

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, February 9, 2015
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
This is an opportunity for members of the school district to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify himself/herself and the group represented, if any. He/She will then state the reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. Please know that this is not a time to debate an issue, but for you to make your comments.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
 - 1. Presentation by the Robotics Team.
 - 2. Financial Forecast and 2015-16 General Fund Budget Plan.
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Policy Revisions.
 - 2. Resolution Requiring Administration to make Recommendations regarding Programming and Staffing for Next Year.
 - B. Items for Consent Grouping
 - 1. Cooperative Sponsorship.
 - 2. Appointment of Local Education Agency (LEA) Representative.
 - 3. Personnel Items.
- VIII. Items for Information
 - 1. 2015-2016 School Year Calendar.
 - 2. Enrollment Report – February 2015.
- IX. Future Meetings
Monday, February 23, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, March 9, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, February 9, 2015, 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 February 9, 2015, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes
Minutes of the Regular School Board meetings held on January 26, 2015, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. Presentation by the Robotics Team.
The High School Robotics team will be doing a short presentation. The team's advisor is High School Industrial Technology Teacher Steve Taggart.
 2. Financial Forecast and 2015-16 General Fund Budget Plan.
Val Mertesdorf, Director of Finance, will present the financial forecast and preliminary budget plan parameters and timeline for the 2015-16 school year. The presentation will include discussion of the assumptions used for development of the five year financial forecast.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Policy Revisions.
At the January 26th meeting, the Board was given four policies that the Minnesota School Board Association (MSBA) has suggested be revised. The suggested changes are not substantive, but reflect statutory changes made during the last legislative session. The Board will be asked to act on these revised policies at its meeting on Monday night.
The policies are as follows:
Policy 406 – Public and Private Personnel Data
Policy 410 – Family and Medical Leave
Policy 526 – Hazing Prohibition
Policy 619 – Staff Development for Standards

Superintendent's Recommendation: Motion to approve revised Board Policy 406, Public and Private Personnel Data; Board Policy 410, Family and Medical Leave; Board Policy 526, Hazing Prohibition; and Board Policy 619, Staff Development for Standards.
 2. Resolution Requiring Administration to make Recommendations regarding Programming and Staffing for Next Year.
A copy of the resolution is enclosed. The Board passes this Resolution at this time each year to allow the process to begin regarding making changes in the budget. This Resolution must be in place in the event that staff positions are discontinued.

Superintendent's Recommendation: Motion to authorize the administration to make recommendations for additions and reductions in program and for adding or discontinuing positions.

B. Items for Consent Grouping

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

1. Cooperative Sponsorship.

Please refer to the enclosed memo from Activities Director Tom Graupmann. He is asking the Board to dissolve our current cooperative sponsorship with Randolph Public Schools and Arcadia in Boys Swimming and Diving and then to enter into a non-exclusive cooperative sponsorship with Arcadia in Boys Swimming and Diving. In his memo Mr. Graupmann provides the rationale for taking this action.

2. Appointment of Local Education Agency (LEA) Representative.

The School Board is being asked to appoint Director of Teaching and Learning Mary Hanson to act as the LEA Representative in filing the Title III Improvement Plan. She will ensure that the school district maintains compliance with the appropriate Federal statutes, regulations, and state procedures currently in effect and will act as the responsible authority in all matters relating to the administration of the Title III Annual Measurable Achievement Objectives (AMAO) Improvement Plan.

3. Personnel Items.

a. Appointments*

1. Jamie Johnson, CS Fall/Winter/Summer Recreation Staff (WSI \$10.00/hour, Rec Staff \$8.00/hour) beginning 02/09/2015 – 05/31/2015.
2. Caroline Lauth, CS Fall/Winter/Summer Recreation Staff \$8.00/hour beginning 02/07/2015 – 05/31/2015.
3. Taylor Murry, 1.0 FTE Special Education Teacher at the High School beginning 02/23/2015; BA, Step 0.
4. Scott Peterson, Head Boys Track Coach at the High School beginning 03/09/2015 – 06/06/2015; Level A, Step 8.
5. Elizabeth Pfeiffer, 1.0 FTE Special Education Teacher at the High School beginning 01/30/2015 – 06/05/2015; BA, Step 0.
6. William Seeberg, Homebound Instructor at Sibley/Special Education for 5 hours/week beginning 01/19/2015 and continuing for approximately 8 weeks; BA60, Step 14.
7. Deborah Seitz, Assistant Boys/Girls Track Coach at the High School beginning 03/09/2015 – 06/06/2015; Level F, Step 4.
8. Brooke Taylor, KidVentures Student Site Assistant at Greenvale Park for up to 15 hours/week beginning 02/09/2015; \$8.39/hour.
9. Karl Viesselman, Assistant Boys/Girls Track Coach at the High School beginning 03/09/2015 – 06/06/2015; Level F, Step 7.
10. Community Services Fall/Winter/Spring Recreation Positions beginning 02/09/2015 – 05/31/2015: Erin Johnson – Swim Lessons \$8.25/hour; Cassandra Paulsen - Swim Lessons \$11/hour; Samantha Sharpe - Lifeguard \$8.50/hour.
11. Event Workers beginning 2/4/2015: Joel Leer

b. Increase/Decrease/Change in Assignment.

1. Peggy Mills, KidVentures Site Assistant at Sibley for 18.5 hours/week, increase to 22.25 hours/week beginning 02/02/2015.
2. Deb Seitz, Special Education Teacher at the Middle School, add Homebound Instructor at Sibley for 5 hours/week, beginning 01/05/2015 to date to be determined.
3. Pilar Sullivan, GenEd EA at Longfellow for 10.5 hours/week, change to SpecEd EA-PCA at Longfellow for 10.5 hours/week (3 days/week) beginning 01/05/2015 – 06/05/2015.
4. Elizabeth Ziemann, Kindergarten Teacher at Greenvale Park, add Targeted Services PLUS Teacher at GVP for 1.25 hours/day (1 day/week) beginning 02/02/2015 – 05/28/2015; Year 1, \$27.11/hour.

- c. Leave of Absence
 - 1. Andrew Unseth, Family/Medical Leave of Absence beginning 01/08/2015 and continuing for up to 60 work days.
- d. Resignation
 - 1. Scott Peterson, Assistant Track Coach, resignation effective 1/27/2015.

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

VIII. Items for Information

1. 2015-2016 School Year Calendar.

