

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, April 25, 2016, 7:00 PM
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment

This is an opportunity for residents of the Northfield 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 themselves and the group they represent, if any. Please state your reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments.

The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
 - 1. Caseload/Workload for Special Education Teachers.
 - 2. Secondary Music Staffing.
 - 3. Board Discipline Policies and Student Citizenship Handbook – Recommended Changes.
 - 4. Potential Addition of Positive Behavior Support Staffing.
 - 5. Proposed 2016-2017 Non-Operating Fund Budgets.
 - 6. Proposed 2016-2017 Community Services Budget.
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Reductions and/or Modifications in World Languages Classes.
 - 2. Resolution Proposing to Place Tenured Licensed Staff on Unrequested Leave of Absence.
 - 3. Contract Between Northfield Public Schools and Prairie Creek Community School.
 - 4. Revised School Board Policy 721 – Grant Writing.
 - B. Items for Consent Grouping
 - 1. Financial Reports – March 2016.
 - 2. Personnel Items.
- VIII. Items for Information
 - 1. Retirement Celebrations for Dr. Richardson.
- IX. Future Meetings

Monday, May 9, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, May 23, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, April 25, 2016, 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 April 25, 2016, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes
Minutes of the Regular School Board meeting held on April 11, 2016, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. Caseload/Workload for Special Education Teachers.
Director of Special Services, Cheryl Hall, will share the work done by district staff and administrators in reviewing the current caseload/workload of district special education staff and the development of a report on potential modifications in teaching and clerical staff numbers and assignments to address identified needs as required by State Statute and Board Policy 427.
 2. Secondary Music Staffing.
Building administration will share information about adjustments in secondary music staffing that will provide a 1.0 FTE full time band, orchestra, and chorus teacher at both the Middle School and the High School beginning in the Fall of 2016. This does not result in any decrease or increase in total FTE in secondary music, but increases efficiency and optimizes scheduling by eliminating instructors traveling between two buildings.
 3. Board Discipline Policies and Student Citizenship Handbook – Recommended Changes.
Building administration will share the recommended additions and changes to Board Policies and the Student Citizenship Handbook. The recommendations have been reviewed by the district administrative team, secondary level assistant principals, and secondary teaching staff. Proposed new language is in *italics* and language removed is indicated by ~~strike through~~. Full copies of Board Policies and templates are included while only the modified pages of the Student Citizenship Handbook are provided. If the Board is comfortable in concept with the changes being proposed, District Youth Council members will be asked to review all of the documents, including the complete Student Citizenship Handbook, for clarity.
 4. Potential Addition of Positive Behavior Support Staffing.
Building administration will share the concept of implementing direct support and intervention for regular education students in each elementary building who are in crisis or experiencing significant disruptive behavior. The proposed role of these staff members will also be to collaboratively support building staff and other students impacted by these behaviors and provide training to staff and parents on approaches they can use to support more positive replacement behaviors. Additional documentation will be provided in the Table File.
 5. Proposed 2016-2017 Non-Operating Fund Budgets.
The following proposed budgets for 2016-17 will be presented by Val Mertesdorf, Director of Finance:
 - Debt Service Fund accounts for the School District's outstanding bonded indebtedness for past building construction and major capital projects. Revenues represent property tax levies,

state credits, and a minor amount of interest. Expenditures represent principal and interest payments on bonds previously sold.

- Fiduciary or Trust Fund is used to record revenues and expenditures for trust agreements where the school board has accepted responsibility to serve as trustee, as well as annual gifts and donations for student scholarships.

No action is required by the Board at this meeting.

6. Proposed 2016-2017 Community Services Budget.

The following proposed budget for 2016-17 will be presented by Val Mertesdorf, Director of Finance: The FY 16 proposed preliminary budget has been developed with input from each program coordinator. The Community Services Advisory Council approved the preliminary budget at its meeting on March 29, 2016, and recommends this budget to the School Board. The budget reflects revenues of \$2,461,248 and expenditures of \$2,428,655.

No action is required by the Board at this meeting.

VII. Superintendent's Report

A. Items for Individual Action

1. Reductions and/or Modifications in World Languages Classes.

Principal Joel Leer will present the recommended reductions and/or modifications in World Language Classes for the 2016-17 school year. These recommendations reflect the need to address anticipated very small class sizes in Chinese and in upper level Spanish.

Superintendent's Recommendation: Motion to approve the reductions and/or modifications in World Language classes.

2. Resolution Proposing to Place Tenured Licensed Staff on Unrequested Leave of Absence.

The Board is requested to adopt the Resolution related to the proposed placement of the following tenured teacher on unrequested leave of absence effective at the end of the 2015-2016 school year.

<u>Name</u>	<u>Position</u>	<u>FTE</u>
Lori Rossmiller	Spanish Teacher	0.2

This action is taken with the understanding that the following teacher will be offered a contract for the 2016-17 school year.

Lori Rossmiller	Spanish Teacher	0.8
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Superintendent's Recommendation: Motion to place the teacher listed above on unrequested leave of absence effective at the end of the 2015-16 school year.

3. Contract Between Northfield Public Schools and Prairie Creek Community School.

Superintendent Richardson will provide an overview of the proposed contract and exhibits that have been extensively reviewed and revised and have been accepted by the Minnesota Department of Education as in full compliance with Charter School Statutes. If accepted by both Boards of Education, this new five-year contract will take effect July 1, 2016.

Superintendent's Recommendation: Motion to approve the Contract Between Northfield Public Schools and Prairie Creek Community School.

4. Revised School Board Policy 721 – Grant Writing.

The proposed policy revisions on the enclosed document are in bold and underlined or strikethrough. They include procedural grant application approval changes at the District level. The changes are intended to facilitate an easier submission process for smaller grants while also ensuring thorough review and School Board approval of larger grants.

Superintendent's Recommendation: Motion to approved revised School Board Policy 721 – Grant Writing.

B. Items for Consent Grouping

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

1. Financial Reports – March 2016.

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,527,172.44, payroll checks totaling \$2,754,612.49 and the financial reports for March 2016. There were no bond payments made in March 2016.

2. Personnel Items.

a. Appointments.*

1. Deirdre Andrie, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative (Northfield site) beginning 08/29/2016; Step 1, \$13.98/hour. **
2. Kelcey Aspelund, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; Step 3, \$14.86/hour. **
3. Margaret Blakeman, CS Recreation Staff beginning 04/25/2016 – 05/31/2016 (Soccer Supervisor \$10.00/hour).
4. Lauren Briscoe, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; Step 2, \$14.51/hour. **
5. Corrine Carnevale, 1.0 FTE EBD Teacher at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; BA+30, Step 0.
6. Tricia R. Christopherson, .50 FTE Grade 2 Companeros Classroom Teacher at Sibley Elementary beginning 08/29/2016 – 06/06/2017; BA, Step 6.
7. Nina deBoer, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative Sun Program (Northfield site) beginning 08/29/2016; Step 6, \$15.95/hour. **
8. Cheryl Dueffert, 1.0 FTE Long-Term Substitute Second Grade Teacher at Greenvale Park Elementary beginning 08/29/2016 – 02/06/2017; MA30, Step 14.
9. John Harris, Activities Event Worker beginning 04/25/2016.
10. Arielle Hugel, Temporary Targeted Services Summer BLAST Site Assistant at the Middle School/Carleton College for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
11. Kristi Kortuem, 1.0 FTE Math Teacher at the High School beginning 08/29/2016; MA, Step 14.
12. Joanna Lynch, Temporary Targeted Services Summer BLAST Site Assistant at the Middle School/Carleton College for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
13. Betsy McLaughlin, .5 FTE Long-Term Substitute Second Grade Teacher at Greenvale Park Elementary beginning 08/29/2016 – 06/06/2017; MA, Step 5.
14. Sean Meagher, CS Recreation Staff beginning 03/29/2016 – 05/31/2016 (Lifeguard, \$9.50/hour; Swim Instructor \$9.00/hour).
15. Claudia Perez, Temporary Targeted Services Summer PLUS Site Assistant at Bridgewater for up to 6 hours/day beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
16. Amy Randall, 1.0 FTE Speech Language Pathologist at Bridgewater/Districtwide beginning 08/29/2016; MA, Step 10.
17. Kathleen Roth, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 6.5 hours/day at the CANNON VALLEY SPECIAL EDUCATION COOPERATIVE STEP Program (Alexander Learning Academy-Faribault site) beginning 08/29/2016; Step 1, \$13.98/hour. **
18. Jocelyn Scheiber, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 6.5 hours/day at the Cannon Valley Special Education Cooperative STEP Program (Faribault site) beginning 08/29/2016; Step 2, \$14.51/hour. **

19. Lauren Scherfenberg, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; Step 2, \$14.51/hour. **
 20. Neil Smith, 1.0 FTE EBD Teacher at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; MA, Step 13.
 21. Katrina Warner, Temporary Targeted Services Summer PLUS Site Assistant at Bridgewater for up to 6 hours/day beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 22. Patrick Wigent, Temporary Targeted Services Summer BLAST Site Assistant at the Middle School/Carleton College for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 23. Community Services Summer 2016 Brochure Instructors – see attached list.
- b. Increase/Decrease/Change in Assignment.
1. Correction: Katrina Meehan, 1.0 FTE Science Teacher at the Middle School, change to 1.1 FTE Science Teacher at the Middle School beginning 09/21/2015 – 01/29/2016 (date change).
 2. Carrin Baker, CS Recreation Staff (Aquatics), change from \$9.00/\$9.50/hour to \$10.00/hour beginning 03/29/2016 – 05/31/2016.
 3. Sandra Bouillez, Child Nutrition Associate I for 3.75 hours/day at GVP, change to Child Nutrition Associate I for 3.75 hours/day at the High School beginning 04/25/2016.
 4. Justina David, SpecEd EA-PCA at the HS for 6.75 hours/day, change to SpecEd EA-PCA for 6.5 hours/day at the Cannon Valley Special Education Cooperative STEP Program (Faribault site) beginning 08/29/2016; Step 3, \$14.86/hour. **
 5. Stephanie Garcia, TS PLUS Student Site Assistant at GVP, add Temporary Targeted Services Summer PLUS Site Assistant for up to 6 hours/day (M-Th) at Bridgewater beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 6. Pamela Hanson, GenEd EA at the High School, add Targeted Services Summer BLAST Teacher at the Middle School for up to 2 hours/day beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
 7. Mitzi Holden, Child Nutrition Manager at GVP, add Temporary Summer Custodian at BW/District for 6.5 hours/day (M-Th) beginning 06/20/2016 – 08/04/2016; Step 1, \$15.22/hour
 8. Anna Kelly, Community Evening School Club Leader at GVP, change to Targeted Services Summer PLUS Club Leader/Site Assistant at Bridgewater for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Club Leader \$19.50/hour; Site Assistant Step 1, \$12.19/hour.
 9. Tammy McDonough, Science Teacher at the Middle School, add Targeted Services BLAST Teacher at the Middle School beginning 04/15/2016 – 05/26/2016; Year 1, \$27.11/hour.
 10. Ellen Mucha, English/Language Arts Teacher at the High School, add Middle School Track Assistant Coach at the Middle School beginning 03/29/2016 – 05/27/2016; Level I, Step 3
 11. Kim Norton, GenEd EA at Bridgewater, change to Temporary Targeted Services Summer PLUS Site Assistant at Bridgewater for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 12. Jennifer Severson, SpecEd EA-PCA/Bus EA-PCA at Bridgewater for 7.5 hours/day, change to SpecEd EA-PCA for 6.5 hours/day at the Cannon Valley Special Education Cooperative STEP Program (Faribault site) beginning 08/29/2016; Step 3, \$14.86/hour. **
 13. Brigitte Tisdale, Title I Teacher at GVP, add Targeted Services Summer PLUS Teacher at BW/MS for up to 2 hours/day beginning 06/16/2016 – 08/04/2016; Year 3, \$27.11/hour.
 14. Ellen Trotman, 1.0 FTE EL Teacher at Greenvale Park, add Targeted Services PLUS Teacher at BW for up to 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
 15. Sandra Wadle, Child Nutrition Associate I for 3 hours/day at GVP, increase to 3.75 hours/day at GVP beginning 04/25/2016.

c. Leave of Absence.

