

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, September 8, 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. Transformational Technology Update.
- VII. Superintendent's Report
  - A. Items for Individual Action
  - B. Items for Consent Grouping
    1. Overnight Student Field Trip Proposal.
    2. Grant Application.
    3. Personnel Items.
- VIII. Items for Information
  1. World's Best Workforce Annual Report.
- IX. Future Meetings  
Monday, September 22, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, October 13, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, September 8, 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 September 8, 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 August 25, 2014, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
  1. Transformational Technology Update.  
Director of Technology Services Kim Briske will provide an overview of the next steps in the Substitution-Augmentation-Modification-Redefinition (SAMR) model and how that will be realized in our schools this year. She will also provide additional general details about the status of the Transformational Technology initiative.
- VII. Superintendent's Report
  - A. Items for Individual Action  
There are no items for individual action at this time.
  - B. Items for Consent Grouping  
**Superintendent's Recommendation:** Motion to approve the following items listed under the Consent Grouping.
    1. Overnight Student Field Trip Proposal.  
The Board is being asked to approve the 11<sup>th</sup> annual Area Learning Center trip to the Boundary Waters Canoe Area June 8-12, 2015. The trip proposal is included in the packet of materials.
    2. Grant Application.  
Community Services, in partnership with Healthy Community Initiative, has applied for a \$4500 grant from the Statewide Health Improvement Program (SHIP). GECKO represents collaboration between Greenvale Park and more than 20 local community groups. With the support from SHIP, GECKO will be able to launch three important initiatives to promote policy, systems and environmental changes that increase access to healthy foods and promote increased lifelong physical activity.
    3. Personnel Items.
      - a. Appointments\*
        1. Stephanie Balma, SpecEd Education Assistant-PCA for 6.5 hours/day at Greenvale Park Elementary beginning 09/02/2014; SpecEd Step 2, \$14.25/hour.
        2. Brianne Barrett, Community Services Ventures Coordinator beginning 09/02/2014; Venture Coordinator Salary-prorated.
        3. Robert Benson, GenEd Education Assistant (Supv) at Sibley Elementary for 2 hours/day beginning 09/04/2014 – 06/05/2015; GenEd Step 1, \$13.21/hour.
        4. Amy Cunningham, Child Nutrition Associate I at Sibley Elementary for 3 hours/day beginning 09/02/2014; \$15.21/hour.
        5. Margaret Huber, .36 FTE Read 180 Teacher at Greenvale Park Elementary for 2.88 hours/day beginning 09/02/2014; BA, Step 5.