Enclosed is a copy of the 2015-16 school year calendar as recommended by the District Meet and Confer Committee, which met on January 29, 2015. The calendar maintains 174 student contact days and reflects the interests identified by the District. Finally, it addresses the need to identify student make-up days in the event that we experience more than two school closings in the coming year. The Board will be asked to take action on the proposed 2015-2016 school year calendar at its meeting on February 23, 2015.

2. Enrollment Report – February 2015.

IX. Future Meetings

Monday, February 23, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, March 9, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

January 26, 2015

Northfield High School Media Center

- I. Call to Order.
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education to order at 7:00 PM. Colangelo was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was no public comment.
- IV. Approval of Minutes
On a motion by Iverson, seconded by Quinnell, minutes of the Organizational and Regular School Board meetings held on January 12, 2015, were unanimously approved.
- V. Announcements and Recognitions
 - Six students from Northfield Middle School and one student from Northfield High School will participate in the 2015 Minnesota String and Orchestra Teacher's Association (MNSOTA) Middle Level Honors Orchestra. This select group of string players from across the state earn an invitation to play in the Honors Orchestra based on an audition recording of their playing. Of the entries made by Northfield Public Schools, James Bull (cello), Cate Carson (violin), Kit Geissler (bass), Mikhail Geissler (violin), Brynne Gray (violin), Linnea Larson (violin), Courtney Nelson (cello alternate) and Julia Radtke (viola) were chosen. The MNSOTA Middle Level Honors Orchestra will perform on Saturday, February 14 in the Minneapolis Convention Center in conjunction with the annual Minnesota Music Educators Association Midwinter Clinic.
 - Northfield High School DECA had 26 students qualify for DECA State to be held in downtown Minneapolis March 8-10. All participating students scored top-twelve in their categories at Districts on January 9. A special congratulations to Jenna Scheffert, Tyler Hepler, Audrey Kornkven, Anna Balfany, Will Edwards, and Lucas Halverson who qualified in two to three events! There were 53 NHS students who competed at the DECA district competition.
 - Board member Anne Maple, along with representatives from the Belle Plaine and New Prague School Districts, will be meeting with our legislators on February 3 to speak to them about the needs of our school district as they begin the new legislative session.
 - Maple attended the display of service learning projects and was pleased to see the good mix of projects.
 - Board Chair Julie Pritchard announced that Superintendent Dr. Chris Richardson has been named the recipient of the Minnesota Association of School Administrators (MASA) Polaris Leadership Award. Dr. Richardson is being honored for his exemplary school leadership and a lifetime of balanced achievement inside and outside of education. With this award, he is being recognized for his qualities of professional courage, creation of a legacy of excellent leadership, fostering innovation, and contribution through example and mentoring. Dr. Richardson will be honored at the MASA Fall Conference this September in Duluth. In addition, there will be a \$1000 Scholarship in his name awarded to a student from the class of 2016. Maple added that in her role as the liaison to SEE, she has seen first-hand what Dr. Richardson has done on behalf of education statewide and how well respected he is by his peers.
- VI. Items for Discussion and / or Reports
 1. DECA Video.
DECA Advisor and High School Business Teacher Julie Wolner introduced DECA Co-Presidents Katharine Herrlich and Jenna Sheffert, who spoke about DECA. Then, High School Senior Mike Gersemehl introduced the video he prepared at the DECA district competition, which explains what DECA is and shows what a competition looks like. Mike is applying to be the media intern at DECA state in March.

2. Prairie Creek Community School and Arcadia Charter School Annual Reports.

Simon Tyler, Director of Prairie Creek Community School, and Ryan Krominga, Director of Arcadia, did a joint presentation of the programs being provided in their two charter schools. Simon presented a review of Prairie Creek's twelfth year of operation as a charter school under the sponsorship of the Northfield Public Schools, and an overview of this current school year. Then, Fourth/Fifth Grade Teacher Michelle Martin explained the school-wide personal projects process, which culminates in fifth grade in the Honors Project.

Ryan reviewed Arcadia's program and presented their 2013-2014 Annual Report. Arcadia, formerly ARTech, is in its eleventh year of operation. Kate Werner, who is a Middle School Advisor and a Math and Social Studies Teacher at Arcadia, spoke about the Middle School Project Process at Arcadia and provided to the Board the Project Assessment Rubric.

These reviews and written reports fulfill state requirements for annual reporting as well as our District's request that each charter school authorized by the Northfield Public Schools present an annual report to the School Board.

3. Transformational Technology/Learning Update.

Director of Technology Services Kim Briske provided an update to the Board about the Transformational Technology/Learning project that provides each child in Grades 6-12 with an iPad and pods of six iPad Minis in elementary classrooms. Kim reviewed with the Board the importance of transformational technology followed by the "successes" and "challenges" that have been experienced to date. She also spoke about listening sessions that will be held during February with staff, parents and community members. All feedback will be important moving forward.

VII. Superintendent's Report

A. Items for Individual Action

1. Pay Equity Report.

On a motion by Stratmoen, seconded by Hardy, the Board unanimously approved the January 2015 Pay Equity Report.

2. March 23, 2015, Regular School Board Meeting.

On a motion by Maple, seconded by Iverson, the Board unanimously approved canceling the March 23, 2015, Regular School Board meeting since it is during Spring Break.

B. Items for Consent Grouping

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

1. Gift Agreement.

The Board accepted an \$8400 gift from the Sibley PTO to be used to support classroom funding at Sibley. This money was raised as a result of Sibley's Walk-A-Thon.

2. Personnel Items.

a. Appointments*

1. Ellen R. Haefner, Correction: Parent Educator at the NCRC/ECFE for up to 10 hours/week beginning 01/19/2015; Year 1, \$24.36/hour.
2. Tanner McNamara, Targeted Services PLUS Club Leader at Greenvale Park for 1 hour/day (1 day/week) beginning 01/15/2015 – 05/28/2015; \$18.68/hour.
3. Anja Stromme, CS Recreation Staff (basketball coach) beginning 02/07/2015 – 05/31/2015; \$8.00/hour.
4. Katrina Warner, EarlyVentures Site Assistant at Longfellow for 20 hours/week beginning 01/23/2015; Step 1, \$11.67/hour.
5. Community Services Fall/Winter/Spring Recreation positions beginning 02/07/2015 – 05/31/2015: Noah Bamonte-Grebis – Basketball Coach; \$9/hour; Theodore Deitz –

Basketball Supervisor; \$10/hour; Vanessa Dimick – Basketball Coach; \$8/hour; Jorgen Salveson – Basketball Coach; \$9/hour; Connor McCormick – Basketball Coach; \$9/hour; Ella Stromme – Basketball Coach; \$8/hour.