1. Ann Ackerman, Family/Medical Leave of Absence beginning 08/29/2016 – 11/18/2016, with a return to work date of 11/21/2016.

d. Resignations.

1. Mary Jo Arndt, ECFE Parent Educator, resignation effective 07/29/2016.
2. Sandra Fjelde, District Workstation Specialist, resignation effective 04/27/2016.
3. Karen Lane, TS Summer PLUS Teacher, resignation effective 04/17/2016. (Karen will continue in her 2nd grade teaching position at Bridgewater.
4. Lindsay Mehrhoff, Educational Assistant at Sibley, resignation effective 04/29/2016.
5. Alison Perry, Educational Assistant at the Middle School, resignation effective 04/25/2016.

e. Superintendent of Schools Contract

The School Board has offered the position of Superintendent of Schools to Dr. Matt Hillmann, who currently is the Director of Administrative Services in the Northfield School District. The contract is being finalized and will be enclosed in the table file.

* Conditional offers of employment are subject to successful completion of a criminal background check and pre-work screening (if applicable)

**Hourly rate of pay is subject to change upon settlement of 2016-2018 EA employee agreement

VIII. Items for Information

1. Retirement Celebrations for Dr. Richardson.

Community and School District Staff:

Tuesday, May 31 – 5 to 8 PM; Program at 6 PM, Weitz Center (3rd St E)

School District Staff:

Wednesday, June 1 – 3:30 to 5 PM; Program at 4 PM, Northfield High School Upper Cafeteria

IX. Future Meetings

Monday, May 9, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center
Monday, May 23, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

April 11, 2016

Northfield High School Media Center

- I. Call to Order.
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 PM. Present: Bogott, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. Colangelo was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
Dan Magnuson and Linda Kovach spoke about preserving the Spanish 6 program at Northfield High School that they believe is proposed to be eliminated. Mr. Magnuson read a letter prepared by Michelle Sonnega supporting the same. When these parents' students began the Compañeros program as first graders, the expectation was created that the program would continue through their senior year.
- IV. Approval of Minutes
On a motion by Quinnell, seconded by Hardy, minutes of the Regular School Board meeting held on March 14, 2016, and the Special School Board meeting held on April 5, 2016, were unanimously approved.
- V. Announcements and Recognitions
 - Northfield Mock Trial was proud to represent the community at the recent State Championships held at the St. Paul County Courthouse. The Raider Mockers led by senior captains Audrey Kornkven and Jack Beaumaster finished an impressive 5th place. All-State honors went to Senior Noah Manderfeld for his Lawyering and Sophomore Payton Maki-Waller as a witness. High School Spanish Teacher Stephen Cade and Paul Beaumaster are the coaches.
 - The Seniors who volunteer through Accelerate Northfield were recognized by the Mayor on April 5 in the Council Chambers. Michael Garlitz is our Accelerate Northfield coordinator.
 - The ADSIS team of Cheryl Hall, Mary Grace Hanson, Hope Langston, Sue Bolton, Rose Turnacliff, Dan Meyers, and Carrie Duba presented at the Minnesota Department of Education Spring ADSIS conference on Monday, April 4. The team presented the successes and concerns journey during the first year of ADSIS implementation.
 - The Area Learning Center announces that they were awarded the Promising Practices award for the Backpack program. The ALC will be receiving the award at the Character Recognition Awards Ceremony at the State Office Building on May 26. Cheryl Mathison submitted the application. The ALC staff is doing great things and it is exciting to see all their work being recognized.
 - South Central Service Cooperative (SCSC) and Mankato Community Education/Recreation (CER) partnered April 2 to offer the Spring Chess Tournament to students from across south central Minnesota and beyond. Fifty-five students in grades K-8 competed in elementary, middle and upper divisions based on grade levels. Congratulations to the following Northfield students. Grade 6 winners were – in 1st place – Collin Thomas-Green; 2nd place – Will Beaumaster, 3rd place – Peter Hillmann, and Saxon Egge tied for fourth place. Upper Division winners were – in 2nd place, Collin Thomas-Green and Will Beaumaster tied for third place.
 - Thank you to Board members Pritchard and Bogott who attended the School Board Day at the Capitol on Monday, April 11.
 - The School District has learned from the City of Northfield that MNDOT has approved a 30 MPH school speed zone on Hwy 246 in front of the Middle School.
- VI. Items for Discussion and / or Reports
 1. Enrollment in Chinese and Program Staffing Adjustments.
High School Principal Joel Leer shared information about projected enrollment in Chinese for the 2016-2017 school year and the impact of small numbers on the finite amount of staffing resources in the World Languages department. He asked the Board to consider the long-term viability of four World Languages at Northfield High School as well as options for allowing current students taking Chinese to complete year 2 or year 3 of the language in 2016-17.

VII. Superintendent's Report

A. Items for Individual Action

1. Resolution Discontinuing and Reducing Educational Programs and Positions.

On a motion by Stratmoen, seconded by Iverson, the Board unanimously approved the Resolution Discontinuing and Reducing Educational Programs and Positions. Voting 'yes' was Bogott, Hardy, Iverson, Quinnell, Stratmoen and Pritchard. No one voted 'no.'

Colangelo was absent.

<u>FTE</u>	<u>Subject</u>	<u>Building</u>
.20	Art	High School
.40	Spanish	High School

2. Resolution for Termination and Non-Renewal of Probationary Licensed Staff.

On a motion by Hardy, seconded by Iverson, the Board unanimously adopted the Resolution related to the termination and non-renewal of the teaching contract of the following probationary licensed teachers effective at the end of the 2015-2016 school year. Voting 'yes' was Stratmoen, Quinnell, Iverson, Hardy, Bogott and Pritchard. No one voted 'no.' Colangelo was absent.

<u>Name</u>	<u>FTE</u>	<u>Position</u>
Jennifer Allison	1.0	Grade 1
Barbara Drexler-Luzum	.80	Special Education
Katherine Klein	1.0	Grade 6
Mary Coyne	1.0	School Psychologist
Sarah Van Hoy	1.0	Grade 2 Compañeros
Lukas Brott	1.0	Science
Danielle Crase	1.0	Special Education
Meghan Hindermann	1.0	Special Education
Kelli Otting	1.0	Special Education
Jodie Rud	1.0	Grade 2
Jonathan Whitney	.40	Social Studies

B. Items for Consent Grouping

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

1. Financial Reports – February 2016.

The Board approved paid bills totaling \$1,615,832.35, payroll checks totaling \$2,637,333.01 and the financial reports for February 2016. There were no bond payments made in February 2016.

2. Grant Requests. The Board approved the following grant requests.

• To the Northfield Area United Way:

- ✓ Community Services – PRIMEtime Kindergarten through 8th grade – is requesting \$36,100 from the United Way to help provide after school and summer enrichment to over 850 Northfield youth beginning July 2016 through June 2017.
- ✓ Community Services and Special Education – Camp FRIENDS – is requesting \$2000 to provide social, recreational and educational programming for middle school and high school students with disabilities. The goal is to have 10-15 youth with disabilities participate in the program.

• To WINGS:

- ✓ Community Services – the Connected Kids Mentoring Program – is requesting \$6,400 from WINGS to provide continued on-site support and supervision for the after school mentoring matches at the three elementary schools.
- ✓ Community Services and Special Education – Camp FRIENDS – is requesting \$2000 from WINGS to provide social, recreational and educational programming for middle school and high school students with disabilities. The goal is to have 10-15 youth with disabilities participate in the program.

- ✓ Community Services in collaboration with members of the Northfield Skateboard Coalition – is requesting \$1465 from WINGS for their project, “Soar on a Board.” The grant will allow girls from all socioeconomic backgrounds to participate in girls only skateboarding classes at low registration fees.
 - To Minnesota Twins Community Fund. Community Services is requesting \$5000 to fund Homer Hopes to increase youth participation in the little league program through marketing and to cover costs related to travel and equipment purchases.
 - To Carlson Family Foundation. Community Services is requesting \$68,425 over a 3-year period for “Connected Kids.” Funds would be used for an additional part-time Connected Kids staff person to lead the effort to provide intentional, in-depth training and ongoing support to mentors in the areas of social emotional skill development and cultural competence.
 - To Minnesota Department of Education. The District is requesting \$30,000. The Implementing MTSS with Fidelity Federal Grant would support teachers in identifying strengths and weaknesses in the District literacy program and in creating action plans to improve the weaknesses. The grant would also support a reading consultant to provide some staff development.
 - To Monsanto Fund. Greenvale Park Elementary School is requesting \$25,000 for a bilingual parent liaison, who will coordinate with Greenvale Park Community School to provide students and parents educational opportunities to close the achievement gap in math and science among the transnational and migrant populations attending Greenvale Park.
3. Personnel Items.
- a. Appointments.*
1. Wendy Ahnupkana, 1.0 FTE CVSEC EBD High School Teacher in Faribault beginning 08/29/2016; BA45, Step 14 (2016-17).
 2. Amy Atkinson, Targeted Services Summer PLUS Teacher at Bridgewater for up to 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 2, \$27.11/hour.
 3. Burton Bemmels, 1.0 FTE Math Teacher at the ALC beginning 08/29/2016 – 06/06/2017; MA Step 14.
 4. Elizabeth Deen, 1.0 FTE CVSEC Coordinator (Faribault) beginning 07/01/2016; \$85,000 + Step 3 (2016-17).
 5. Taz’ante Epps, CS Recreation Staff (Swim Aide \$9.00/hour; Floor Hockey \$9.00/hour) beginning 03/31/2016 – 05/31/2016.
 6. Jackie Groth, Substitute Educational Assistant, add Temporary TS Summer PLUS Site Assistant at BW for 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 7. Kristin Guin-Grosse, Targeted Services Summer PLUS Teacher at Bridgewater for 4.5 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
 8. Margaret Huber, Targeted Services Summer PLUS Teacher at Bridgewater for up to 5 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 2-\$27.11/hour.
 9. Kristi Huettl, Targeted Services Summer PLUS Teacher at Bridgewater for up to 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 5-\$27.73/hour.
 10. Alisa Jamshidi, Substitute EA/Teacher, add Temporary TS Summer PLUS Site Assistant at BW for 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 11. Haaken Larsen, Community Services Staff (Red Cross Swim Lessons \$10.00/hour) beginning 03/29/2016 – 05/31/2016.
 12. Joyce Lindstrom, 1.0 FTE Long-Term Substitute EL Teacher at Greenvale Park Elementary beginning 08/29/2016 – 06/06/2017; BA+60, Step 11.
 13. Hannah Mohn, KidVentures Temporary Site Assistant at Greenvale Park Elementary for 15-17 hours/week beginning 04/11/2016 – 06/08/2016; Step 1, \$12.19/hour.
 14. Andrea Nelson-Walker, Benefit/Payroll Specialist in the District Office beginning 04/25/2016; Class IV, \$19.07/hour.
 15. Courtney Olson, 1.0 FTE CVSEC EBD Elementary Teacher in Faribault beginning 08/29/2016; BA, Step 0 (2016-17).

