade 12-2014	282
TOTAL	1210

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

							2013-2014						
School and Grade Level	September 3rd	September 6th	September 13th	September 20th	October 1st	November 1st	December 2nd	January 6th	February 1st	March 1st	April 1st	May 1st	End of Year 6/6/2014
Longfellow													
Early Childhood	61	59	64	65	63	61	62	67	69	73	74	65	76
Total	61	59	64	65	63	61	62	67	69	73	74	65	76
Greenvale Park													
Grade K-2026	84	80	80	79	79	81	82	81	82	83	80	82	82
Grade 1-2025	87	85	86	86	86	87	88	88	87	86	86	86	86
Grade 2-2024	85	85	85	84	83	83	83	82	83	83	84	84	84
Grade 3-2023	72	69	69	68	67	67	67	67	67	67	67	68	69
Grade 4-2022	83	79	79	79	79	79	78	78	78	78	77	77	79
Grade 5-2021	80	79	79	79	80	79	80	79	78	79	79	79	79
Total	491	477	478	475	474	476	478	475	475	476	473	476	479
Sibley													
Grade K-2026	74	74	74	75	75	75	76	77	77	76	79	78	78
Grade 1-2025	109	110	110	110	109	109	108	108	108	106	107	107	108
Grade 2-2024	97	97	97	98	98	98	99	99	101	101	102	102	102
Grade 3-2023	84	86	86	87	87	87	86	87	86	86	86	86	86
Grade 4-2022	102	100	100	100	100	101	101	100	100	100	103	102	102
Grade 5-2021	113	113	113	113	113	113	111	111	111	111	111	111	110
Total	579	580	580	583	582	583	581	582	583	580	588	586	586
Bridgewater													
Grade K-2026	81	82	81	81	81	79	81	80	80	79	81	81	81
Grade 1-2025	99	103	103	104	105	106	107	107	108	108	109	109	109
Grade 2-2024	87	86	86	85	85	82	83	82	81	81	82	82	82
Grade 3-2023	101	101	101	101	101	103	105	105	105	105	105	105	106
Grade 4-2022	97	99	99	99	99	99	99	100	100	100	100	101	101
Grade 5-2021	86	86	86	86	85	87	89	89	90	90	90	90	91
Total	551	557	556	556	556	556	564	563	564	563	567	568	570
Middle School													
Grade 6-2020	296	296	295	295	296	293	293	294	294	292	294	294	295
Grade 7-20119	345	346	347	347	347	346	345	342	342	341	341	340	341
Grade 8-20118	274	272	272	273	269	269	269	269	274	273	272	273	272
St. Dominics	14	14	14	14	14	14	14	14	14	14	14	14	14
Total	929	928	928	929	926	922	921	919	924	920	921	921	922
High School													
Grade 9-2017	330	328	329	329	328	327	326	325	326	325	326	325	320
Grade 10-2016	312	311	311	312	310	311	312	311	310	310	311	311	311
Grade 11-2015	303	298	297	297	296	296	297	299	299	297	298	297	297
Grade 12-2014	300	295	296	295	295	294	294	294	288	286	286	283	282
Total	1245	1232	1233	1233	1229	1228	1229	1229	1223	1218	1221	1216	1210
ALC													
Grade 9-2017	2	2	2	2	2	3	2	3	3	3	3	3	7
Grade 10-2016	7	9	9	9	9	11	11	11	12	13	13	14	14
Grade 11-2015	5	10	10	10	10	9	9	8	8	8	9	8	10
Grade 12-2014	14	30	31	31	31	37	36	38	39	41	40	44	46
Grand Total	3884	3884	3891	3893	3882	3886	3893	3895	3900	3895	3909	3901	3920