

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

**TO:** Board of Education  
**FROM:** L. Chris Richardson, Ph.D., Superintendent  
**RE:** Table File Items for January 25, 2016, Regular School Board Meeting

VI. Items for Discussion and / or Reports

3. Process for Reviewing District Discipline Policies and Procedures.

Enclosed is Superintendent Richardson's proposed process as well as a list of offenses and current consequences for the secondary and elementary.

VII. Superintendent's Report

B. Items for Consent Grouping

3. Personnel Items.

a. Appointments.\*

7. Amber Helgemo, Middle School Youth Center (MSYC) Site Assistant at the Middle School for 2.5 hours/day (M-Th) beginning 01/26/2016 – 05/26/2016; Step 1, \$12.19/hour.

b. Increase/Decrease/Change in Assignment.

5. Pilar Sullivan, Special Education Educational Assistant-PCA (SpecEd EA-PCA) at Longfellow for 28 hours/week, change to SpecEd EA-PCA at Longfellow for 31.5 hours/week (6.3 hours/day) beginning 01/04/2016; Step 2, \$14.51/hour.

c. Resignations / Retirement.

3. Flavia Berg, Early Childhood Teacher, retirement effective 11/25/2015.

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

VIII. Items for Information

1. School Board Committee Appointments.

Enclosed in the Table File is the list of School Board Committee appointments for 2016.

3. Time of Public Hearing on Monday, February 8, 2016 to hear public testimony from persons residing in the Northfield School District relating to the qualifications of prospective appointees to fill the School Board vacancy.

The Public Hearing will begin at 6:30 PM on Monday, February 8, 2016 in the High School Media Center.

4. Subcommittee of School Board to review applications to fill the School Board vacancy.

Board members Margaret Colangelo, Jeff Quinnell, and Board Chair Julie Pritchard will serve on the subcommittee to review the applications to fill the School Board vacancy.

## **Proposed Process for Reviewing District Discipline Policy and Procedures**

1. Based on the Board's most recent disciplinary decision, I believe that it is important for the Board to work with the Administration to establish clarity in Board expectations of Administrators in implementing Board policies on discipline. Without that clarity, administrators will not be able to effectively support the safety and security of all our students and staff nor maintain the positive relationships we have worked so hard to develop.
2. The optimal approach would be a Board work session that would include all Board members as well as district and building administrators. The purpose of the work session would be as follows:
  - a. Identify expellable offenses from the current list of offenses in the Student Citizenship Handbook. Separate expellable offenses that require an expulsion recommendation from those that may be considered for possible expulsion.
  - b. Discuss whether multiple violations occurring in different violation categories but in the same time frame should be treated as separate offenses or could they be counted together (as is the current practice) towards a more severe penalty.
  - c. Discuss if, when, and how another intermediate disciplinary process step should or could be implemented that would hold an expulsion recommendation in abeyance.
  - d. Discuss the current threat assessment process. Consider whether the district has the resources, statutory authority and time (based on State timelines) available to allow an individual student assessment by a health professional prior to moving forward with an expulsion proceeding.
3. Provide the opportunity for building and district administrators with input from staff to develop draft modifications of discipline policy and procedures that reflect the ideas that the Board has shared at the work session.
4. Share revisions with the Board to determine if draft modifications reflect consensus on desired changes that the Board would like to consider.
5. Work with District Youth Council to review modified draft discipline policies and procedures for clarity and readability by students.
6. Bring modified discipline policies and procedures back to the Board for informational reading and second or final reading.
7. Consider development of an assessment strategy to determine student knowledge and understanding of revised disciplinary policies and procedures

## Secondary Offenses and Consequences (current)

\* = Principal Discretion; SP = Suspension Possible; S = Suspension; EP = Expulsion Possible; E = Expulsion;  
/ = and (example S 10/E means 10 day suspension/recommendation for expulsion)