16. Amanda Reed, 1.0 FTE CVSEC EBD Teacher in Faribault beginning 08/29/2016; MA, Step 10 (2016-17).
17. Kaitlyn Sevilla, Targeted Services Summer BLAST Teacher at the Middle School/Carleton for up to 5.5 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 2-\$27.11/hour.
18. Anna Showers, Targeted Services Summer PLUS Teacher at Bridgewater for up to 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 2, \$27.11/hour.
19. Jennifer Theis, 1.0 FTE CVSEC EBD High School Teacher in Faribault beginning 08/29/2016; MA, Step 12 (2016-17).
20. Ellen Trotman, 1.0 FTE EL Teacher at Greenvale Park Elementary beginning 08/29/2016; BA30, Step 7.
21. Lori Warner, 1.0 FTE OT/AT (Occupational Therapist/Assistive Technology) for the District Special Education Department and CVSEC beginning 07/01/2016; BA, Step 13.
22. Tom White, 1.0 FTE CVSEC Coordinator (Northfield) beginning 07/15/2016; \$85,000 + Step 1 (2016-17).
23. Charlie Alvarez, Targeted Services Summer PLUS Teacher at Bridgewater for up to 5 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 1-\$27.11/hour.
24. Lindsey Dietiker, Child Nutrition Associate I for 3 hours/day at Sibley Elementary beginning 04/18/2016; \$15.52/hour.
25. Andrew Dimick, 1.0 FTE School Social Worker at CVSEC (Faribault site) beginning 08/29/2016; MA, Step 4.
26. Kelley Foehrkolb, 1.0 FTE ASD Behavior Consultant for the Northfield District & CVSEC beginning 07/01/2016; MA15, Step 13. (pending Minnesota licensure).
27. Kaitlyn Krueger, GenEd Educational Assistant at the Middle School for 6.75 hours/day beginning 04/12/2016 – 06/08/2016; GenEd-EA Step 1, \$13.46/hour.
28. Alejandra Martinez-Santos, MSYC Site Assistant at the Middle School for 2.5 hours/day (M-Th) beginning 04/11/2016 – 05/26/2016; Step 1, \$12.19/hour.

**CVSEC = Cannon Valley Special Education Cooperative*

b. Increase/Decrease/Change in Assignment.

1. Amy Allin, 1.0 FTE Science Teacher at the Middle School, change to 1.1 FTE Science Teacher at the Middle School beginning 02/01/2016 – 06/08/2016.
2. Piper Bain, Community Evening School Site Assistant (3 hrs/day T&Th) at GVP, add Targeted Services PLUS Site Assistant at GVP for 1.5 hours/day (M-Th) beginning 03/29/2016 – 05/19/2016; Step 1, \$12.19/hour.
3. Kristin Basinger, SpecEd EA-PCA at the Middle School (6.75 hours/day), add Targeted Services PLUS Site Lead at Bridgewater for 6 hours/day (M-Th 9:15-3:15) beginning 06/15/2016 – 08/05/2016; Step 4, \$16.46/hour.
4. Erik Burton, CS Recreation Staff (Supervisor \$14.00 hour), change to CS Staff (Supervisor \$14.75/hour) beginning 03/29/2016 – 05/31/2016.
5. Jackson Cade, KidVentures Student Site Assistant at Sibley for 15-17 hours/week, decrease hours to 2 hours/week beginning 03/29/2016 – 06/08/2016.
6. Lori Christophersen, Administrative Support Assistant (Principal) at the High School, change from 234 days/year to 260 days/year (FI) beginning with the 2016-17 school year 07/01/2016.
7. Dana Gearing, Third Grade Teacher at GVP, add TS PLUS Teacher at GVP for 1.25 hours/day up to 4 days/week (M-Th) beginning 04/11/2016 – 05/18/2016; Year 3, \$27.11/hour.
8. Elaine Grafelman, Targeted Services PLUS Site Assistant at Sibley, change to TS PLUS Site Assistant at GVP for 1.5 hours/day (M-Th) beginning 04/11/2016 – 05/18/2016.
9. Cece Green, Child Nutrition Manager at the High School & Concessions Manager at the High School – extended time beginning 03/15/2016 – 05/31/2016; \$500 Stipend paid by the booster club.
10. CeCe Green, Child Nutrition Manager at the High School, add Summer Child Nutrition Lead at Bridgewater beginning 06/13/2016 – 08/31/2016. (M-Th 9:30-1:00 (3.5) for 5 weeks; 8:00-1:30 (5.5) for 7 weeks); \$16.50/hour.

11. Marcy Korynta, .6 FTE School Psychologist/.37 FTE ADSIS Behavior Interventionist, change to 1.0 FTE School Psychologist (.6 FTE School Psychologist-High School/.4 CVSEC School Psychologist) beginning 08/29/2016.
12. Katrina Meehan, 1.0 FTE Science Teacher at the Middle School, change to 1.1 FTE Science Teacher at the Middle School beginning 09/21/2016 – 01/29/2016.
13. Ellen Mucha, English/Language Teacher at the High School, add Assistant Track Coach at the Middle School beginning 03/29/2016 – 05/27/2016; Level I, Step 3.
14. Lori Mullen, Child Nutrition Associate III at Bridgewater, add Summer Child Nutrition Associate at the Middle School for 3 hours/day (M-Th) beginning 06/20/2016 – 08/04/2016; \$14.50/hour.
15. Lori Peterson, 1.0 FTE Special Education Teacher at Sibley, transfer to the Middle School beginning with the 2016-17 school year.
16. Dustee Phenow, Media Specialist at Bridgewater; add TS Summer PLUS Teacher at BW for 2 hours/week beginning 06/16/2016 - 08/04/2016; Year 2, \$27.11/hour.
17. Ann Schmidt, Child Nutrition Associate II/III at the High School, add Summer Child Nutrition Associate at Bridgewater for 3.5 hours/day beginning 06/20/2016 – 08/04/2016; \$14.50/hour.
18. Micah Schultz, 1.0 FTE ALC Teacher at Longfellow/ALC, add ALC Independent Study/Night School Teacher at LF/ALC for up to 20 hours total beginning 03/16/2016 – 06/08/2016.
19. Dan Taylor, 1.0 FTE LTS Science Teacher at the High School, change to 1.0 FTE Science Teacher at the High School beginning 08/29/2016.
20. Sara Tetreault, Youth Center Site Lead at the Middle School, add Targeted Services Summer BLAST Site Lead at the Middle School for 6 hours/day (9:15 am-3:15 pm) beginning 06/15/2016 – 08/05/2016; Year 3, \$15.83/hour.
21. ALC Summer School Teacher – Boundary Waters Trip beginning 06/13/2016 – 06/17/2016 for up to 40 hours total:
 - a) Cheryl Mathison, Teacher at the ALC, add Boundary Waters Trip.
 - b) Eric Swan McDonald, Teacher at the ALC, add Boundary Waters Trip.
22. ALC Summer School Teacher at the ALC for up to 5 hours/day (M-Th) beginning 06/13/2016 – 07/28/2016:
 - a) Renee Burnham, Teacher at the ALC, add ALC Summer School Teacher
 - b) Anne Campbell, Special Education Teacher at the HS, add ALC Summer School Teacher
 - c) Jeanne Mahoney-Hanzlik, Science Teacher at the High School, add ALC Summer School Teacher
 - d) Curt Mikkelsen, Social Studies Teacher at the MS, add ALC Summer School Teacher
23. Targeted Services Summer PLUS Teacher at Bridgewater Elementary for 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016:
 - a) Sara DeVries, Fifth Grade Companeros Teacher at BW, add TS Summer PLUS Teacher; Year 3, \$27.11/hour.
 - b) Lindsey Downs, Kindergarten Teacher at Sibley, add TS Summer PLUS Teacher; Year 8- \$28.22/hour.
 - c) Brittany Ellerbusch, First Grade Teacher at BW, add TS Summer PLUS Teacher; Year 6- \$27.73/hour.
 - d) Robert Garcia, Fourth Grade Companeros Teacher at GVP, add TS Summer PLUS Teacher; Year 6, \$27.73/hour.
 - e) Lily Landry, First Grade Companeros Teacher at GVP, add TS Summer PLUS Teacher; Year 3- \$27.11/hour.
 - f) Karen Lane, Second Grade Teacher at BW, add TS Summer PLUS Teacher; Year 2- \$27.11/hour.
 - g) Darren Lofquist, Second Grade Teacher at BW, add TS Summer PLUS Teacher; Year 4- \$27.73/hour.
 - h) Tiffany Malecha, Kindergarten Teacher at GVP, add TS Summer PLUS Teacher; Year 3- \$27.11/hour.
 - i) Rachael Schlossin, Sixth Grade Teacher at the MS, add TS Summer PLUS Teacher; Year 2-\$27.11/hour.