6. Robyn Jessen, SpecEd Education Assistant-(III) at Greenvale Park for 6.5 hours/day beginning 09/02/2014; SpecEd Step 2, \$14.25/hour.
  7. Angela Kruse, Correction: 1.0 FTE Long-Term Substitute Speech Pathologist beginning 9/25/2014 – 06/05/2015 MA, Step 2.
  8. Lisa Laine, SpecEd Education Assistant-PCA at Greenvale Park for 6.5 hours/day beginning 09/03/2014; SpecEd Step 2, \$14.25/hour.
  9. Kathy Lansing, GenEd Early Childhood Education Assistant at Longfellow for 3.5 hours/day (T-Th) beginning 09/09/2014; GenEd Step 3, \$14.04/hour.
  10. Melvin Miller, GenEd Education Assistant (Supv) at the High School for 5 hours/day beginning 09/05/2014 – 06/05/2015; GenEd Step 1, \$13.21/hour.
  11. Ulrika Peterson, Gen. Ed. Education Assistant (Supv.) at Sibley Elementary for 2 hours/day beginning 09/03/2014 – 06/05/2015; GenEd Step 1, \$13.21/hour.
  12. Melissa Reuvers, SpecEd Education Assistant-PCA for 6.75 hours/day and GenEd Education Assistant-Supv. for .25 hours/day at Bridgewater Elementary beginning 09/15/2014; GenEd Step 1, \$13.21/hour (.25); SpecEd Step 1, \$13.73/hour (6.75).
- b. Increase/Decrease/Change in Assignment
1. John Bade, 1.0 FTE Art Teacher at the Middle School, change to 1.1 FTE Art Teacher at the Middle School beginning 08/25/2014 (add .1 MS Art – 2014/2015).
  2. Patrick Bullard, Evening Custodian at the High School, change to District Driver/Floating Custodian in the district beginning 09/02/2014.
  3. Kristen Cade, .5 Kindergarten/.5 Title Teacher at Bridgewater, change to 1.0 FTE Kindergarten Teacher at Bridgewater beginning 08/25/2014.
  4. Raphael Estrella, .90 FTE Art Teacher at the MS/ALC, change to 1.0 FTE Art Teacher at the Middle School beginning 08/25/2014, change to 1.1 FTE Art Teacher at the Middle School beginning 8/25/2014 – 06/05/2014 (2014-15) (add .1 MS Art).
  5. Jerry Johnson, 1.0 FTE Media Specialist at Bridgewater, change to .5 FTE Media Specialist at Bridgewater beginning 08/25/2014.
  6. Hermes Lanza, SpecEd Education Assistant-PCA at Headstart for 7 hours/week, change to SpecEd Education Assistant-PCA at Headstart for 6.95 hours/day beginning 09/02/2014.
  7. Sue Leidner, SpecEd Education Assistant at Sibley Elementary, change Gen Ed EA Supervisory from .17 hours/day to .33 hours/day. SpecEd EA hours will remain the same at 6.75 hours/day) – Total 6.92 hours/day to 7.08 hours/day.
  8. Erin Maher, SpecEd Education Assistant for 6.5 hours/day at the Middle School, change to SpecEd Education Assistant-PCA for 6.5 hours at Bridgewater Elementary, SpecEd EA-PCA Step 1, \$13.73/hour.
  9. Elizabeth H. Schmidt, SpecEd Education Assistant at Sibley Elementary, change Gen Ed EA Supervisory from .33 hours/day to .17 hours/day. SpecEd EA hours will remain the same at 6.75 hours/day) – Total 7.08 hours/day to 6.92 hours/day.
  10. Rolf Tollefson, Special Ed. Education Assistant at the High School for 6.75 hours/day, change to SpecEd Education Assistant-PCA at Greenvale Park Elementary for 3.38 hours/day beginning 09/02/2014.
- c. Leaves of Absence
1. Lynn Fossum, Family/Medical Leave of Absence beginning 09/02/2014 and may continue for up to 60 work days on an intermittent/reduced schedule basis.
  2. Kathryn Lean, Family/Medical Leave of Absence beginning 09/23/2014 and will continue for up to 60 work days on an intermittent/reduced schedule basis.
  3. Debra Pack, Family/Medical Leave of Absence beginning 09/02/2014 – 09/18/2014.
- d. Resignations
1. Brianna Berg, Head Alpine Ski Coach at the High School, resignation effective 9/2/2014.
  2. Lexi Dotterweich, SpecEd EA-PCA at Sibley, resignation effective 8/28/2014.
  3. Tyler Faust, Middle School Wrestling Coach, resignation effective 08/27/2014.
  4. Kelly Gandrud, Long-Term Substitute 6<sup>th</sup> Grade Science Teacher at the Middle School, resignation effective 8/25/2014.

5. Darcy Seurer, 8<sup>th</sup> Grade Volleyball Coach at the Middle School, resignation effective 9/01/2014.
- e. Administration is recommending approval of the following:
  - Policy covering wages, working conditions and fringe benefits of the Coordinator of District Grounds, Coordinator of District Maintenance and District Electrician for the period extending July 1, 2014 through June 30, 2016.
- f. TRA Part-Time Teacher Program  
The Board is requested to authorize teachers Amy Moeller and Shelley Hansen to participate in the TRA Part-Time Teacher Program, whereby the teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District.
- g. Superintendent Contract Provisions for the 2014-2015 Contract Year of the Three Year 2013-2016 Superintendent's Contract.  
In the table file that you will receive on Monday evening, there will be a memorandum from School Board Chair Ellen Iverson. The memorandum will include contract provisions for the 2014-2015 contract year.

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

VIII. Items for Information

1. World's Best Workforce Annual Report.

Under Minnesota Statutes, section 120B.11, school districts are to develop a World's Best Workforce (WBWF) Annual Report for the 2013-14 school year, which documents the WBWF student achievement goals that were established last year, the strategies and initiatives that the district engaged in to meet the goals, and the subsequent progress made on those goals by the end of the school year. This report is to be posted on the district website by October 1 of each year. Superintendent Richardson will update the Board on the progress that is being made on developing this report.