6. Event Workers: Melanie Armstrong, Carly Fitzgerald, Joe Jorgensen and Cassandra Paulson.
7. Pam Hanson (Swanson), GenEd Educational Assistant at the High School for 6 hours/day beginning 01/28/2015; Step 1, \$13.21/hour.
8. Katrina Warner, GenEd Educational Assistant/Sibcare at the NCRC/ECFE for up to 8 hours/week beginning 01/28/2015; Step 1, \$13.21/hour.
9. Community Services Fall/Winter/Spring Recreation positions beginning 01/24/2015 – 05/31/2015: Savannah Dimick, Basketball Supervisor beginning 02/07/2015 – 05/31/2015; \$10/hour; Michael Kopp – Birthday Party Staff beginning 01/24/2015 – 05/31/2015; \$8/hour.

b. Increase/Decrease/Change in Assignment

1. Bill Blaisdell, Resigned night security position at the high school. \$600 stipend prorated for days worked.
2. Jerry Davidson, Custodian at the High School, add Night Security. \$600 stipend prorated to days worked.
3. Karen Lane, First Grade Teacher at Bridgewater, add Targeted Services PLUS Teacher at Bridgewater for 1.5 hours/day for up to 4 days/week beginning 01/14/2015 – 04/16/2015; Year 1, \$27.11/hour.
4. Quinn Line, KidVentures Site Assistant at Greenvale Park for 14.5 hours/week, decrease to 2 hours/week beginning 02/02/2015.
5. Lori Malecha, Correction: Child Nutrition Associate III at Sibley for 6 hours/day, change to temporary Child Nutrition Manager I at Sibley for 7 hours/day beginning 01/07/2015 – 06/05/2015.
6. Rustianna Mechura, Child Nutrition Associate I at Bridgewater for 3 hours/day, increase to 3.75 hours/day beginning 01/19/2014 to date to be determined.
7. Lori Mullen, Child Nutrition Associate III at Bridgewater for 6.5 hours/day, change to Temporary Child Nutrition Manager I at Bridgewater for 8 hours/day beginning 01/05/2015 to date to be determined; \$19.02/hour.
8. Elizabeth Nelson, Child Nutrition Associate I at Bridgewater for 3.75 hours/day, change to Temporary Child Nutrition Associate III at Bridgewater for 6.5 hours/day beginning 01/19/2014 to date to be determined; \$17.85/hour.
9. Ali Ryan, EarlyVentures Site Assistant at Longfellow for 32 hours/week, increase to 40 hours/week beginning 01/20/2015.
10. Katrina Warner, EarlyVentures Site Assistant at Longfellow for 20 hours/week, increase to 30 hours/week beginning 02/02/2015.
11. David Kurth, Evening Engineer/Security at the Middle School, change to Custodial Engineer (Day Shift) at the Middle School beginning 02/02/2015.

c. Leaves of Absence

1. Becky Gainey, Family/Medical Leave of Absence beginning 01/06/2015 continuing as intermittent leave as needed for up to 60 work days.
2. Elaine Harries, Family/Medical Leave of Absence beginning 03/18/2015 – 04/03/2015. Return to work date will be 04/06/2015.

d. Resignations / Retirements

1. Bill Blaisdell, Night Security at the High School, resignation effective 01/16/2015. (Bill will continue with his regular custodian position at the high school).
2. Barb Brunette, Child Nutrition Manager I at Sibley, retirement effective 02/01/2015.
3. Angie Frawley, EarlyVentures Site Assistant at Longfellow, resignation effective 01/15/2015.
4. Kathryn Lean, Special Education Instructor at the High School, retirement effective 01/27/2015.

5. Grady McGovern, Assistant Baseball Coach at the High School, resignation effective 01/12/2015.
6. Teresa Swenson, Educational Assistant at Bridgewater, resignation effective 01/23/2015. (Teresa will continue to work as a substitute in the district.)
7. Katie Bauernfeind, Building Nurse at Prairie Creek, Arcadia and St. Dominic's, resignation effective 01/20/2015.
8. Robert McCarthy, Special Education Teacher at the High School, resignation effective 01/26/2015.

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

VIII. Items for Information

1. Policy Revisions.

The Board was given four School Board policies that the Minnesota School Board Association (MSBA) has suggested be revised. The suggested changes are not substantive, but reflect statutory changes made during the last legislative session. The Board will be asked to act on these revised policies at its February 9 meeting.

The policies are as follows:

Policy 406 – Public and Private Personnel Data

Policy 410 – Family and Medical Leave

Policy 526 – Hazing Prohibition

Policy 619 – Staff Development for Standards

2. South Central Minnesota Inter-City Regional Passenger Rail Initiative.

A draft letter of support to the Initiative was given to the Board for its review. Superintendent Richardson has been attending meetings to discuss this issue at the request of Representative David Bly. The Board granted permission for the letter to be sent.

3. School Board Committee Appointments.

The list of School Board Committee Appointments made by Board Chair Julie Pritchard for 2015 was distributed to Board members.

IX. Future Meetings

Monday, February 9, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, February 23, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Maple, the Board adjourned at 9:42 PM.

Noel Stratmoen
School Board Clerk



Financial Forecast and Budget Plan 2015-16

Discussion Items

- What we know
- Enrollment Projections
- Financial Assumptions
- Summary of 15-16 Budget Parameters
- Budget Presentation Timeline

What we know...

- We increased the fund balance by \$400K. The unassigned fund balance increased \$932K
- Enrollment drives over 70% of our total revenue
- 78% of our expenditures are for salaries and benefits
- The 14-15 budget has revenues of \$44.5M and expenditures of \$44.7M. A deficit projection of 0.4% or approximately \$200K

Enrollment Projections

Average Daily Membership (ADM)							
	Pre-K	KG	1-3	4-6	7-12	Total	APU
2013-14	30.1	223.6	826.9	853.0	1,885.3	3,818.9	4,196.0
2014-15	29.0	250.1	825.9	864.0	1,896.4	3,865.4	4,244.7
2015-16	25.0	215.8	830.8	871.1	1,900.2	3,842.9	4,222.9
2016-17	24.3	209.1	773.8	896.1	1,915.3	3,818.6	4,201.7
2017-18	24.8	213.8	748.0	893.2	1,921.8	3,801.6	4,186.0
2018-19	24.2	208.4	707.4	899.3	1,973.9	3,813.2	4,208.0

Financial Assumptions

- Unassigned fund balance minimum set at 16% of total general fund expenditures
- Assigned fund balance is held flat
- Revenue Assumptions
 - 1% increase in basic formula revenue for each year of the biennium beginning in 15-16
 - Referendum inflationary increase applied
 - Everything else was held flat
 - Aggregate increase of 1.5%

Financial Assumptions cont.