- j) Josh Spitzack, Third Grade Teacher at GVP, add TS Summer PLUS Teacher; Year 2, \$27.11/hour.
- k) Melissa Spitzack, Second Grade Teacher at Sibley, add TS Summer PLUS Teacher; Year 5-\$27.73/hour.
- l) Erik Swenson, Fourth Grade Companeros Teacher at BW, add TS Summer PLUS Teacher; Year 2, \$27.11/hour.
- m) Gina Swenson, First Grade Teacher at Sibley, add TS Summer PLUS Teacher; Year 3, \$27.11/hour.
- n) Katherine Woodstrup, Art Teacher at BW, add TS Summer PLUS Teacher; Year 6-\$27.73/hour.
- 24. Targeted Services Summer BLAST Teacher at the Middle School for 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016:
 - a) Brent Rauk, 5th Grade Teacher at BW, add TS Summer BLAST Teacher; Year 3-\$27.11/hour.
 - b) Micah Schultz, Social Studies Teacher at the ALC, add TS Summer BLAST Teacher; Year 2-\$27.11/hour.
- 25. Targeted Services Summer PLUS Site Assistant at Bridgewater for 6 hours/day (M-Th 9:15 am-3:15 pm) beginning 06/16/2016 – 08/04/2016:
 - a) Sheila Atkinson, SpecEd EA-PCA at BW, add TS Summer PLUS Site Assistant; Step 3-\$12.83/hour.
 - b) Elizabeth Brewer, SpecEd EA-PCA at the MS, add TS Summer PLUS Site Assistant; Step 4, \$13.17/hour.
 - c) Justina David, SpecEd EA-PCA at the HS, add TS Summer PLUS Site Assistant; Step 1, \$12.19/hour.
 - d) Sonya Ehmer, TS PLUS Lead, add TS Summer PLUS Site Assistant; Step 1-\$12.19/hour.
 - e) Janet Gannon, GenEd EA at the MS, add TS Summer PLUS Site Assistant; Step 3, \$12.83/hour.
 - f) Michael Garlitz, Accelerate Northfield Coordinator/TS PLUS Site Assistant, add TS Summer PLUS Site Assistant; Step 1- \$12.19/hour.
 - g) Robyn Jessen, SpecEd EA-PCA/GenEd EA at GVP, add TS Summer PLUS Site Assistant; Step 2-\$12.52/hour.
 - h) Anna Kelly, Community Evening School Club Leader at GVP, add TS Summer PLUS Site Assistant; Step 1- \$12.19/hour.
 - i) Arlette Nelson, GenEd EA at BW, add TS Summer PLUS Site Assistant; Step 4-\$13.17/hour.
 - j) Deloris Tomzcik, GenEd EA at BW, add TS Summer PLUS Site Assistant; Step 4-\$13.17/hour.
 - k) Arlene Tuma, GenEd EA at NCRC, add TS Summer PLUS Site Assistant; Step 2-\$12.52/hour.
- 26. Janet Gannon, Community School Evening Assistant/Club Leader at GVP, change to Club Leader at GVP for 3 hours/day (T & Th) beginning 04/05/2016 - 05/26/2016.
- 27. Jennifer Severson, SpecEd EA-PCA at BW, add TS Summer PLUS Site Assistant for 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Step 2, \$12.52/hour.
- 28. Diane Torbenson, RTI Coach at GVP, add TS Summer PLUS Teacher at Bridgewater for 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 3, \$27.11/hour.
- c. Leave of Absence.
 - 1. Kristen Johnson, 1.0 FTE Second Grade Teacher at GVP, request for .5 FTE Leave of Absence for the 2016-17 school year (retain .5 FTE position for 2016-17).
 - 2. Kathleen Kopseng, 1.0 FTE English/Language Teacher at the High School, request for .2 FTE Leave of Absence for the 2016-17 school year (retain .8 FTE position for 2016-17).
 - 3. Rebecca Messer, Family/Medical Leave of Absence beginning 03/18/2016 – 04/08/2016 with an expected return to work date of 4/11/2016.
 - 4. Mary Robia, Family/Medical Leave of Absence beginning 08/29/2016 extending through the 2016-17 school year.

d. Resignations / Retirements.

1. Anne Balluff, Special Education Teacher at the High School, retirement effective at the end of the 2015-16 school year (6/8/2016).
2. Amy Cunningham, Child Nutrition Associate I at Sibley, resignation effective 04/15/2016.
3. Samuel Gainey, Targeted Services PLUS Student Site Assistant at GVP, resignation effective 03/17/2016.
4. Lynette Galchutt, Preschool teacher at Longfellow, resignation effective 06/08/2016.
5. Amber Helgemo, MSYC Site Assistant at the MS/Substitute EA, resignation effective 3/29/2016.
6. Robyn Jessen, TS PLUS Site Assistant at GVP, resignation effective 4/7/2016. Robyn will retain her EA position at GVP.
7. Patricia Ophaug, Special Education Teacher at Bridgewater, retirement effective 06/08/2016.
8. RoseAnn Rossow, Child Nutrition Associate at the MS, resignation effective 06/08/2016 – change to resignation effective 04/28/2016. RoseAnn will continue as a Substitute Child Nutrition Associate.
9. Mar Valdecantos, Community Evening School Club Leader at Greenvale Park, decline position effective 3/15/2016.
10. Mark Woitalla, Head Wrestling Coach at the High School, resignation effective 04/01/2016.

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

VIII. Items for Information

1. First Reading of Revised School Board Policy 721 – Grant Writing.

The proposed policy revision includes procedural grant application approval changes at the District level. The changes are intended to facilitate an easier submission process for smaller grants while also ensuring thorough review and School Board approval of larger grants. The Board will be asked to approve Revised School Board Policy 721 – Grant Writing at the April 25, 2016, Board meeting.

2. Enrollment Report – April 2016.

IX. Future Meetings

Monday, April 25, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center
Monday, May 9, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Iverson, the Board adjourned at 8:30 PM.

Noel Stratmoen
School Board Clerk

To: Northfield School Board Members, Superintendent Richardson

From: Cheryl Hall, Director of Special Services

Re: Workload/Caseload Committee Update

Date: April 21, 2016

The following is a summary of the Northfield Workload/Caseload Committee formed at the request of the school board to implement the new Workload Limits for Certain Special Education Teachers Policy 427.

The committee consists of a representative from each building. The committee met in September, November, February and April. The goal of the committee was to (1) gather information from staff, (2) develop an understanding of current special education administrative practices in determining staff allocations, and (3) propose considerations and recommendations for that process.

The committee reviewed:

- current workloads and perspectives of barriers in meeting the needs of the students and
- case management responsibilities.
- new workload analysis requirements as outlined in Minn. Rule 3525.2340, as well as samples from other districts.
- the Northfield workload analysis process.
- a summary of the workload analysis.

The committee also discussed the following considerations for staffing decisions:

- Based on severity of student needs.
- Promotes data driven decision making.
- Sensitive to increasing legal requirements.
- Includes time required to meet due process requirements during the instructional day.
- Applies to a wide range of service delivery models.
- Accounts for increased communication needs.
- Based on student benefit and ensure a Free Appropriate Public Education (FAPE).
- Grounded in Statutes, Rules and financial realities.
- Supportive of special educators.

Workload Analysis includes:

1. Specially designed instruction: direct and indirect services (includes consultation with staff).

2. Evaluations and Re-evaluations: approximately 6 hours on average, more for complex students.
3. Due Process procedures and IEP management Responsibilities, progress reporting (case management)
4. Preparation time for individualized instruction including replacement curriculum and adaptations and accommodations in the general education classroom.
5. Directing the work of Educational Assistants, including required training.
6. Scheduling to allow access to core instruction.
7. Other Assignments.

The District currently supports the the special education staff in meeting their responsibilities by:

1. Providing daily case management period beyond instructional preparation time.
2. Allowing teachers to request additional due process paperwork time when special circumstances arise.
3. Providing High School provides clerical support for due process scheduling and parent notifications.
4. Providing full time school psychologists in each building to support evaluation process and district representative at IEP meetings.
5. Providing overload pay for increased workloads that impact prep and case management time on an ongoing basis.
6. Providing training, assistance, and problem solving from the Assistant Director and Director.

Using a new tool for the current 2015-16 school year actual workload analysis and 2016-17 projected workload analysis, special education administrators identified areas of increased needs to meet the workload demands. The following factors are impacting special education programming:

1. December 1, 2015 child count has increased by 80 students over the last 2 years from 494 students to 574. Disabilities areas with significant increases that are impacting resource rooms are:
 - Speech Language
 - Specific Learning Disabilities
 - Emotional Behavior Disorders
2. Based on the new tool, the number of minutes required to meet the special education needs is beyond the number of minutes available per day.
3. Early Childhood Special Education (ECSE) has significantly increased over this school year from 40 to 99 students Birth through age 5. The number of students in the ASD/Neurobiological ECSE class has doubled.

Options to meet these increased needs:

1. ECSE has defined caseloads in Minnesota Rule and we are required to stay within those caseload limits, and will hire 2 additional teachers.
2. Add Due Process clerical support for Special Education staff to be able to attend to other required duties and use case management and prep to meet professional and instructional obligations. Use the new tool again next year to guide workload analysis to determine consistency of data for the purpose of impact on Maintenance of Effort.
3. Move to Evaluation Teams or Case Facilitator model and reconsider case management time.
4. Review current specialized instruction delivery models for effectiveness and efficiency.
5. Gradually add additional Special Education FTE to each building to meet the increased workload. This is required if we are not able to provide FAPE to students with current FTE.

MEMO

To: Dr. Chris Richardson
Northfield Board of Education

From: Joel Leer, NHS Principal
Greg Gelineau, NMS Principal

Date: 21 April 2016

Re: Secondary Music Staffing Adjustments

As you are aware, Northfield Public School administrators have, at multiple times over the last 10 years, made adjustments to K-12 music staffing to make allocations consistent across grade levels and programs. While we have made positive strides in this area, we have held to the belief over the last two years that further modification would be necessary. As a result of that belief, we have been working on a model for secondary music staffing that considers enrollment in each program, makes the most efficient use of staff, and at the same time works to distribute FTE in as consistent and fair means as possible.

To that end, we have determined that shifting some of the secondary FTE within the music program will do well to accomplish both of those ends. In short, we plan to make each of the following positions a 1.0 FTE for 2016-17: HS band, HS orchestra, HS choir, MS choir, MS orchestra, MS band. Essentially, we are shifting a .2 MS band to MS orchestra, and a .2 MS band to HS orchestra. This adjustment takes into account enrollment and consistency across the programs. We believe it establishes a logical secondary music staffing model that can move our program forward positively for years to come.

Thank you for your time.

Joel & Greg

To: Chris Richardson, Superintendent of Schools
Northfield Board of Education

From: Joel Leer, Marnie Thompson, Jeff Eckhoff, Greg Gelineau, Michael O'Keefe, Dave Craft,
Nancy Antoine, & Scott Sannes

Re: Additions & Changes to Policies and Citizenship Handbook

Per your request, school administration submits to you the following recommended changes to policy and citizenship handbook language to reflect discussions that occurred at board work sessions in January and February, please note the following additions and changes to select policies and documents for your review. As you will recall, drafts of the attached documents have been reviewed by the district administrative team, secondary level assistant principals, and secondary teaching staff. After your review of these documents, District Youth Council members will be asked to review them as well for language and clarity, prior to their return to you for approval.

1. Board Policy 501

- a. Addition of definition of "firearm" (section III).
- b. Addition of language clarifying "possession" as including vehicles parked on school grounds (section III).
- c. Deletion of reference to federal law (section V).
- d. Change of numbering.

2. Board Policy 527

- a. Addition of Drug Dog Search Purpose and Procedure (section V).
- b. Change of numbering.

3. Student Citizenship Handbook

- a. Change to definition of and language related to "Firearms" (page 15 in electronic document).
- b. Addition of Withdrawal and Abeyance language (page 27).
- c. Grid of Expellable offenses (page 28).

4. Notice of Expulsion template

5. Withdrawal Agreement template

6. Abeyance Agreement template

Upon review, further changes were not necessary to policy 502, regarding student lockers, and 506, regarding student discipline.

Respectfully submitted, 20 April 2016.

501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No one, including any student, teacher, administrator, school employee, volunteer or a member of the public, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against anyone who violates this policy. This policy does apply to persons authorized by a permit to carry a firearm.

III. DEFINITIONS

A. A "firearm" is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas, or compressed air and may cause serious injury or death.

A. B. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

1. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

2. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. C. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. D. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location, *including a vehicle parked on school grounds*.

IV. EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a

student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

B. It shall not be a violation of this policy if a non student, non employee, student where specified, or situation falls within one of the following categories:

1. active licensed peace officers or military personnel participating in military training, when they are on duty performing official duties;
2. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
4. firearm safety or marksmanship courses or activities for students or non students conducted on school property;
5. Ceremonial color guard in possession of dangerous weapons, BB guns, or replica firearms;
6. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school location.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and

stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. possible recommendation to the superintendent of expulsion for a period of time not to exceed twelve months.
- B. The superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.
- C. Pursuant to Minnesota law, a student who brings a firearm to school ~~as defined by federal law~~, will be expelled for at least twelve months. The school board may modify this requirement on a case-by-case basis.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

- A. Employees
1. An employee, including one authorized by permit to carry a firearm, who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
 2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
 3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Policy 501 - School Weapons

Adopted: 2/12/07

Updated: 12/2014

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

Cross References: Policy 403 - Dismissal of Employees
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle only in parking lots designated for student parking. Students may not park vehicles in driveways, on private property, or in other designated areas.