IX. Future Meetings

Monday, September 22, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, October 13, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes

August 25, 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. Maple and Nelson were 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 Pritchard, seconded by Fossum, minutes of the Regular School Board meeting held on August 11, 2014, were unanimously approved.
- V. Announcements and Recognitions
  - PRIMEtime is being recognized nationally. Northfield was invited by the National League of Cities to participate in its first “Advanced-level Leadership Academy on Afterschool System Building.” Representatives from Northfield’s PRIMEtime network will go to Washington, DC, in December to meet with representatives from 14 other cities to discuss the best-practices and model work that these 15 communities are doing to build citywide afterschool systems.
  - Twenty-six new teachers attended new teacher workshops on August 20 and 21. They were very successful!
  - Pritchard recognized and thanked the work of Operation Backpack. For the past 23 years, this volunteer organization has provided backpacks filled with school supplies to families in need of assistance. In 2013, they provided 561 children in grades K-12 with backpacks. This group works in collaboration with the Community Action Center. They rely on both individual donations as well as local businesses that have partnered with them to provide financial support.
- VI. Items for Discussion and / or Reports
  1. State of the District – Celebrations and Challenges.  
Superintendent Richardson presented an overview of the programs and activities completed during the 2013-14 school year as well as looked ahead to the challenges that the District faces in 2014-15.
  2. School Board Work Session Follow-up / Community Engagement.  
The Board reviewed the document, “A Summary of District Enrollment/Demographic Study and District Master Facilities Plan Work To Date – August 25, 2014,” which was included in the Table File. This document provided the basis for the discussion that followed.  
After briefly reviewing the work at the June 9<sup>th</sup> and July 14<sup>th</sup> School Board meetings and the August 20<sup>th</sup> Board Work Session, Superintendent Richardson highlighted the following proposed objective for the District Master Facilities Plan: “This work effort will strive to ensure that the buildings and grounds of the Northfield Public Schools will be well maintained, efficiently operated and effectively support the educational programs and services desired by the community.” When meeting and talking with staff and the community, the 3 elements of this objective will be emphasized: (1) stewardship and maintenance of existing space, (2) efficiency of operation, and (3) effectively supporting educational programs.  
Dr. Richardson asked the Board for feedback on this objective. Does it capture the essence of what the District hopes to accomplish with a Master Facilities Plan?  
What follows is the Board’s response:
    - We need to be careful and deliberate and not rush ahead. Balancing the “wish” list against the “punch” list will be a challenge.

- ATS&R stated that the District is operating from a position of strength. The District needs to maintain that position of strength, but it will be a balancing act that could lead to a conflict in priorities.
- The District needs to study the trends. How do we come up with consistency between the buildings? Each building has strengths and weaknesses. Ideally, a building needs to be flexible and able to adapt to the times over its life cycle.
- We need to be mindful of equity, but not get bogged down in it.
- Hopefully common sense and practicality will prevail through this process.
- “Effectively supporting educational programs” is a key element. Resources should follow the need. We do not want our buildings to hinder us to operate effectively. Superintendent Richardson gave an example of how a building can hinder flexible learning.

Board members provided additional feedback from the first 3 sessions:

- Even though Hazel Reinhardt gave us good enrollment projections, we cannot see what the future will be in terms of special education.
- Discussion will be needed regarding athletic facilities. As we think about adding athletic programs, what is the ripple effect on facilities?
- How do we anticipate the potential effect of online learning and the possibility of pre-kindergarten for four-year-olds?
- Professional development will be needed so that the faculty knows how to teach effectively in innovative spaces. “Buildings don’t come with an instruction manual.”
- It was helpful to see the cost of deferred maintenance and the shortfall.
- Everything should be treated as a whole; not separately. The potential is there to avoid deferred maintenance while improving the educational experience. One thing will impact something else.

Next steps:

Superintendent Richardson asked for feedback on the suggestion that ATS&R make a presentation at the September 22<sup>nd</sup> Board meeting outlining the variety of approaches that districts have used to address the kinds of needs that have been identified in the Board’s prior discussions about educational adequacy and 21<sup>st</sup> century learning spaces. This suggested path of presenting a range of ways the District could choose to proceed would help stakeholders to consider a broad array of options while limiting unproductive discussions.