- Expenditure Assumptions
 - Salaries and Benefits: average for all employee groups is 4.1%
 - 10% increase for utilities
 - 3% increase for purchased services
 - Non-Salary: average increase of 2%
 - Aggregate increase for 15-16 = 3.3%

	Actual	Budget	Projected	Projected	Projected	Projected
Definitions	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Revenue	\$42,540,160	\$44,535,222	\$45,195,648	\$44,994,881	\$44,993,091	\$45,469,718
Expenditures	\$42,101,214	\$44,735,365	\$46,231,344	\$47,691,847	\$48,871,834	\$50,179,916
Revenue Over (Under) Expenditures	\$438,946	(\$200,143)	(\$1,035,695)	(\$2,696,966)	(\$3,878,743)	(\$4,710,198)
Fund Balance	\$14,951,575	\$14,751,432	\$13,715,737	\$11,018,771	\$7,140,028	\$2,429,830
Assigned Fund Balance	\$4,723,657	\$4,644,735	\$4,741,235	\$4,740,735	\$4,740,235	\$4,739,735
Unassigned Fund Balance	\$10,227,918	\$10,106,697	\$8,974,502	\$6,278,036	\$2,399,793	(\$2,309,905)
Percent Unassigned	24.3%	22.6%	19.4%	13.2%	4.9%	-4.6%
Unassigned Target Fd Bal. Percent	16.0%	16.0%	16.0%	16.0%	16.0%	16.0%
Target Unassigned Fund Balance	\$6,736,194	\$7,157,658	\$7,397,015	\$7,630,696	\$7,819,493	\$8,028,787
Fund Balance Over (Under) Target	\$3,491,724	\$2,949,039	\$1,577,487	(\$1,352,660)	(\$5,419,700)	(\$10,338,692)

2015-16 BUDGET DEVELOPMENT CALENDAR

Feb 9	• School Board adopts resolution requiring the administration to make recommendations for additions and reductions in programs and adding or discontinuing positions
April 13	• School Board adopts, if needed, resolutions relating to program and staffing changes for 2015-16
April 27	• Debt Service, Trust Fund and Child Nutrition Budgets
May 11	• -School Board adopts individual resolutions of termination and non-renewal of probationary licensed staff • -Internal Service Fund, Operating Capital/Health and Safety, and Community Services Budgets
May 26	• General Fund Budget
June 8	• School Board adopts the 2015-16 Proposed Budget – All Funds

Financial Forecast and Budget Plan | 2015-2016 • Narrative

Val Mertesdorf, Director of Finance

Financial Forecast

The financial forecast is based on the information that we know along with a set of assumptions for the next several years. We ended fiscal year 2014 in a positive manner. We were able to increase the fund balance by roughly \$400,000. Fiscal year 2014 had revenue of \$42.5M and expenditures of \$42.1M. This was better than our budget had projected.

Enrollment drives over 70% of our total revenue. Our enrollment has been very steady the last several years. For 2014-15 we are actually showing increased enrollment. In 2016-17 and beyond our enrollment projection shows a small decline.

In December the Board approved the revised General Fund budget for 2014-15 which projects revenues of \$44.5M and expenditures of \$44.7M. This is a 0.4% deficit or approximately \$200K. 78% of our total expenditures are for salaries and benefits. We are a “people business.”

What we don’t know is our future enrollment, the amount of state aid provided by the legislature and the amount of contract settlements. We utilize the information we have at the current time, our professional judgment and historical trends to make assumptions.

Revenue Assumptions:

- Enrollment will decline slightly over the next several years. This is consistent with the information in the demographic study
- 1% increase in basic general education revenue formula in each year of the biennium
- Referendum inflationary increases
- All other federal, local and non-formula revenue will be held flat

Expenditure Assumptions:

- Salaries and Benefits will average 4.1% increase across all employee groups
- 10% increase in utilities
- 3% for purchased services
- Non-salary items will be increased 2% based on historical data

We project the aggregate revenue increase to be 1.5% and the aggregate expenditure increase to be 3.3%. We anticipate revenues of \$45.2M and expenditures of \$46.2M. The District will use a portion of the unassigned fund balance to cover this deficit. We project to end the 15-16 school year with a 19% fund balance.

The state has consistently underfunded schools by legislating increases that were less than inflation or by providing new revenue tied to specific programs. The governor’s proposed budget has a 1% increase in each year of the biennium on the basic formula. This will generate roughly \$250,000 for the District in each year. The inflation rate hovers around 1.8%. We have said for the last few years that we were building the fund balance to continue to weather the lack of funding from the state. Our stewardship is allowing us to deficit spend for two years to provide us adequate time to look at budget adjustments. While the forecast may not look great, it’s very important to remember that we are ahead of the curve and still have time to make the required adjustments.

We currently have a 24% unassigned fund balance, well above the 16% board goal. The District is financially sound. We pride ourselves in being conservative and realistic. We want to make decisions proactively so we can make the right decisions for our students, faculty and community. This projection shows that the District will need to look at budget adjustments for the 2016-17 school year.

There are many decision points to be had before we would realize this type of forecast. The forecast is really a tool for awareness and information sharing to guide our decision making process.

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.

B. All other data on individuals is private or confidential.

III. DEFINITIONS

A. “Public” means that the data is available to anyone who requests it.

B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.

C. “Confidential” means the data is not available to the subject.

D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space and work telephone number.

E. “Personnel data” means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board of commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.

G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.

H. “Public official” means business managers, human resource directors, athletic directors whose duties include at least 50 percent of their time spent in

administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents, and principals.