- B. When there are unauthorized vehicles parked on school district property, school officials may:
1. require the driver or other person in charge of the vehicle to move it off school district property; or
 2. provide for the removal of the vehicle, at the expense of the owner or operator.

V. PATROLS, INSPECTIONS AND SEARCHES

A. Patrols and Inspections.

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle.

The interiors of unlocked or locked motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of this policy.

C. Drug Dog Search - Purpose and Procedure

The District will conduct periodic searches of the schools and their adjacent parking lots with the assistance of local and county law enforcement officers and drug-sniffing dogs. Each canine unit will be accompanied by at least one school district staff and when possible, the school resource officer.

In the event of a positive identification by the canines, two school personnel will conduct a search of the locker or vehicle in question. If the search reveals unauthorized or illegal items, district personnel may ask that law enforcement finish the search of the locker or vehicle.

€. D. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures.

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches and/or seizures as provided by this policy.

Đ. E. Seizure of Contraband.

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

£. F. Dissemination of Policy.

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VI. DIRECTIVES AND GUIDELINES

The superintendent or designee shall develop reasonable directives and guidelines to accompany this policy.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Policy 527 - Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches
Adopted: 1/28/08; Updated May 2013

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, MN

Legal References: U.S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Cross References: Board Policy 417 (Chemical Use/Abuse)
Board Policy 418 (Drug-Free Workplace/Drug-Free School)
Board Policy 501 (School Weapons)
Board Policy 502 (Search of Student Lockers, Desks, Personal Possessions and Student's Person)
Board Policy 506 (Student Discipline)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Fire Alarm, False

Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	<ul style="list-style-type: none">• Suspension• Restitution	<ul style="list-style-type: none">• 2-3 day suspension• Police referral• Restitution
Grades 6-12	<ul style="list-style-type: none">• 3-5 day suspension• Police referral• Restitution	<ul style="list-style-type: none">• 5-10 day suspension• Police referral• Restitution	<ul style="list-style-type: none">• 10 day suspension• Possible recommendation for expulsion• Police referral• Restitution

(*) Principal discretion per building discipline plan.

Fire Extinguisher, Unauthorized Use

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are unacceptable.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1 day suspension	<ul style="list-style-type: none">• 2 day suspension• Restitution
Grades 6-12	*	<ul style="list-style-type: none">• 3-5 day suspension• Police referral• Restitution	<ul style="list-style-type: none">• 10 day suspension• Police referral• Restitution

(*) Principal discretion per building discipline plan.

Firearms

~~Minnesota State Law requires that school boards must expel for a period of at least one year a student who is determined to have brought a firearm to school.~~ *Firearms are prohibited in all school district locations. "Firearm", for the purpose of this policy, is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas, or compressed air and may cause serious injury or death. All offenses will be reported to the Minnesota Department of Education.*

Grades	First Offense
Grades K-12	<ul style="list-style-type: none">• 10 day suspension• Recommendation for expulsion• Police referral

Possible Disciplinary Consequences

District staff can use the following consequences or actions when discipline infractions occur. These could include:

- **Student conference.**
- **Parent/guardian conference.**
- **Detention** – Requirements for a student to remain in school or attend school outside normal school hours.
- **Fine** – A financial penalty assessed of a student by the school.
- **Restitution** – Compensation or compensatory service required of a student who has damaged, taken or destroyed school or personal property.
- **Truancy referrals** – Referral to Rice County authorities when unexcused absences exceed the legal limits.
- **Removal from class** – Removal from a particular class for up to five class periods due to inappropriate behavior.
- **In-school suspension** – Removal from classes to an in-school suspension room under the direction of staff.
- **Saturday School** – Requirement for a student to attend a supervised study center on Saturday due to missing detention or another disciplinary action.
- **Dismissal from school** – Dismissing a student from school for one day or less.
- **Out-of-school suspension** – Action taken by the school administration, under the district's discipline policy, which prohibits a pupil from attending school. This definition does not apply to dismissal from school for one school day or less. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented to the extent that suspension exceeds ten days. Students may not be on school property during the suspension or they are subject to trespassing. Out-of-school suspension may be served during non-school days at the discretion of the building administrator.
- **Police referral** – Contact by the school administration with the local police department to inform them about illegal behavior engaged in by a student.
- **School transfer** – Transfer from the student's home or neighborhood school to another similar district school.
- **Exclusion** – Action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year.
- **Expulsion** – Action taken by the school board to prohibit a student from attending school for a period that shall not extend beyond an amount of time equal to one school year from the date a pupil is expelled (Also, see chart on following page).
 - **Agreement to Withdraw (in lieu of expulsion)**– *The student and his/her family and the district sign a document agreeing that the student will enroll in another school district for the duration of the proposed expulsion period. Expulsion proceedings are suspended as long as the student does not attempt to re-enroll in a Northfield district school during that period (up to one calendar year).*
 - **Abeyance (in lieu of expulsion)** – *The student and his/her family and the district sign a document agreeing that the student will transfer to the Northfield Area Learning Center for at least the duration of the proposed expulsion period. Expulsion proceedings are suspended as long as the student does not attempt to re-enroll in another district school during that period (up to one calendar year).*
 - *As the Northfield Area Learning Center is a high school-only program, abeyance is not an option for students 8th grade and below.*

- **Bus suspension** – Action taken by a school district administrator to prohibit a student from riding a school bus or other district vehicles ranging from one day to the balance of the school year.
- **Restriction or loss of school privileges.**
- **Suspension from extra curricular activities.**
- **Other disciplinary action deemed appropriate by District 659.**

Expellable Offenses

While it is the Northfield School District's belief that action to expel a student should be a "last resort," district policy does include expulsion as a possible or automatic response to several behavioral offenses. The following chart is a quick reference to those offenses. Please see a more detailed description of those offenses and the corresponding responses to them in the earlier pages of this handbook.

Offense	1st	2nd	3rd
Alcohol, Chemicals Possession or Use	NO	NO	YES
Alcohol, Chemicals Intent to Distribute	YES	X	X
Arson	YES	X	X
Assault, Aggravated	YES	X	X
Assault, Physical	NO	NO	YES
Bullying	NO	NO	YES
Burglary	NO	YES	X
Fighting	NO	NO	YES
Fire Alarm, False	NO	NO	YES
Firearms	YES	X	X
Gang/Threat Group Activity	NO	NO	YES
Harassment and Violence	NO	NO	YES
Robbery or Extortion	NO	NO	YES
Sexual Misconduct	NO	X	X
Theft, Receiving or Possessing Stolen Property	NO	NO	YES
Threat, Direct/Indirect	YES HS	YES MS	X
Vandalism, Major Acts	YES	YES	YES
Vandalism, Minor Acts	NO	NO	YES
Weapons	YES	YES	YES

[DATE]

[PARENT NAMES]
[STREET ADDRESS]
[CITY, MN ZIP]

[STUDENT NAME]
[STREET ADDRESS]
[CITY, MN ZIP]

RE: Notice of Proposed Expulsion

Dear [PARENT NAMES] and [STUDENT NAME]:

This letter constitutes notice to you that the Administration of Independent School District No. ____ ("District") is taking action to expel [STUDENT'S FULL NAME] from the schools of the District for [SPECIFY PERIOD OF TIME UP TO ONE SCHOOL YEAR] pursuant to the Minnesota Pupil Fair Dismissal Act (Minnesota Statutes sections 121A.40 to 121A.56). A copy of the Minnesota Pupil Fair Dismissal Act is enclosed for your review.

The independent statutory grounds for the proposed expulsion are as follows:

1. Willful violation of reasonable School Board regulations;
2. Willful conduct that significantly disrupted the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; and
3. Willful conduct that endangered the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

The factual basis for the proposed expulsion is as follows: On [DATE], [STUDENT NAME] engaged in the following conduct: [DESCRIBE THE CONDUCT].

On [DATE], the Administration suspended [STUDENT NAME] for five school days and advised [STUDENT NAME] and his parent that the District may pursue expulsion. Having reviewed all the facts, the Administration has determined that it is appropriate to pursue expulsion in this matter. Consequently, the Administration has extended [STUDENT NAME]'s suspension to a total of fifteen school days pending the outcome of expulsion proceedings.

[STUDENT NAME]'s conduct, as described above, constituted a willful violation of reasonable School Board regulations, willful conduct that significantly disrupted the rights of others to an education, and willful conduct that endangered self and others. Because [STUDENT NAME]'s behavior on [DATE] created an immediate and substantial danger to

Notice of Proposed Expulsion

[DATE]

Page 2 of 3

himself and surrounding persons and property, the District was not required to provide [STUDENT NAME] with alternative educational services before initiating expulsion proceedings.

The applicable School Board regulations are found in School Board Policy and the student handbook. By way of example, Policy No. _____ prohibits [SUMMARIZE CONDUCT LEADING TO EXPULSION]. [STUDENT NAME] knew or should have known that such conduct was prohibited. He willfully violated reasonable School Board regulations of which he had notice.

A hearing on the proposed expulsion of [STUDENT NAME] is scheduled to be held before an independent hearing officer on [DAY, DATE, YEAR], **beginning at [TIME]** in the Board Room of the District Offices, located at [STREET ADDRESS, CITY,] Minnesota. The Administration is proposing that [STUDENT NAME] be expelled from the schools of the District for [SPECIFY TIME PERIOD UP TO ONE CALENDAR YEAR].

The hearing on the proposed expulsion will be closed unless you request an open hearing. You have the right to be present at the hearing; to have a representative of [STUDENT NAME]'s choosing, including legal counsel, at the hearing; to examine [STUDENT NAME]'s records before the hearing; to present evidence at the hearing; and to confront and cross-examine witnesses at the hearing. Free or low-cost legal assistance may be available to you. A copy of the legal assistance resource list is available from the Minnesota Department of Education ("MDE"). For your convenience, I have enclosed a copy of the legal assistance resource list developed by the MDE. You may access additional copies of the list electronically on the MDE's website (<http://educaton.state.mn.us>).

The hearing will be held as scheduled unless you waive the right to a hearing in writing. If you waive your right to a hearing, the Administration will take its recommendation directly to the School Board for official action. Thus, by waiving your right to a hearing, you are waiving your right to contest the Administration's recommendation of expulsion, including any right to appeal from the action taken by the School Board. A document titled "Waiver of Right to an Expulsion Hearing" is enclosed. If you decide to waive your right to a hearing, please sign the enclosed form and return it to me as soon as possible.

The following witnesses may be called to testify at the hearing on behalf of the District:

1. NAME, TITLE
2. NAME, TITLE
3. NAME, TITLE
4. NAME, TITLE

The witnesses named above will testify about their knowledge of [STUDENT NAME]'s conduct on DATE. _____ and _____ will also testify about their investigation of the DATE incident. _____ will testify about the suspension process that was followed in connection with the incident on [DATE]. _____ will also testify about [STUDENT NAME]'s school records, including his disciplinary history. In addition, _____ will testify about the applicable School Board regulations found in District

Notice of Proposed Expulsion

[DATE]

Page 3 of 3

policy and the student handbook, including how they are disseminated and enforced. Finally, _____ will provide the Administration's recommendation regarding expulsion.