The Board was in favor of moving forward with ATS&R attending the September 22<sup>nd</sup> Board meeting and presenting overall themes or approaches for Northfield to consider as they think about how best to approach the identified needs.

Superintendent Richardson and Director of Administrative Services Matt Hillmann then presented the approach that the District would use to solicit feedback from a broad range of people, including students through the District Youth Council, beginning in October through November.

Building level meetings would invite all stakeholders to learn about what is being discussed in developing the District Master Facilities Plan and then weigh in on big picture elements and broad concepts. The approach would include a short summary of enrollment demographics, deferred maintenance, educational adequacy issues and 21<sup>st</sup> century learning approaches followed by an opportunity in small groups to brainstorm and reach some consensus on answers to the following questions about their building:

- What works for your building?
- What doesn’t work for your building?
- What would you like to see in your building?

Using all of the data collected from the Board, administrators and building level meetings with staff, parents and students, ATS&R would be prepared to complete the final steps of the District Master Facilities Process. These include:

- ATS&R develops preliminary District Master Facilities Plan reviewed by administrators.
- ATS&R presents District Master Facilities Plan for Board review and approval.
- Board determines additional actions and community outreach required.

The Board indicated a willingness to pursue these steps with the understanding that it was vitally important to take the time to gather community input and develop a plan that would provide us clear direction for the long term.

3. Summary of Superintendent's Evaluation.  
School Board Chair Ellen Iverson summarized the Superintendent's evaluation that was recently completed. Dr. Richardson's continued leadership for the District resulted in an impressive list of accomplishments. Board members gave Superintendent Richardson an exceptional review.

VII. Superintendent's Report

A. Items for Individual Action

1. Finalization of Employee Discharge.

On June 21, 2014, an employee of the District received written notice of his proposed discharge and written notice of the right to request a hearing within 60 calendar days to challenge the proposed discharge. The employee did not request a hearing within the 60-day period. As a result, the employee is deemed to have waived the right to a hearing to contest the proposed discharge or to otherwise seek reinstatement. On a motion by Stratmoen, seconded by Pritchard, the Board unanimously approved finalizing the employee's discharge effective at the end of the business day on August 20, 2014.

B. Items for Consent Grouping

On a motion by Fossum, seconded by Hardy, the Board unanimously approved the Consent Grouping.

1. Personnel Items.

- a. Appointments\*

1. Ashley Flom, 1.0 FTE SLD Teacher at the Middle School beginning 08/25/2014; BA, Step 5.
2. Marilyn Frey, Special Education EA-PCA at the Middle School for 4 hours/day for 3 days/week beginning 08/25/2014; Sped, Step 2, \$14.25/hour.
3. Esmee Hintze – Correction: Assistant Volleyball Coach (B), change from Level F, Step 1 to Level E, Step 1, beginning 08/11/2014 – 11/08/2014.
4. Tyler Hudson, Special Education EA-PCA at the Middle School for 6.5 hours/day beginning 08/25/2014; Sped, Step 2, \$14.25/hour.
5. Angela Kruse, 1.0 FTE Long-Term Substitute Speech Pathologist beginning 9/2/2014 – 06/05/2015 (change end date from 12/19/2014 to 6/5/2015); MA, Step 2.
6. Karl Viesselman, Assistant Football Coach at the High School beginning 08/11/2014 – 11/22/2014; Level E, Step 6.
7. Ruth Amerman, Site Lead for Summer Blast at the Middle School for 5.5 hours/day beginning 08/04/2014 – 08/07/2014; Step 1, \$13.88/hour.
8. Thomas Dickerson, 7<sup>th</sup> Grade Football Coach at the Middle School beginning 08/25/2014 – 10/15/2014; \$12.00/hour.
9. Lexi Dotterweich, SpecEd Education Assistant-PCA (Sign Fluent) for 6.75 hours/day at Sibley Elementary beginning 08/25/2014 – 06/05/2015; SpecEd, Step 2, \$14.25/hour.
10. Hermes Lanza, Special Education EA-PCA with Headstart for 7 hours/week beginning 08/25/2014; SpecEd Step 1, \$13.73/hour.
11. Brittany Laue, SpecEd Education Assistant-PCA for 3.85 hours/day (4 days), and 4.25 hours/day (1 day) Longfellow beginning 08/25/2014 – 06/05/2015; SpecEd, Step 1, \$13.73/hour.
12. Erin Maher, SpecEd Educational Assistant-PCA for 6.5 hours/day at the Middle School beginning 09/02/2014; SpecEd, Step 1, \$13.73/hour.
13. Jed McGuire, Weight Room Assistant (Fall Season) at the High School beginning 09/02/2014 – 11/14/2014; Level K, Step 1.
14. Jeff Wendt, 6<sup>th</sup> Grade Boys Soccer Coach at the Middle School beginning 09/02/2014 – 10/15/2014; Level J, Step 2.
15. Abraham Zamora, SpecEd Education Assistant-PCA for 6.5 hours/day at the High School beginning 08/25/2014; SpecEd, Step 3, \$14.58/hour.
16. Event Workers – Activities: Doug Antoine, Patrick Bougie, Mark Ensrud, Mark Etzell, Kent Pederson, Larry Sanftner, Lucas Skrove, Cheryl Strike and Donna VanderHoof.