IV. PUBLIC PERSONNEL DATA

A. The following information on employees, including volunteers and independent contractors, is public:

1. name;
2. employee identification number, which may not be the employee's social security number;
3. actual gross salary;
4. salary range;
5. terms and conditions of employment relationships;
6. contract fees;
7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements. The agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money. Such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data;

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;

4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body:
1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
 3. Notwithstanding paragraph 2, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if:
(1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or

(2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. **An individual's checking account number is private when submitted to a government entity.**
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or

2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the Department of Economic Security for the purpose of administration of the Unemployment Insurance Program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; **or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.**
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Board of Teaching and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.**

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Superintendent or his/her designee as the authority responsible for personnel data.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Policy 406 - Public and Private Personnel Data

Adopted: 2/28/05

Revised: 5/2013, 12/2013

School Board

INDEPENDENT SCHOOL DISTRICT 649

Northfield, Minnesota

- Legal References:*
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 13.02 (Definitions)
 - Minn. Stat. § 13.37 (General Nonpublic Data)
 - Minn. Stat. § 13.39 (Civil Investigation Data)
 - Minn. Stat. § 13.43 (Personnel Data)
 - Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
 - Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)**
 - Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
 - P.L. 104-191 (HIPPA)
 - 45 C.F.R. Parts 160 and 164 (HIPPA Regulations)
- Cross References:*
- MSBA Service Manual, Chapter 13, School Law Bulletin "T" (School Records-Privacy-Access to Data)

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered servicemember" means

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness or
2. a **covered** veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or reserves, **and was discharged or released under conditions other than dishonorable** at any time during the period of five years preceding the **first** date on which the veteran undergoes that medical treatment, recuperation, or therapy **the eligible employee takes FMLA leave to care for the covered veteran.**

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. **An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations.** While the 12 months of

employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her ~~National Guard or Reserve military service obligation~~ **USERRA-covered service obligation** or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. **"Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.**
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember **who is a current member of the Armed Forces**, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to ~~five~~ **15 calendar** days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. **to address parental care needs; and**
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or

mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

I. “Veteran” has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job;
 - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - b. a ~~“serious injury or illness,”~~ in the case of a **covered** veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the

member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran, **and is:**

- (i) **a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or**
 - (ii) **a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or**
 - (iii) **a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or**
 - (iv) **an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.**
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school

district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.
The school district shall comply with written notice requirements as set forth in federal regulations.
14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law.

However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. SixTwelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a ~~six~~-12-week unpaid parenting leave for birth or adoption of a child which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a

serious health condition; or to care for a covered servicemember with a serious injury or illness.

5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the

employee to continue taking leave until the end of the semester.

- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Policy 410 - Family and Medical Leave Policy

Adopted: 2/28/05

Revised: 8/10/09

Revised: 2010

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.**
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.**
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.**

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to behavior **hazing** that occurs **during and after school hours**, on or off school **premises or property**, **at school functions or activities**, **or on school transportation** and during and after school hours.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will investigate all complaints of hazing 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

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school premises or school district property, or 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 hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

F. "Student organization" means a group, club or organization having students as its primary members or participants. It includes, but is not limited to, grade levels,

classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing 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 to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to 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 a primary contact on policy and procedural matters.

- C. Teachers, administrators, volunteers, contractors and other employees of the school district A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who witnesses, observes, receives a report of, ~~observes,~~ or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments, or educational or work environment.
- E. Reports of hazing 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 hazing and the record of any resulting investigation.

- F. 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 legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. ~~Upon~~ **Within three (3) days of the** receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials 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 its **their** discretion, to protect the **target or victim of the hazing, the** complainant, **the** reporter, **and** students or others pending completion of an investigation of **alleged** hazing **prohibited by the policy.**
- C. **The alleged perpetrator of the hazing 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 the **an** investigation **that determines hazing 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 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; **and applicable** school district policies and 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 involved in a hazing incident **who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of** the remedial **or disciplinary** action taken, to the extent permitted by law ~~based on a confirmed report.~~
- F. **In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where 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 hazing.**

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 hazing ~~or against any person~~ **who provides information**

about hazing who testifies, assists, or participates in an investigation of alleged hazing, or ~~or against any person~~ who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or 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.

VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

The school district will develop a method of discussing this policy with students and employees.

Policy 526 - Hazing Prohibition

Adopted: 10/22/07

Updated: 10/27/10

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, MN

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40 to 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: Board Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
Board Policy 413 (Harassment and Violence)
Board Policy 506 (Student Discipline)
Board Policy 514 (Bullying Prohibition Policy)

I. GENERAL STATEMENT OF POLICY

The school district shall develop and implement staff policies and processes for continuous improvement of curriculum, instruction and assessment.

II. STANDARDS FOR STAFF DEVELOPMENT

A. The District Staff Development Committee (the “Committee”) shall address and prioritize the needs of all staff to ensure effective implementation of the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements.

B. Staff development plans shall ~~focus on improving~~ contribute toward continuous improvement of student achievement for all students, including English Learners and those with special needs by addressing the following goals:

1. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
2. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
3. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district’s education diversity plan;
4. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
5. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
6. Support stable and productive professional communities that emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
7. Maintain a strong subject matter focus premised on students’ learning goals consistent with Minn. Stat. § 120B.125;
8. Ensure specialized preparation, differentiated instructional strategies, and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
9. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education,

and training options, including career and technical education options.

III. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Educational Assistants. The school district will provide initial training for each educational assistant who assists a licensed teacher in providing student instruction. Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days an educational assistant begins supervising or working with students.
- B. Teachers/Administrators
1. The school district will provide high quality professional development activities as required by state and federal laws.
 2. An administrator will be identified and assigned to serve as a Highly Objective Uniform State Standard of Evaluation (“HOUSSE”) reviewer. The administrator shall meet with teachers and, where appropriate, certify the teacher’s application for highly qualified status as defined by state and federal statute.

Policy 619 - Staff Development for Standards

Adopted: 1/28/08

Updated: 4/2011, 12/2013

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)

Cross References: Policy 104 (School District Mission Statement)
Policy 603 (Curriculum Development, Implementation and Delivery)
Policy 613 (Graduation Requirements)
Policy 616 (School District System Accountability)

RESOLUTION REQUIRING THE ADMINISTRATION TO MAKE RECOMMENDATIONS REGARDING PROGRAMMING AND STAFFING FOR NEXT YEAR

WHEREAS, the financial condition of the school district dictates that the school district may require reallocation of resources between programs for the 2015-2016 school year, and

WHEREAS, there may be reductions in student enrollments within specific programs and/or grade levels, and,

WHEREAS, this reduction in expenditures may require discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 659, as follows:

That the School Board hereby directs the Superintendent of Schools and the administration to consider the reduction and/or discontinuance of programs or positions to accomplish economies in the school district as a result of reductions in enrollment and/or funding and to make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

Dated: February 9, 2015

NORTHFIELD HIGH SCHOOL

Activities Office

TO: Dr. Richardson

FROM: Tom Graupmann

DATE: January 28, 2015

RE: **Dissolution and Application of Cooperative Sponsorship**

The purpose of this memo is to ask the board to take action to first dissolve the existing cooperative sponsorship that exists between Randolph Public Schools, Arcadia, and Northfield High School and then to enter into an "Non-Exclusive" cooperative sponsorship with Arcadia School for Boys Swim & Dive. Attached are the forms for dissolution and application.