Offense	1st	2nd	3rd	Expulsion Recommend Possible Offense #	Expulsion Recommended Required Offense #
Verbal Abuse	*	S 2-3	S 3-5	No	No
Alcohol, Chemicals Possession or Use	S 3-5	S 5-10/EP	S 10/E	Yes 2	Yes 3
Alcohol, Chemicals Intent to Distribute	S 10/E	X	X	No	Yes 1
Arson	S 10/E	X	X	No	Yes 1
Assault, Aggravated	S 10/E	X	X	No	Yes 1
Assault, Physical	S 3-5	S 5-10	S 10/EP	Yes 3	No
Bullying	*	SP	S 1-3/EP	Yes 3	No
Burglary	S 5	S 10/E	X	No	Yes 2
Cell Phones	*	*	*	No	No
Dishonesty, Scholastic	*	*	*	No	No
Disrespectful Behavior	*	*	S 1-3	No	No
Disruptive Behavior	*	*	S 1-3	No	No
Driving, Careless or Reckless	*	*	S 3	No	No
False Reporting/Misrepresenting the Truth	*	S 1-3	S 3-5	No	No
Fighting	S 1-3	S 3-5	S 10/EP	Yes 3	No
Fire Alarm, False	S 3-5	S 5-10	S 10/EP	Yes 3	No
Fire Extinguisher, Unauthorized Use	*	S 3-5	S 10	No	No
Firearms	S 10/E	X	X	No	Yes 1
Fireworks or Ammunition	S 1-3	S 3-5	S 5-10	No	No
Freedom of Expression	*	*	*	No	No
Gambling	*	S 1-3	S 3-5	No	No
Gang/Threat Group Activity	*	S 1-5	S 5-10/EP	Yes 3	No
Harassment and Violence	S 1-3	S 3-5	S 5-10/EP	Yes 3	No
Hazing	*	*	*	No	No
Insubordination	*	S 1	S 1-3	No	No
Offensive Behavior	*	*	S 1-3	No	No
Records or Identification Falsification	*	S 1-3	S 3-5	No	No
Robbery or Extortion	S 1-3	S 3-5	S 10/E	No	Yes 3
Safety	*	*	*	No	No
Sexual Misconduct	S 10/EP	X	X	yes 1	No
Technology and telecommunication Misuse	*	*	*	No	No
Theft, Receiving or Possessing Stolen Property	S 1-3	S 3-5	S 5-10/E	No	Yes 3
Threat, Direct/Indirect	S 1-10/E HS; S 5-10/EP MS	S 10/E MS	X	Yes 1 MS	Yes 1 HS, Yes 2 MS
Tobacco Possession	S 1	S 2-3	S 3-5	No	No
Transportation-District Policy	*	*	*	No	No
Trespassing	S 1	S 1-3	S 5-10	No	No
Truancy	*	*	*	No	No
Unauthorized Areas	*	*	*	No	No
Unexcused Absence	*	*	*	No	No
Vandalism, Major Acts	S 5-10/E	S 10/E	S 10/E	No	Yes 1-3
Vandalism, Minor Acts	*	S 1-5	S 5-10/EP	Yes 3	No
Vehicle, Unauthorized Parking	*	*	*	No	No
Weapons	S 3-10/EP	S 5-10/EP	S 10/E	Yes 1-2	Yes 3

## Elementary Offenses and Consequences (current)

\* = Principal Discretion; SP = Suspension Possible; S = Suspension; EP = Expulsion Possible; E = Expulsion  
 / = and (example S 10/E means 10 day suspension/recommendation for expulsion)