- b. Increase/Decrease/Change in Assignment

1. Shari Bridley, Special Education EA-PCA at the High School for 6.75 hours/day, change to EA-PCA at Longfellow for 6.15 hours/day beginning 08/25/2014.

2. Joe Jorgensen, 7<sup>th</sup> Grade Football Coach at the Middle School, change to 8<sup>th</sup> Grade Football Coach (hourly) at the Middle School beginning 08/18/2014.
  3. Rhonda Stanley, Educational Assistant (Class I, II, III) for 6.0 hours/day at Greenvale Park, change to General Ed EA for 6.0 hours/day at Greenvale Park beginning 08/25/2014.
  4. Shannon Flegel, .8 FTE Occupational Therapy at Longfellow/Greenvale Park, change to 1.0 FTE Occupational Therapy at Longfellow/Greenvale Park beginning 08/25/2014.
  5. Lisa Kruger Robb, .6 FTE ESL Teacher at the High School, change to .8 FTE ESL Teacher at the High School beginning 08/25/2014 – 06/05/2015 (2014-15 school year).
  6. Stephanie Mahal, .8 FTE Occupational Therapy at Sibley/Middle School, change to 1.0 FTE Occupational Therapy at Sibley, Middle School, High School and Bridgewater beginning 08/25/2014.
- c. Leave of Absence
1. Lisa Hovden, Family/Medical Leave of Absence beginning on or about 12/7/2014 and continuing for 40 work days.
- d. Resignations
1. Amy Atkinson, Education Assistant at Greenvale Park, resignation effective 8/25/2014.
  2. Melanie Cork, Kid Ventures Site Assistant, resignation effective 8/28/2014.
  3. Kathryn Stordahl, Special Education EA-PCA at Longfellow, resignation effective 08/11/2014.
  4. Dawn Swanson, KidVentures Site Assistant at Sibley Elementary, resignation effective 09/05/2014. Dawn will continue in the substitute capacity for KidVentures.

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

VIII. Items for Information

1. Workshop Schedule – A reminder.

The schedule for the staff pre-school workshops being held August 25, 26, 27 and 28 was provided to the Board as information. Superintendent Richardson highlighted several activities.

IX. Future Meetings

Monday, September 8, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, September 22, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Fossum, the Board adjourned at 9:45 PM.

Noel Stratmoen  
School Board Clerk



**Overnight Student Field Trip Proposal  
For the  
Alternative Learning Center**

**Date of Proposal:** August 25, 2014

**Purpose of Trip:** To take 7 Alternative Learning Center students into the Boundary Waters Canoes Area.

**Destination:** Tofte, MN and BWCA

**Dates:** June 8<sup>th</sup> -June 12<sup>th</sup>

**Itinerary:**

June 8<sup>th</sup> - Leave Northfield and drive up to Sawbill Campground, camping there for the night. We stop in Duluth, Gooseberry falls, Palisade Head and hike up to Carleton Peak and Tofte Overlook on the way.

June 9<sup>th</sup>- We will go to Sawbill outfitters, get our gear and hopefully be on the water by 10:a.m.

June 10<sup>h</sup> -Canoe all day, finding a site for the evening.