Randolph Public Schools no longer have any boys' swimmers and/or divers interested in this activity, thus the reason for the dissolution.

As a reminder, MSHSL cooperative sponsorships are in effect for the duration of two school years. This coop would be for at least the 2015-16 and 2016-17 school years. Also to note, the "Non-Exclusive" co-op only adds the number of "actual participants" from Arcadia to our total number, not the entire Arcadia enrollment. This will not hinder any Arcadia students who want to participate in Boys Swimming and Diving.

I support entering into this agreement.

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

Let me know if there are questions.

CC: Joel Leer

Minnesota State High School League
2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
763-580-2262, Fax: 763.580.0499

Application for DISSOLUTION of Cooperative Sponsorship

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

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

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of
Boys Swim & Dive beginning with the 2015 - 2016 school year.
(activity) (boys' or girls') (Adapted-CI or PI)

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

	School	City
High School #1:	Northfield High school	Northfield
High School #2:	Randolph High School	Randolph
High School #3:	Arcadia School	Northfield
High School #4:		

1. Please state the reason for dissolving this cooperative sponsorship: No more swimmers/divers at Randolph.
2. Please circle appropriate letter.

High School #1: A B ☒ C
High School #2: ☒ A B C
High School #3: A B ☒ C
High School #4: A B C

- A. Our school is dropping this activity.
B. Our school will sponsor this activity without a cooperative sponsorship.
C. Our school will sponsor this activity as part of a new cooperative sponsorship. **Please submit an Application for Cooperative Sponsorship for the new coop.**

Signatures

Northfield	High School #1:	Board of Education	Superintendent of Schools
Randolph	High School #2:	<u>Angie M. Hansen</u> Board of Education	<u>Walter Kelly</u> Superintendent of Schools
Arcadia	High School #3:	<u>Shirley Crocker</u> Board of Education	<u>Walter Kelly</u> Superintendent of Schools
	High School #4:	Board of Education	<u>[Signature]</u> Superintendent of Schools

Official Action of the MSHSL Board of Directors

☐ Approved ☐ Not Approved

Signature: _____ Date: _____
MSHSL Executive Director

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

Application for Cooperative Sponsorship

Application must be submitted to the League office not later than the first day of practice for that sport season.

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

On behalf of the following schools, we hereby apply for cooperative sponsorship of Boys Swim & Dive
beginning with the 20 15 - 20 school year. (activity) (boys' or girls') (Adapted-CI or PI)

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

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

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

**Current (Number and Class)

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

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

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

- Team Identification: (Indicate how cooped schools should be identified in tournament programs):
Northfield High School
- Team Colors: maroon + Gold Team Mascot: Gators
- Host School (school that will receive revenue share check): Northfield High School

Board of Education (or designee)	School	Date
Signed _____	<u>Northfield High School</u>	
Signed <u>[Signature]</u>	<u>Arcadia School</u>	<u>Jan 21, 2015</u>
Signed _____		
Signed _____		

Official Action of the MSHSL Board of Directors

☐ Approved ☐ Not Approved

Signature: _____ Date: _____
MSHSL Executive Director

TITLE III ANNUAL MEASURABLE ACHIEVEMENT OBJECTIVES (AMAO)

IMPROVEMENT PLAN FOR ENGLISH LEARNERS

GENERAL INFORMATION AND INSTRUCTIONS

Local Education Agencies (LEAs) in need of improvement based on not making Annual Measurable Achievement Objectives (AMAO) for two to three years must develop or revise an improvement plan which specifically addresses the needs of English Learners (ELs). NCLB Sec. 3122 (b) (2). (See Attachment A for specific instructions and guidelines required for submission of the work plan.)

LEAs that are:

- Not meeting AMAO due only to ELs not meeting Achievement and Success targets (AMAO 3).
- Have a Focus, Priority, or Continuous Improvement status.

may adequately address ELs within the School Improvement Plan to fulfill the AMAO requirement. LEAs in these categories may not need to submit a separate AMAO Improvement Plan.

Mail this form only (with the required signatures) via U.S. Postal Service to Barbara Al Nouri at the above address. Postmark must be dated no later than **February 20, 2015**.

Submit the Title III AMAO Improvement Plan as a document via e-mail to: barbara.alnouri@state.mn.us by **February 20, 2015**. Type: AMAO Improvement Plan [Name of your District and District #] in the subject line. Note: MDE will accept Title III AMAO Improvement Plans in electronic format only.

Local Education Agency (LEA) Identification Information

LEA Name: Northfield Public Schools LEA Number: 0659

Address: 1400 Division St. S. City: Northfield State: MN Zip Code: 55057

LEA Representative Name: Mary G.M. Hanson Title: Director of Teaching & Learning
Telephone Number: 507.645.3436 Email Address: marygrace.hanson@nfls.k12.mn.us

Check one of the following options:

☒ Option 1: The LEA will e-mail the Title III AMAO Improvement Plan to the above address on:

☐ Option 2: The LEA has addressed EL improvement planning for AMAO 3 adequately within Focus, Priority, or Continuous Improvement plans and will NOT be submitting a separate AMAO Improvement Plan.

☐ Option 3: The LEA is in AMAO Continuing Needs Improvement (*the LEA has not made AMAO for 3 consecutive years*) and will keep evidence of improvement plan update processes and products on file at the LEA.

Title III AMAO Improvement Plan Assurances

Please check the boxes below to indicate the requirement has been met.

☒ The LEA assures that it has consulted with parents in the development of local plans which describe the programs and activities that the district plans to implement with Title III funds.

Describe the consultation process: *The teachers consult with the parents at each school during conferences and open house times. The families have a relationship with the teachers so they are comfortable sharing their concerns. This is especially true at the Middle School and High School levels. The EL team then meets together. (That meeting was February 2, 2015.)*

☒ The LEA assures that it has notified parents of all English Learners in the district of the Title III AMAO improvement status within 30 days of identification.

The LEA is reminded to keep sample parent notification communication efforts on file.