The District reserves the right to amend its list of witnesses if it learns of additional persons who may have information related to the proposed expulsion. The District also reserves the right to call additional witnesses for the purpose of rebuttal. The District may conclude that it is unnecessary to call all of the witnesses listed above. If you want to ensure that a particular witness attends the hearing, including a witness listed above, you may request a subpoena from the hearing officer, or you may ask the District to obtain a subpoena for the witness on your behalf. You are responsible for properly serving any subpoena that you request. If you would like assistance from the District in obtaining a subpoena for a witness or in compelling the attendance of a District employee, please contact _____ a reasonable time before the hearing.

After the independent hearing officer issues written findings, conclusions, and a recommendation, the School Board will meet to decide whether to accept the findings, conclusions, and recommendation. Beginning on the sixth school day of suspension and ending on the date that the School Board takes action on the proposed expulsion, the District will make supervised homework available to [STUDENT NAME] as an alternative educational service. [PARENTS' NAMES] may pick-up and return completed assignments on a daily basis at [SCHOOL NAME] Main Office. During the period of his suspension, [STUDENT NAME] is prohibited from entering onto any District property except to attend his expulsion hearing. [STUDENT NAME] is also prohibited from attending or participating in any school sponsored events or activities.

If you have any questions regarding this matter, please contact me at [PHONE NUMBER].

Sincerely,

NAME

TITLE

Enclosures (3):

Pupil Fair Dismissal Act (Minn. Stat. 121A.40 to 121A.56)

Waiver of Right to an Expulsion Hearing

MDE Legal Assistance Resource List

WITHDRAWAL AGREEMENT

This Agreement is entered into by and between _____ (“Parent”), _____ (“Student”), and Northfield School District – ISD 659 (“District”).

WHEREAS, on (DATE), the Student allegedly engaged in inappropriate conduct at the District that included, but was not limited to the following:

(NATURE OF OFFENSE)

WHEREAS, by phone call on (DATE), the District notified the Student and the Parent that it was initiating official action to expel the Student for the remainder of the (DATE) school year, pursuant to the Minnesota Pupil Fair Dismissal Act (Minnesota Statutes Sections 121A.40 to 121A.56);

WHEREAS, the Student and the Parent have expressed an interest in avoiding expulsion proceedings by having the Student voluntarily withdraw from the District;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and agreements contained in this document, including the relinquishment of certain legal rights, the Parent, the Student, and the District hereby agree as follows:

Immediate Withdrawal. Effective immediately, the Parent and the Student hereby voluntarily withdraw the Student from enrollment in the schools of the District.

Knowledge of Rights. The Student and Parent have received and read a copy of the Minnesota Pupil Fair Dismissal Act, and they understand that the Act guarantees certain rights in the event of a proposed expulsion or exclusion. Such rights include, but are not necessarily limited to, the right to have a hearing; the right to have a representative of their own choosing, including legal counsel, present at the hearing; the right to examine the Student’s records before the hearing; the right to present evidence at the hearing; the right to confront and cross-examine witnesses at the hearing; and the right to have the School Board of the District make a decision based solely upon substantial evidence presented at the hearing. The Student and the Parent also understand that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education.

Specific Knowledge of the Right to a Hearing. The Student and the Parent understand that the Student may not be expelled or excluded from the District without a hearing unless they waive their right to a hearing in writing. They also understand that if they waive the right to a hearing, the School Board may proceed to expel or exclude the Student without a hearing.

Voluntary Waiver of the Right to a Hearing or to an Appeal. The Parent and the Student hereby knowingly and voluntarily waive the right to a hearing under the Minnesota Pupil Fair Dismissal Act upon the question of the expulsion and/or exclusion of the Student from the District for a period of _____, because of the Student's conduct on (DATE). In addition, the Parent and the Student hereby knowingly and voluntarily waive any right to appeal from any School Board decision to expel or exclude the Student for a period of six months because of the Student's conduct.

No Expulsion Absent a Violation of this agreement or Re-Enrollment. In consideration of the promises of the Parent and Student set out herein, the District hereby agrees not to take action to expel or exclude the Student based on the Student's conduct on (DATE), unless the Parent or the Student violates a term of this Agreement or seeks to re-enroll the Student at the District within (# OF) months from the date they sign this Agreement. Because the Parent and the Student have waived their right to a hearing to contest the expulsion and/or the exclusion of the Student, the School Board may expel the Student without a hearing if either of the Parent or the Student violates a term of this Agreement or seeks to re-enroll the Student at the District within (# of) calendar months from the date they sign this Agreement.

No Trespassing. For (# of) months from the date of this Agreement, the Student may not enter onto any property that is owned, operated, or leased by the District. In addition, for (# of) months from the date of this Agreement, the Student may not attend or participate in any activities or events that are sponsored by the District.

Future Discipline. This Agreement does not limit the District's right to discipline the Student for any future misconduct should the student re-enroll in a school of the District, nor does it limit the District's right to consider the Student's past conduct in determining the appropriate penalty for any future misconduct in the event that the Student re-enrolls in a school of the District (# of) months or longer after signing this Agreement.

Voluntary Choice. The Parent and the Student acknowledge that no person has exerted any pressure upon them or attempted to unduly influence them to waive the right to an expulsion hearing or to withdraw the Student from the District. The Parent and the Student are voluntarily choosing to enter into this Agreement because they prefer to take advantage of the option that is provided under this Agreement rather than going through expulsion proceedings.

Complete Agreement. This Agreement constitutes the full and complete agreement between the parties. There are no promises, inducements, or agreements between the parties except as stated in this document. Any modifications to this Agreement must be in writing and signed by all parties in order to be effective.

BY SIGNING BELOW, EACH PARTY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, THAT IT FULLY UNDERSTANDS THE TERMS OF THIS AGREEMENT, AND THAT IT INTENDS TO BE LEGALLY BOUND BY THIS AGREEMENT.

Dated: _____

(TYPE NAME), Student

Dated: _____

(TYPE NAME), Parent

Dated: _____

(TYPE NAME)
Superintendent of Schools
Northfield Public Schools

ABEYANCE AGREEMENT

This Agreement is entered into by and between _____ (“Parent”), _____ (“Student”), and Northfield School District – ISD 659 (“District”).

WHEREAS, on (DATE), the Student allegedly engaged in inappropriate conduct at the District that included, but was not limited to the following:

(NATURE OF OFFENSE)

WHEREAS, by phone call on (DATE), the District notified the Student and the Parent that it was initiating official action to expel the Student for the remainder of the (DATE) school year, pursuant to the Minnesota Pupil Fair Dismissal Act (Minnesota Statutes Sections 121A.40 to 121A.56);

WHEREAS, the Student and the Parent have expressed an interest in avoiding expulsion proceedings by having the Student *voluntarily transfer to the Northfield Area Learning Center*;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and agreements contained in this document, including the relinquishment of certain legal rights, the Parent, the Student, and the District hereby agree as follows:

Immediate Transfer. Effective immediately, the Parent and the Student hereby voluntarily *transfer the Student to the Northfield Area Learning Center*.

Knowledge of Rights. The Student and Parent have received and read a copy of the Minnesota Pupil Fair Dismissal Act, and they understand that the Act guarantees certain rights in the event of a proposed expulsion or exclusion. Such rights include, but are not necessarily limited to, the right to have a hearing; the right to have a representative of their own choosing, including legal counsel, present at the hearing; the right to examine the Student’s records before the hearing; the right to present evidence at the hearing; the right to confront and cross-examine witnesses at the hearing; and the right to have the School Board of the District make a decision based solely upon substantial evidence presented at the hearing. The Student and the Parent also understand that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education.

Specific Knowledge of the Right to a Hearing. The Student and the Parent understand that the Student may not be expelled or excluded from the District without a hearing unless they waive their right to a hearing in writing. They also understand that if they waive the right to a hearing, the School Board may proceed to expel or exclude the Student without a hearing.

Voluntary Waiver of the Right to a Hearing or to an Appeal. The Parent and the Student hereby knowingly and voluntarily waive the right to a hearing under the Minnesota Pupil Fair Dismissal Act upon the question of the expulsion and/or exclusion of the Student from the District for a period of _____, because of the Student's conduct on (DATE). In addition, the Parent and the Student hereby knowingly and voluntarily waive any right to appeal from any School Board decision to expel or exclude the Student for a period of (# of) months because of the Student's conduct.

No Expulsion Absent a Violation of this agreement or Re-Enrollment. In consideration of the promises of the Parent and Student set out herein, the District hereby agrees not to take action to expel or exclude the Student based on the Student's conduct on (DATE), unless the Parent or the Student violates a term of this Agreement or seeks to re-enroll the Student *at the Northfield High School* within (# OF) months from the date they sign this Agreement. Because the Parent and the Student have waived their right to a hearing to contest the expulsion and/or the exclusion of the Student, the School Board may expel the Student without a hearing if either of the Parent or the Student violates a term of this Agreement or seeks to re-enroll the Student *at the Northfield High School* within (# OF) months from the date they sign this Agreement.

No Trespassing. For (# of) months from the date of this Agreement, the Student may not enter onto any property that is owned, operated, or leased by the District *other than the Area Learning Center*. In addition, for (#) months from the date of this Agreement, the Student may not attend or participate in any activities or events that are sponsored by the District.

Future Discipline. This Agreement does not limit the District's right to discipline the Student for any future misconduct should the student re-enroll at the Northfield High School, nor does it limit the District's right to consider the Student's past conduct in determining the appropriate penalty for any future misconduct in the event that the Student re-enrolls *at the Northfield High School* (# of) months or longer after signing this Agreement.

Voluntary Choice. The Parent and the Student acknowledge that no person has exerted any pressure upon them or attempted to unduly influence them to waive the right to an expulsion hearing or to withdraw the Student from the District. The Parent and the Student are voluntarily choosing to enter into this Agreement because they prefer to take advantage of the option that is provided under this Agreement rather than going through expulsion proceedings.

Complete Agreement. This Agreement constitutes the full and complete agreement between the parties. There are no promises, inducements, or agreements between the

parties except as stated in this document. Any modifications to this Agreement must be in writing and signed by all parties in order to be effective.

BY SIGNING BELOW, EACH PARTY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, THAT IT FULLY UNDERSTANDS THE TERMS OF THIS AGREEMENT, AND THAT IT INTENDS TO BE LEGALLY BOUND BY THIS AGREEMENT.

Dated: _____

(TYPE NAME), Student

Dated: _____

(TYPE NAME), Parent

Dated: _____

(TYPE NAME)
Superintendent of Schools
Northfield Public Schools

Positive Attention & Learning Support (PALS)

Why is there need for a PALS position?

The PALS position will:

- Build a culture of respect within our school community
- Support the increase of students with mental health needs
- Model self-advocacy skills our students need
- Teach the self-regulation skills a large number of our students need
- Encourage self-efficacy
- Address significant disruptions in regular education classrooms

What is the role of the PALS?

The primary role of the ALS position (in case Joel wants nis to work collaboratively with faculty and staff to promote a positive learning climate for students that reinforces expected behaviors in all students.

How will PALS contribute to the school community?