June 11<sup>th</sup> - Canoe for a second full day, finding another site for evening.

June 12<sup>th</sup>- We will canoe out of the BWCA and return to Northfield by early evening.

**Educational Benefits:** Students are required to complete a .25 credit class on wilderness camping and survival and research information about Minnesota's Boundary Waters Canoe area.

The trip itself will address 17 of the 37 SCANS skills identified by the U.S Department of Labor as the competencies needed to span the gap between the world of school and the workplace. These are the skills the students will use for this trip: reading, writing, speaking, listening, decision making, problem solving, responsibility, social skills, self-management, honesty, time management, team member, leadership, negotiation skills, adaptability, manage resources and teaching others. Additional areas that will be affected include self-esteem, self-confidence, perseverance and patience.

**Staff Involved:** Cheryl Mathison and either Eric McDonald or Greg Sumner.

**Time Commitment for Planning:** This will be our 11<sup>th</sup> trip up there with students. Due to our experience and knowledge we” have the system down” as far as the planning goes ☺

**Transportation:** Van

**Lodging Arrangements:** We will be making BWCA camping reservations.

**Budget:**

<b>Supplies</b>		<b>Instructional Salary</b>
Gas	\$ 175.00	
Groceries	\$ 275.00	Appx \$4200
Sawbill Outfitter	\$ 950.00	
Film Development	\$90.00	
<u>BWCA &amp; campground fees</u>	<u>\$150.00</u>	
	\$1640.00	

**Funding Sources:** Bagging groceries, donations and other grants we will be pursuing to cover the cost of supplies. State funding from student credit earned covers the instructional salary.

**Scholarship Availability-** None needed

**Student Participants-** 7

**Staff Chaperones:** 2

**Parent Chaperones-** none

**Activities for non-participating students:** This is part of an elective class. Students not enrolled in the class are not affected.

# Grant Application Approval Form

Date August 29, 2014

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	GECKO: Greenvale Enrichment and Community from Kindergarten On
Project Period	From: <u>September 22, 2014</u> To: <u>September 30, 2015</u>
Funding Source	Statewide Health Improvement Program (SHIP)
Application Deadline	August 29, 2014
List all Grant Applicants	Northfield Public Schools and Northfield Healthy Community Initiative
School/Department	Community Services Division
Contact Person	Erin Bailey Phone No. 507-664-3652
Project Information	
Brief Proposal Description	GECKO represents a collaboration between Greenvale Park Elementary and more than 20 local community groups. The aim of the initiative is to provide support and empowerment to the youth and families living in the neighborhood around Greenvale Park Elementary School. With the support from SHIP, GECKO will be able to help launch three important initiatives to promote policy, systems and environmental changes that increase access to healthy foods and promote increased lifelong physical activity.
Project Goal (in one Sentence)	To promote policy, systems and environmental changes that increase access to healthy foods and promote increased lifelong physical activity.
List All Personnel Involved in Application	Erin Bailey
Budget Information	
Amount Requested	\$4,500
Matching Funds	<input type="checkbox"/> Are Required <input checked="" type="checkbox"/> Not Required
Source of Matching Funds	

Required Documents Attached:     Completed Application     Rough Draft     Summary of Application

Erin Bailey  
Project Initiator Signature

Erin Bailey  
Building Principal or District Administrator Signature

Approved by the School Board     Not Approved by the School Board    Date \_\_\_\_\_

INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA  
PERSONNEL POLICIES AND PRACTICES

Coordinator of District Grounds, Coordinator of District Maintenance  
and District Electrician

AGREEMENT 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. The employee shall be on duty during any emergency, natural or unnatural, unless they are otherwise excused in accordance with School Board or administrative policy.

## **ARTICLE II SALARIES AND OTHER COMPENSATION**

### **Section 2.01 - Compensation**

The 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 30<sup>th</sup>, shall for the purposes of salary increases be given credit for (1) year of experience.

**Section 2.03 – License Stipends**

License stipends for the District Grounds Coordinator and the District Maintenance Coordinator shall be as follows and does not apply to any other position covered under this agreement:

1<sup>st</sup> Class License: \$2,100 per year                      Chief License: \$2,775 per year

**Section 2.04 – Supplement for Indoor Swimming Pool Maintenance:**

Swimming Pool Maintenance                      \$500 per year

**Section 2.05 – Commercial Driver’s License**

An employee who is required to hold a Commercial Drivers License shall receive a \$750 per year stipend. In the event the employee obtains the Commercial Drivers License after July 1 the stipend will be prorated for the remainder of that fiscal year.