Describe the AMAO parent notification process including when and how information was distributed to parents:

Local Board of Education Action

The local Board of Education for Northfield Public Schools has authorized Mary G.M. Hanson at a monthly meeting held on February 9, 2015 to act as the LEA Representative in filing the Title III Improvement Plan as provided under Public Law 107-110. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal statutes, regulations, and state procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this Title III AMAO Improvement Plan. The following person is authorized as the contact person:

Signature of Superintendent/School Board Chair

2/9/15
Date

COMMUNITY SERVICES DIVISION

1651 Jefferson Parkway

Northfield, MN 55057

PH 507.664.3650 • FAX 507.664.3651

www.nfld.k12.mn.us

Date: February 3, 2015

TO: Human Resources

FROM: Melissa Bernhard

RE: CS Recreations Positions - #1733

I recommend for hire all individuals listed below for community services recreations positions beginning

02/09/2015 – 05/31/2015:

- Erin Johnson – Swim Lessons \$8.25/hour
- Cassandra Paulson - Swim Lessons \$11/hour
- Samantha Sharpe - Lifeguard \$8.50/hour

NORTHFIELD HIGH SCHOOL
1400 Division Street South
Northfield, MN 55057
PH 507.663.0630 • FAX 507.645.3455
www.nfld.k12.mn.us

To: Human Resources
From: Tom Graupmann
Date: February 4, 2015
RE: Event Workers (Job ID #1526)

I recommend for hire all individuals listed below:

Leer	Joel
------	------

✓

School Calendar Meet and Confer – January 2015

School Calendar District Interests

1. Maintain at least 174 student contact days
2. Identify snow make up days, criteria for use and mark clearly on calendar.
3. Plan for after Labor Day start (statutory).
4. Provide the maximum number of high impact instructional days prior to State MCA testing window.
5. Completion for students by end of the first full week of June.
6. Support instructional continuity by reducing the number of shortened weeks or combining shortened weeks with teacher worktime/professional development.
7. Maximize student attendance by avoiding scheduling less than three student contact days in any week.
8. Provide four days of preschool inservice to support PreK-12 staff development and preparation for the start of the year as well as individual student assessment and parent interaction at the elementary level.
9. Combination of teacher worktime/staff development at end of each semester.
10. Strive for balance in 1) semesters, 2) quarters
11. Provide consistent staff development using professional learning communities (PLC's) on a weekly basis during regular school hours throughout the school year. The research is clear that teachers need regular and timely opportunities to review student achievement data, develop student goals, implement teaching strategies to achieve those goals and evaluate the strategies to see how well they have worked.

Northfield Public Schools

2015-2016

School Calendar

Recommended by Meet Confer

1/29/15

JULY

S M T W T F S

1 2 3 4 3 4th of July Holiday
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

AUGUST

S M T W T F S

1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29 26, 27 New Teacher Inservice
30 31 31 Teacher Work/Workshop Day

SEPTEMBER

S M T W T F S

1 2 3 4 5 1, 2, 3 Teacher Work/Workshop Days
6 7 8 9 10 11 12 7 Labor Day; 8 First Day of School
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

OCTOBER

S M T W T F S

1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17 15-16 No School, Ed MN
18 19 20 21 22 23 24
25 26 27 28 29 30 31

NOVEMBER

S M T W T F S

1 2 3 4 5 6 7 6 End of 1st qtr
8 9 10 11 12 13 14 9 No School, Teacher Work/Workshop Day
15 16 17 18 19 20 21
22 23 24 25 26 27 28 25 No School, Teacher Work/Workshop Day; 26-27 Thanksgiving Break
29 30 30 Memorial Day, No School

DECEMBER

S M T W T F S

1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26 Winter Break, No School Dec 23-Jan 1
27 28 29 30 31

JANUARY

S M T W T F S

1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23 1 New Year's Day Holiday
24 25 26 27 28 29 30 29 End of 2nd qtr
31

FEBRUARY

S M T W T F S

1 2 3 4 5 6 1 No school, Teacher Work/Workshop Day
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29

MARCH

S M T W T F S

1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19 18 End of 3rd qtr
20 21 22 23 24 25 26 21-25 Spring Break, No School
27 28 29 30 31 28 No School, Teacher Work/Workshop Day

APRIL

S M T W T F S

1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

MAY

S M T W T F S

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

JUNE

S M T W T F S

1 2 3 4 5 Graduation; 8 Last Day of School (2-hr early dismissal)
6 7 8 9 10 11 (June 9, 10 - District cancelled day 3 & 4 make-up for students and teachers)
12 13 14 15 16 17 18 (June 13 - District cancelled day 5 make-up for teachers only)
19 20 21 22 23 24 25
26 27 28 29 30

○ Teacher Workday/Workshop (no school)
□ No School - Holidays

Student Days:	Summary:
Term 1: 42 days	174 student contact days
Term 2: 47 days	9 non-student contract days
Term 3: 34 days	4 contract days off calendar
Term 4: 51 days	(4 conferences)
TOTAL: 174 days	Total: 187 contract days
	(89 days-first semester; 85 days-second semester)

NORTHFIELD PUBLIC SCHOOLS

2015-16 Calendar

Recommended by Meet and Confer 1/29/15

New Teacher Activities

August 26 and 27

Pre-School Days for all Teachers

August 31, September 1, 2, 3

September 7 **No School.** Labor Day

September 8 First Day of School/Beginning of 1st Quarter

October 15-16 **No School.** Education Minnesota Break

November 6 End of 1st Quarter (42 days)

November 9 **No School.** (Teacher Work/Workshop Day)

November 10 Beginning of 2nd Quarter

November 25 **No School.** (Teacher Work/Workshop Day)

November 26-27 **No School.** Thanksgiving Break

Dec. 23-Jan. 1 **No School.** Winter Break

January 18 **No School.** Dr. Martin Luther King's Birthday (Teacher Work/Workshop Day)

January 29 End of 2nd Quarter (47 days)/End of First Semester (89 days)

February 1 **No School.** Teacher Work/Workshop Day

February 2 Beginning of 3rd Quarter and Second Semester

March 18 End of 3rd Quarter (34 days)

Mar 21-25 **No School.** Spring Break

Mar 28 **No School.** (Teacher Work/Workshop Day)

Mar 29 Beginning of 4th Quarter

May 30 **No School.** Memorial Day

June 5 Graduation, 2 PM

June 8 **Last Day of School.** 2-hour early dismissal

End of 4th Quarter (51 days); End of Semester (85 days)

* **June 9, 10** **District cancelled day 3 and 4 make-up for students and teachers.**

* **June 13** **District cancelled day 5 make-up for teachers only.**

*** Students and Teachers Possible Make-Up Days for 2015-16**

- If two (2) days are cancelled, no make-up days for students or teachers.
- If three (3) days are cancelled, students and teachers will make-up on Thursday, June 9, 2016.
- If four (4) days are cancelled, students and teachers will make-up on Thursday, June 9, 2016 and Friday, June 10, 2016.
- If five (5) days are cancelled, teachers only will make-up on Monday, June 13, 2016.