The PALS position will participate in the recognition and affirmation of students who are successful at meeting their social, emotional, and behavioral goals.

Who will PALS provide support to?

The PALS position will demonstrate considerable patience, empathy, and the ability to work with at-risk regular education children in a manner that teaches self-regulation in any event.

Where will the focus be?

The PALS position will work to identify the social/emotional needs of a growing at-risk population of students.

Why now?

We would like consideration of a PALS position in each of our elementary schools to promote the NPS mission statement:

...to deliver educational excellence that empowers ALL learners to participate in our dynamic world.



Debt Service Fund 2016-17 PROPOSED BUDGET SUMMARY

DEBT SERVICE BASICS

- o Debt Service revenue comes from:
 - Levy – 105% of debt payments
 - Offset of operating capital revenue
- o Debt Service funds are used for:
 - Outstanding bond principal payments
 - Outstanding bond interest payments
 - Other debt burden costs, i.e. service fees

DEBT SERVICE EXPENDITURE SUMMARY

	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Budget</u>	<u>2016-17</u> <u>Proposed</u>
Bond Principal Payment	\$ 4,055,000	\$ 4,110,000	\$ 4,415,000	\$ 4,265,000
Bond Interest	1,733,329	1,214,728	1,109,094	1,003,819
Other Debt Service Fees	5,100	6,135	6,000	6,000
Other Uses - Refunding	<u>9,950,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	\$ 15,743,429	\$ 5,330,863	\$ 5,530,094	\$ 5,274,819

DEBT SERVICE REVENUE SUMMARY

	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Budget</u>	<u>2016-17</u> <u>Proposed</u>
Local Property Tax Levy	\$ 5,608,249	\$ 5,536,204	\$ 5,384,485	\$ 4,765,914
Interest on Investments	15,187	9,572	12,000	8,000
State of Minnesota	51,091	51,552	52,000	52,000
Other Sources - Refunding	<u>97,755</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	\$ 5,772,282	\$ 5,597,328	\$ 5,448,485	\$ 4,825,914

DEBT SERVICE FUND BALANCE

	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Budget</u>	<u>2016-17</u> <u>Proposed</u>
Beginning Balance	\$ 11,414,959	\$ 1,443,812	\$ 1,710,277	\$ 1,628,668
Revenue	5,772,282	5,597,328	5,448,485	4,825,914
Total Sources	17,187,241	7,041,140	7,158,762	6,454,582
Expenditures	5,793,429	5,330,863	5,530,094	5,274,819
Other Financing Sources	-	-	-	-
Other Financing Uses	9,950,000	-	-	-
Ending Fund Balance	\$ 1,443,812	\$ 1,710,277	\$ 1,628,668	\$ 1,179,763

PRINCIPAL AND INTEREST SCHEDULE

<u>Issue Date</u>	<u>Net Interest Rate</u>	<u>Original Issue</u>	<u>Purpose</u>	<u>Final Maturity</u>	<u>FY 2016-17 Payments</u>		
					<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2/16/10	2.0 - 4.0%	22,615,000	Refund '01 MS/HS/MF	2/1/22	1,545,000	594,000	2,139,000
12/7/11	2.0 - 2.375%	9,750,000	Refund '03A MS/HS/MF	2/1/24	535,000	198,394	733,394
12/19/12	1.5 - 2.0%	9,825,000	Refund '04/'05 Indoor Air	2/1/25	715,000	159,100	874,100
1/3/13	1.5 - 3.0%	5,965,000	Refund '03A/'03C	2/1/17	1,325,000	19,875	1,344,875
5/13/14	2.0-3.0%	1,525,000	GVP/HS Roofs	2/1/25	<u>145,000</u>	<u>32,450</u>	<u>177,450</u>
					\$ 4,265,000	\$ 1,003,819	\$ 5,268,819

ANNUAL MATURITY SCHEDULE

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2017	4,265,000	1,003,819	5,268,819
2018	4,625,000	897,819	5,522,819
2019	4,795,000	777,544	5,572,544
2020	4,985,000	620,444	5,605,444
2021	5,195,000	452,344	5,647,344
2022	3,275,000	276,944	3,551,944
2023	3,620,000	196,126	3,816,126
2024	3,750,000	116,112	3,866,112
2025	<u>1,430,000</u>	<u>30,250</u>	<u>1,460,250</u>
	\$35,940,000	\$4,371,402	\$40,311,402


QUESTIONS?



Fiduciary Fund

2016-17 PROPOSED BUDGET SUMMARY

FIDUCIARY FUND - SCHOLARSHIPS

- One active trust fund
 - Individual accounts for each gift
 - NHS Guidance Office coordinates gift and award process
 - Non-scholarship accounts are monitored for appropriate use as designated by the donors
 - 85 scholarships from 50 donors!
 - The District is the fiscal host for about 50% of the scholarships
- 

FINANCIAL SUMMARY

	2013-14 <u>Actual</u>	2014-15 <u>Actual</u>	2015-16 <u>Budget</u>	2016-17 <u>Proposed</u>
Beginning Balance	\$ 126,687	\$ 142,937	\$ 138,363	\$ 133,938
Gifts and Donations	64,752	61,925	63,300	73,300
Earnings on Investments	<u>148</u>	<u>301</u>	<u>75</u>	<u>200</u>
Total Sources	191,587	205,163	201,738	207,438
Expenditures	<u>48,650</u>	<u>66,800</u>	<u>67,800</u>	<u>77,800</u>
Ending Fund Balance	\$ 142,937	\$ 138,363	\$ 133,938	\$ 129,638

SCHOLARSHIP LISTING

AAUW Scholarship	500	NFLD Alumni Scholarship	500
Al Berkvam Memorial Scholarship	500	NFLD Office Employees' Scholarship	500
Apple Autos	5,000	Northfield Union of Youth (The Key)	18,000
Booster Club	1,000	PEO Recognition Scholarship	1,850
Cannon Valley Lions Club Scholarship	1,500	Rotary Scholarship	1,000
Cannon River Sportsmen Club	500	Skip Boyum Scholarship	500
Cardinal CG Scholarship	500	Steele-Waseca Electric	500
Clifford Family Scholarship	2,000	Step Up Scholarship	2,000
Dakota Electric Fund	3,000	Stratmoen Family Scholarship	750
David Rodgers Memorial Scholarship	6,000	Superintendent Scholarship	1,000
Foundation for the Journey Scholarship	500	Tom Blaisdell Memorial	2,000
Hansen-Lamb Memorial Scholarship	1,000	TORCH Scholarship	4,000
Kluver/Monsanto Scholarship	500	VFW	1,700
Lucille Dueterhoeft Memorial	12,000	Waterford Warriors	500
Lu Mong Chi Memorial	1,000	W Stickley Memorial	<u>4,000</u>
Myrtle Houston Trust	4,000	Total	77,800

Proposed Budget – Non-Operating Funds | 2016-17 • Narrative | April 25, 2016

Val Mertesdorf, Director of Finance

Debt Service Fund

State statute requires the District to ask the voters for authority to bond. This means that property taxes are the main source of revenue for the debt service fund. The majority of our bonds are voter approved and we are required by statute to levy 105% of our debt service payments annually. This is part of our levy certification process we do each fall. We have one bond that was issued as capital facility bond. Capital facility bonds are revenue neutral to the taxpayers. The payment for these bonds is reduced from our operating capital revenue and is not levied against the tax payers. The expenditures of the debt service fund are restricted for principal and interest payments as well as any potential services fees we might incur from the debt.

Our expenditure projection has normalized now that we don't have any refunding bonds in the process. The 2016-17 expenditures are about \$250,000 less than the prior year. We paid off a capital facility bond in February 2016, which has reduced our overall debt. In 2012-13 we completed an advance refunding which means we sold the bonds in January 2013. As a result, we received the \$9.9 million that increased our fund balance until the refunded bonds were paid off in February 2014. This is the reason our 2012-13 expenditures look unusual in comparison to recent years.

Our revenue projection for 2016-17 is significantly less than the current fiscal year. There are three reasons for the decrease in revenue. First, the refunding bonds we've sold over the last several years have allowed us to save the taxpayers roughly \$5.6 million over the life of the bonds. The decline in local property tax revenue is a direct result of this process. Second, we paid off the capital facility bond in February which reduces our overall debt. Third, the Minnesota Department of Education uses a formula to ensure we don't have too much debt service fund balance. They monitor this calculation and automatically reduce our revenue to spend down the fund balance according to the formula. The fund balance is likely to build up over time since we levy 105% of our projected payments. The debt service excess adjustment on our levy helps manage that.

Our fund balance is projected to drop slightly due to the excess fund balance adjustment. I would expect our normal fund balance range to be between \$800,000 and \$1.2 million in a typical year.

For the 2016-17 school year we have five outstanding bonds with principal totaling \$4.265 million and interest totaling \$1,003,819. These five issues have a total debt of \$40,311,402 to be paid over the next nine years. It is important to note that we will be paying off a \$5.9 million bond this year. While our overall debt will decrease, you can see on the annual maturity schedule that our overall debt requirement doesn't change significantly for 2018. This was part of our strategic effort to maintain consistency in our levy for taxpayers so they did not have large swings from year to year.

Fiduciary Fund

The Fiduciary Fund is also known as our Trust or Scholarship Fund. The fund accounts for each gift, donation, or trust that is awarded to the District. We track each account separately. The high school guidance office coordinates the gift and award process each year. We are able to provide roughly 85 scholarships each year from 50 donors thanks to these gifts! The District is the fiscal host for about 50% of these scholarships.

On the summary you will see this fund is very consistent. Generally the gifts we receive are awarded as scholarships that year. For the 2016-17 school year we are anticipating \$73,300 in gifts and a nominal amount of interest. Expenditures are slightly lower due to a few scholarships that were funded in a lump sum and we are paying out over a period of time. Overall this fund balance is showing a small decline, which is what I would expect as we spend down the endowments we have received.



COMMUNITY SERVICES
2016-2017 PRELIMINARY
BUDGET PRESENTATION

May 9, 2016



Principles of Community Education

- Lifelong Learning
- Maximizing Community & School Resources
- Maximizing Community & School Facilities
- Promoting Collaboration & Partnerships
- Citizen Involvement





Community Services Program Components



Adult Learning

- Adult Lifelong Learning
- Adult Basic Education/EL
- Driver Education
- Project ABLE
- Recreation



Youth Programs

- Middle School Youth Center
- Kid Ventures Programs
- Youth Development/Service Learning
- Connected Kids Mentoring
- Recreation



Community Services Program Components



Early Childhood

- Early Childhood & Family Education
- Early Childhood Screening
- Hand in Hand Preschool/Bridges to K
- Early Childhood Initiative Coalition
- Early Ventures Child Care Center
- Recreation

Community Programs

- Facility Use
- Community Relations
- Greenvale Park Community School





Community Services Budget Goal



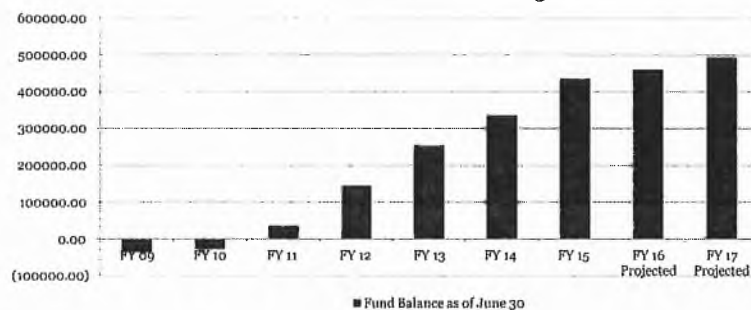
• To work toward an overall fund balance that equals two months of the Community Services Division's operating expenses, without any of the four fund balances exceeding 25%. This is approximately \$486,000.