**Section 2.06 – Holidays**

Employees who work 20 hours or more per week, with a duty year of 52 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.

**Section 2.07 – Uniforms**

The annual allotment for uniforms for each employee will be up to five shirts of the employee’s choice and eligibility to receive \$250 taxable stipend each year for the purposes of purchasing pants, shoes, coat or other work clothing. School district uniforms must be worn at all times when school is open to the public or to students. Damaged uniforms may be replaced at the discretion of the school district upon request. It shall be the responsibility of the employee to launder his/her uniforms.

**Section 2.08 – Hours of Work and Overtime Pay**

The basic work week shall consist of forty (40) hours. Working hours shall be determined by the school administration. Coordinators shall be paid on the basis of one and one-half (1.5) times the base hourly rate for work beyond the basic work week of

forty (40) hours. If called back to work outside of the regular work schedule, there shall be a two (2) hour guaranteed minimum of time, and hours worked outside the regular work schedule for call back purposes shall be paid at 1.5 times the base hourly rate. Coordinators shall be paid on the basis of two (2) times the base hourly rate for work on Sundays or holidays.

No overtime shall be paid unless it has been specifically authorized by the Superintendent or his/her designee.

### **Section 2.09 - 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 2.10 - 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 2.11 – Professional Membership Dues**

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

### **Section 2.12 - 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.

## **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 52 or more weeks per year shall be as follows:

<u>Year of Service in District</u>	<u>Number of Vacation Days</u>
1 – 5	15
After 5 Years	20

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, vacation is considered earned on a monthly basis. Individuals hired after July 1<sup>st</sup> 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 scheduled with and approved by their immediate supervisor using the District's substitute/leave management system.

If an employee provides at least two (2) weeks advance notice prior to leaving employment with the district, he/she shall be entitled to receive payment for any unused, earned vacation days earned prior to separation.

Employees working fewer than 52 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.

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 1<sup>st</sup>), 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. A deduction of these days will be made from sick leave.

### **Section 3.05 – Personal Leave**

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 using the District's substitute/leave management system. 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 <b>September 1, 2014</b>	Effective <b>September 1, 2015</b>
Single	Same as Teachers	Same as Teachers
Family	Same as Teachers	Same as Teachers

**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 <b>September 1, 2014</b>	Effective <b>September 1, 2015</b>
Single	Same as Teachers	Same as Teachers
Family	Same as Teachers	Same as Teachers

**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  
LONGEVITY**

**Section 5.01 - Longevity**

	<u>2014-15</u>	<u>2015-16</u>
After completion of 6 years of employment:	\$550	\$550
7-12 years of employment inclusive:	\$800	\$800
13-19 years of employment inclusive:	\$1,200	\$1,200
20 years or more of employment:	\$1,500	\$1,500
After 30 years' employment:	\$2,000	\$2,000

**Section 5.02 - Longevity Pay Schedule**

The longevity amounts are on an annual basis and are to be paid in addition to the basic salary. Longevity increments will be divided equally over 24 pay periods during the fiscal year, beginning July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

## **ARTICLE VI RETIREMENT**

### **Section 6.01 – Retirement Insurance**

If the employee retires upon attaining age fifty-five (55) or thereafter and has at least ten (10) years experience in the School District, they may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The employee may continue participation in the District's group term life insurance plan according to provisions of Section 4.05 at the employee's own expense until the employee is eligible for Medicare. The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for three (3) years from the date of retirement.

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.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

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

### **Section 6.02– 403(b) District 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 \$1,675 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 \$25,000.

**APPENDIX A**

**SALARIES AND DUTY YEAR  
2014-15**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
Grounds Coordinator	52 weeks	\$52,962
Maintenance Coordinator	52 weeks	\$52,962
Master Electrician	52 weeks	\$68,624

**APPENDIX B**

**SALARIES AND DUTY YEAR  
2015-16**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
Grounds Coordinator	52 weeks	\$54,667
Maintenance Coordinator	52 weeks	\$54,667
Master Electrician	52 weeks	\$70,833