2/2/2015

Northfield Public Schools Enrollment Report

LongfellowEarly Childhood

Auge	4
Dorey	13
James	11
Kruse	9
Patterson	
Schnorr	16
Sorenson	13
TOTAL	66

**

Greenvale Park

K	Flicek	21	
K	Hagberg	21	
K	Malecha	20	
K	Ziemann	20	C
1	Bakke	24	C
1	Jessen	16	
1	Youngblut	17	
1	Zach	17	
2	Amundson	26	C
2	Dueffert	20	
2	Larson	19	
2	Lindholm	20	
3	Landry	25	C
3	Nelson	21	
3	Ryan	16	
3	Seidl	15	
4	Bulfer	27	
4	Garcia	21	C
4	Johnson	25	
5	Dimick	20	
5	Harding	18	C
5	Sickler	19	
5	Tacheny	21	
	TOTAL	469	

Early Childhood**	66	
Kindergarten-2027	267	
Grade 1-2026	256	
Grade 2-2025	288	
Grade 3-2024	268	
Grade 4-2023	264	
Grade 5-2022	283	
Total K-5	1692	1692
Total Middle School	963.5	
Total High School	1221	
TOTAL w/o ALC	3876.5	
ALC 9-12**	58	F/T=45 P/T=3 I/S=10
GRAND TOTAL with ALC	3934.5	

SibleyGrade

K	Born	20	
K	Downs	19	
K	Heil	21	
K	Wacholz	19	
1	Craft	24	
1	Sasse	25	C
1	Sieger	24	
1	Swenson	24	
2	Pfefferle	26	
2	Schuerman	26	C
2	Seeberg	25	
2	Witt	25	
3	Guggisberg	25	
3	Jandro	25	
3	Johnson	26	C
3	Spitzack	27	
4	Day	21	
4	Fox	23	
4	Haar	22	
4	McManus	17	C
5	Baragary	24	
5	Foley	27	
5	Ostermann	24	C
5	Sweeney	25	
	TOTAL	564	

Bridgewater

K	Cade	20	
K	Danielson	21	
K	Hall	21	
K	Tran	22	
K	Wisdorf	22	
1	Charlton	20	
1	Ellerbusch	20	
1	Johnson	19	
1	Lanza	26	C
2	Lane	25	
2	Lofquist	26	
2	Rubin	25	C
2	Schwaab	25	
3	Larson	24	C
3	Sickler	21	
3	Temple	22	
3	Truman	21	
4	Danielson	29	
4	Holden/Armstrong	27	
4	Schuster	28	C
4	Swenson	24	
5	Anderson	24	C
5	Duchene	27	
5	Kohl	27	C
5	Rauk	27	
	TOTAL	593	

Middle School

Grade 6 -2021	312
Grade 7 (*inc. 9 - 1/2 day)-2020	304.5
Grade 8 (*inc. 14 - 1/2 day)-2019	347
TOTAL	963.5

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

High School

Grade 9-2018 293

Enrollments represent 100% enrolled except where indicated by **

Half day St. Dominic's students are represented by *

							2014-2015						
School and Grade Level	September 2nd	September 5th	September 12th	September 19th	October 1st	November 1st	December 2nd	January 5th	February 2nd	March 1st	April 1st	May 1st	End of Year 6/5/2015
Longfellow													
Early Childhood	58	50	49	47	52	59	61	61	66				
Total	58	48	49	47	52	59	61	61	66	0	0	0	0
Greenvale Park													
Grade K-2027	91	80	78	78	78	78	80	81	82				
Grade 1-2026	79	79	78	77	78	74	71	74	74				
Grade 2-2025	87	85	85	85	85	84	84	84	85				
Grade 3-2024	81	80	80	79	80	78	77	77	77				
Grade 4-2023	74	77	78	78	76	72	72	72	73				
Grade 5-2022	79	79	79	79	79	80	80	79	78				
Total	491	480	478	476	476	466	464	467	469	0	0	0	0
Sibley													
Grade K-2027	80	79	80	80	81	80	79	79	79				
Grade 1-2026	95	95	95	96	96	96	97	97	97				
Grade 2-2025	104	105	105	105	105	105	105	103	102				
Grade 3-2024	103	104	104	105	105	104	105	105	103				
Grade 4-2023	83	83	83	83	83	83	84	84	83				
Grade 5-2022	101	101	101	101	101	100	100	100	100				
Total	566	567	568	570	571	568	570	568	564	0	0	0	0
Bridgewater													
Grade K-2027	107	105	107	107	106	104	103	105	106				
Grade 1-2026	81	82	82	82	82	81	83	84	85				
Grade 2-2025	100	100	101	101	101	100	100	100	101				
Grade 3-2024	87	88	88	88	88	89	90	88	88				
Grade 4-2023	110	110	110	110	110	110	109	109	108				
Grade 5-2022	105	105	105	104	104	105	105	105	105				
Total	590	590	593	592	591	589	590	591	593	0	0	0	0
Middle School													
Grade 6-2021	310	310	309	310	311	312	309	309	312				
Grade 7-2020	307	305	305	305	305	304	301	299	300				
Grade 8-2019	341	339	339	339	340	343	340	338	340				
St. Dominics	10.5	11	11	11	11	11	11	11	11.5				
Total	968.5	965	964	965	967	970	961	957	963.5	0	0	0	0
High School													
Grade 9-2018	298	295	294	293	293	293	291	292	293				
Grade 10-2017	321	319	320	319	319	320	317	318	316				
Grade 11-2016	317	318	319	316	314	312	308	308	306				
Grade 12-2015	316	321	319	320	315	312	309	310	306				
Total	1252	1253	1252	1248	1241	1237	1225	1228	1221	0	0	0	0
ALC													
Grade 9-2018	0	0	0	0	0	0	1	1	2				
Grade 10-2017	3	10	10	10	9	10	10	10	12				
Grade 11-2016	5	13	12	12	17	15	17	15	18				
Grade 12-2015	8	18	20	20	23	21	21	21	26				
Grand Total	3941.5	3944	3946	3940	3947	3935	3920	3919	3934.5	0	0	0	0