Offense	1st	2nd	3rd	Expulsion Recommended Possible Offense #	Expulsion Recommended Required Offense #
Verbal Abuse	*	*	*	No	No
Alcohol, Chemicals Possession or Use	S 3-5	S 5-10/EP	S 10/E	Yes 2	Yes 3
Alcohol, Chemicals Intent to Distribute	S 10/E	X	X	No	Yes 1
Arson	S 10/E	X	X	No	Yes 1
Assault, Aggravated	S 5-10/EP	X	X	Yes 1	No
Assault, Physical	S 3-5	S 5-10	S 10/EP	Yes 3	No
Bullying	*	*	*	No	No
Burglary	S 5	S 10/E	X	No	Yes 2
Cell Phones	*	*	*	No	No
Dishonesty, Scholastic	*	*	*	No	No
Disrespectful Behavior	*	*	S 1	No	No
Disruptive Behavior	*	*	S 1	No	No
Driving, Careless or Reckless	N/A	N/A	N/A	No	No
False Reporting/Misrepresenting the Truth	*	*	*	No	No
Fighting	*	S 1-3	S 3-5	No	No
Fire Alarm, False	*	S 1	S 2-3	No	No
Fire Extinguisher, Unauthorized Use	*	S 1	S 2	No	No
Firearms	S 10/E	X	X	No	Yes 1
Fireworks or Ammunition	S 1	S 2	S 5	No	No
Freedom of Expression	*	*	*	No	No
Gambling	*	*	S 1	No	No
Gang/Threat Group Activity	*	*	*	No	No
Harassment and Violence	*	S 1	S 3-5/EP	Yes 3	No
Hazing	*	*	*	No	No
Insubordination	*	*	S 1	No	No
Offensive Behavior	*	*	S 1-3	No	No
Records or Identification Falsification	*	*	S 1-3	No	No
Robbery or Extortion	*	S 1	S 3-5/EP	Yes 3	No
Safety	*	*	*	No	No
Sexual Misconduct	*	S 1-3	S 3-5	No	No
Technology and telecommunication Misuse	*	*	*	No	No
Theft, Receiving or Possessing Stolen Property	*	S 1-3	S 3-5	No	No
Threat, Direct/Indirect	S 5	S 10/EP	X	yes 2	No
Tobacco Possession	*	S 1-3	S 3-5	No	No
Transportation-District Policy	*	*	*	No	No
Trespassing	*	S 1	S 5	No	No
Truancy	*	*	*	No	No
Unauthorized Areas	*	*	*	No	No
Unexcused Absence	*	*	*	No	No
Vandalism, Major Acts	S 5-10/E	S 10/E	S 10/E	No	Yes 1-3
Vandalism, Minor Acts	*	S 1-5	S 5-10/EP	Yes 3	No
Vehicle, Unauthorized Parking	N/A	N/A	N/A	No	No
Weapons	*	S 3-10/EP	S 10/E	Yes 2	Yes 3

## **Northfield Public Schools School Board and District Committees**

Individual School Board members serve on several Board and District standing committees. In addition, board members represent the school district in interaction with various organizations and governing bodies. The School Board will also be represented from time to time by individual members who will serve on Task Forces and Ad Hoc Committees.

### **Membership on Board and District Standing Committees**

#### **Board Committees**

Board Meet and Confer	Ellen Iverson and Julie Pritchard
Board Negotiations	Committee of the Whole
Board Policy Review Committee	Ellen Iverson, Julie Pritchard and Noel Stratmoen

#### **District Committees**

Community Services Advisory Council
District Educational Program Advisory Committee
Finance Advisory
Professional Growth
Review of Instructional Resources
District Curriculum and Staff Development Committee
Wellness Committee
District Youth Council (6/14)

#### **Current Board Representative**

Ellen Iverson
Appointee, Ellen Iverson and Margaret Colangelo
Rob Hardy, Julie Pritchard, Noel Stratmoen
Jeff Quinnell
Noel Stratmoen
Appointee
Jeff Quinnell
Rob Hardy

### **Representatives to Organizations and Governing Bodies**

Human Rights Commission	Rob Hardy
Legislative Liaison (MSBA)	Julie Pritchard
Minnesota High School League/Activities Advisory Committee	Jeff Quinnell
Schools for Equity in Education	Julie Pritchard
TORCH Advisory Group Liaison	Rob Hardy
Council of Champions – Northfield Promise	Julie Pritchard
Fine Arts Booster Club	Margaret Colangelo
Cannon Valley Special Education Cooperative	Superintendent and Margaret Colangelo
Northfield Area Chamber of Commerce	Superintendent Chris Richardson