Community Services Fund Balance History



Fund Balance as of June 30





Community Services FY 17 Budget Assumptions



Revenues

- Maintaining revenue for fees based on the activity in FY 16.
- Increase in state aid for Early Childhood Family Education and School Readiness.
- Continuation of Pathway I and II Early Learning Scholarship funding.
- Several grant applications

Expenditures

- Appropriate increases in salaries, wages and insurance.
- Continuation of the \$10,000 school district partner funding for Northfield Healthy Community Initiative.
- Additional section of Hand in Hand Preschool and the addition of an Early Ventures preschool room.



2016 – 2017 Revenue Sources



- State aid and local levy dollars based on a funding formula established by the Minnesota State Legislature \$701,756 (28%)
- Participant fees (enrichment, recreation, early childhood family education (ECFE), driver education, special events, child care and preschool) \$1,368,001 (56%)
- Grants submitted \$122,326 (5%)
- Other local sources \$269,165 (11%)



2016 – 2017 Revenue Sources



Community Services FY 17 Budget

- Projected Fund Balance as of June 30, 2016 \$ 460,226
- Revenues 2,461,248
- Expenditures 2,428,655
- Revenue over expenditures for FY 16 \$ 32,593
- Projected total fund balance as of June 30, 2017 \$ 492,819
- The projected fund balance for FY 17 is 20% of our total funds.



Community Services Expenditures that directly benefit K-12 & district operations

Facilities Coordination	\$ 27,951*
Healthy Community Initiative (HCI)	10,000
Hand in Hand Preschool	154,060
Early Childhood Screening	22,201
Early Ventures child care site at Longfellow accessible to ALC teen parents	210,000
Bridges to Kindergarten	10,000
Connected Kids Mentoring Project	31,268*
Middle School Youth Center	17,195*
United Way grant to partner with Targeted Services for PLUS	25,000
Youth Service Learning support	15,946*
Early Childhood Family Education	223,156
Family School	46,019*
Pathway I and II Early Learning Scholarships	84,516
Greenvale Park Community School	<u>107,641</u>
Total	\$ **

**(43% of total Community Services Division budget)



Variables

- Actual Program Enrollments
- Fee Collection
- Grant Funding



Greenvale Park Community School



Due to the Federal grant, funds for the Greenvale Park Community School are part of the General Fund (01 Fund.)

FY 16 Funding

21 st Century Community Learning Center grant	\$92,892
Statewide Health Improvement Program (SHIP) grant	2,999
Allina Heath Neighborhood Health Connection grant	8,950
Just Food – in-kind donation of snacks	2,000
Emmaus Church	<u>800</u>

Total Funding **\$107,641**

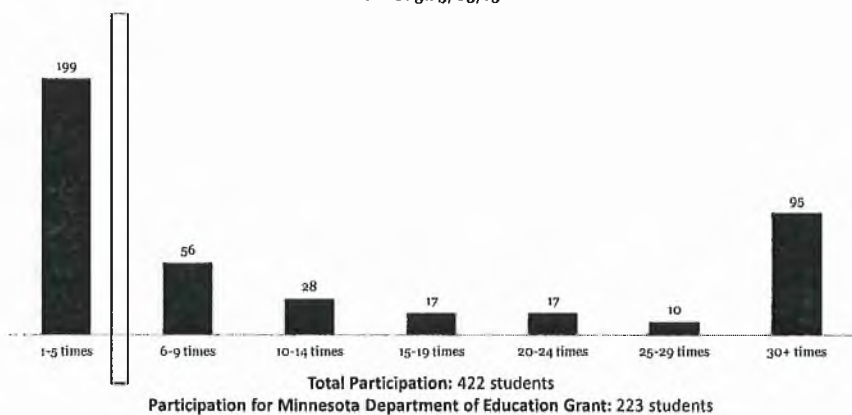
FY 17 Funding – to date

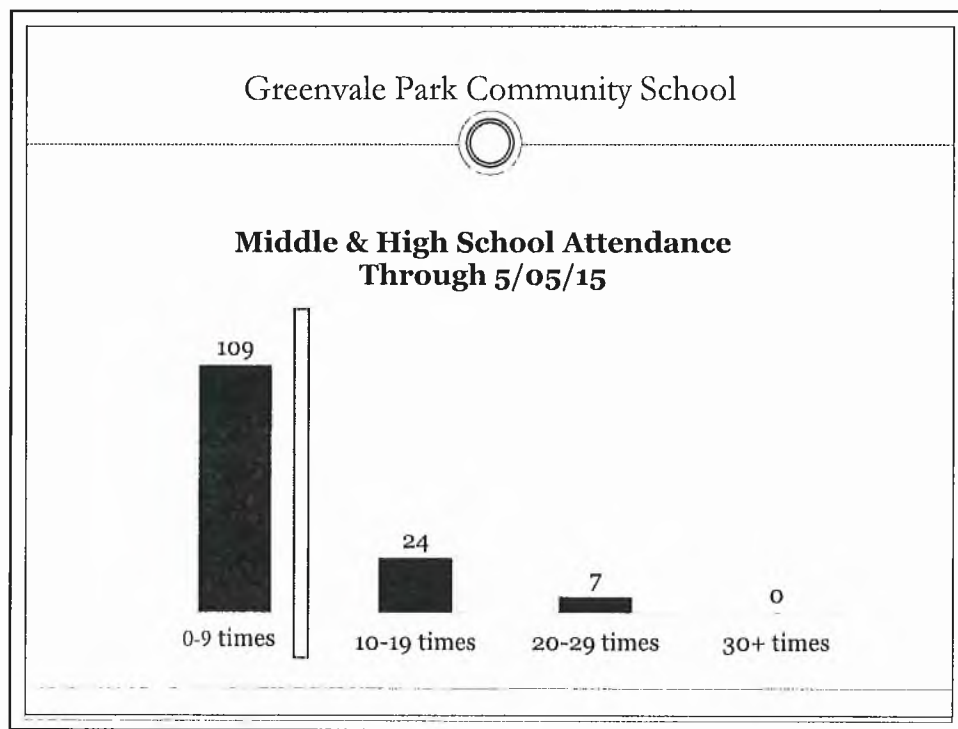
21 st Century Community Learning Center grant	\$94,611
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Greenvale Park Community School



Greenvale Park Community School Attendance Through 5/05/15







• Questions and Comments

Memo to Board of Education

Date: 21 April 2016
From: Joel Leer, Principal
Re: HS World Language Staffing

As follow up to our conversation at the 11 April board meeting regarding staffing in world language specific to this year, and looking ahead to future years, I wanted to share with you options for moving forward.

As building principal, I have a number of objectives:

- Give consideration to the course interests of all students.
- Stewardship of the limited staffing resources to which I have access.
- Respect for students in the middle of a curricular "pipeline."
- Interest in maintaining a comprehensive high school.

The reality:

- 153 Classes are offered at our high school this year.
- Generally, registration for courses less than 15 are scheduled for reduction, except in situations where sequential concerns are present (language study) or when courses are combined in a single section (eg. German 4/5, DECA/Entrepreneurship).
- For 2016-17, courses with registrations of 12 (Auto Mechanics 2), 18 (Computer Applications), 14 (Photography 2) have already been inactivated.
- For 2016-17, a snapshot of likely class averages include:
 - Physical Education 9 – 36
 - Myth & Mystery – 38
 - AP Literature & Composition – 40
 - Contemporary Literature – 36
 - English 9 – 33
 - Spanish 2 – 36
 - Biology – 34
 - Economics – 34
 - Service Learning – 37
- Core Class Averages:
 - English 29.3
 - Science 27.2
 - Social Studies 28.6

Regarding Chinese Language:

- Two Options for 16-17:
 1. 0.2 FTE assigned to the Chinese language program for one section of a combined Chinese 2/3 course. This will allow students already in the Chinese language “pipeline” to continue their language study, as our regular Chinese language cycle has allowed since 2009-10. Chinese 1 would not be offered, again, following the regular delivery pattern. This would allow me to utilize the 0.2 FTE used in Chinese in years past in other content areas.
 2. 0.4 FTE assigned to Chinese language to maintain Chinese 2/3 (19 students) and add Chinese 1 (11 students – 2 seniors). This would prevent me from addressing class size issues in another course.
- Long-term considerations:
 1. Engage in a discussion during the 2016-17 school year about the long-term viability of a four-language world language program at NHS, with a decision about the continuance or reduction of the current model rendered prior to registration for the 2017-18 school year.

Regarding Spanish Language:

- Three options for 16-17:
 1. Inactivate Spanish 6 (8 students).
 2. Dissolve Spanish 6 curriculum and replace with AP Spanish Literature (11 students).
 3. Dissolve Spanish 6 curriculum and replace with AP Spanish Literature. Facilitate further balanced enrollment between the new AP Spanish Literature course and the current AP Spanish Language course by working with students to identify the non-sequential AP Spanish course assignment that best balances the two AP Spanish class sizes for 2016-17.

My intention is to present my recommendations from this list of options for your review, and to answer any questions you have, at the school board meeting on 25 April, 2016.

RESOLUTION PROPOSING TO PLACE
ON UNREQUESTED LEAVE OF ABSENCE

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

1. That it is proposed that {teacher name}, a teacher of said school district, be placed on a {amount of FTE} FTE unrequested leave of absence without pay or fringe benefits, effective at the end of the 2015-16 school year, pursuant to M.S. 122A.40, Subdivision 10 and Article XIV of the Master Agreement.
2. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall be in substantially the following form:

NOTICE OF PROPOSED PLACEMENT
ON UNREQUESTED LEAVE OF ABSENCE

Dear {Teacher}:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 659 held on April 25, 2016, consideration was given to your placement on a {amount of FTE} FTE unrequested leave of absence without pay or fringe benefits as a teacher of Independent School District No. 659, and a resolution was adopted by a majority vote of the Board, proposing your placement on unrequested leave of absence effective at the end of the 2015-16 school year, pursuant to Minnesota Statutes 122A.40, Subdivision 10 and Article XIV of the Master Agreement, on one or more of the following grounds:

- Discontinuance of position, lack of pupils, and financial limitations.

Your proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.

You will be granted a hearing before the School Board concerning the proposal to place you on unrequested leave of absence, provided that you make a request in writing within fourteen (14) calendar days after receipt of this notice. If no hearing is requested within such a period, it shall be deemed acquiescence by you to the School Board's proposed action. If such hearing is requested, it shall be held between May 9, 2016 and May 13, 2016, and you will be given further notice as to the specific date, time and location of the hearing.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT NO. 659

3. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in M.S. 122A.40, Subdivision 10 and Article XIV of the Master Agreement and are hereby adopted as fully as though separately set forth and resolved herein.

Dated this 25th day of April, 2016

SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 659

Chairperson

Clerk

721 Grant Writing

I. Purpose

The purpose of this policy is to provide guidance for Northfield Public Schools staff members, parents, students or citizens who are writing grants for additional revenue on behalf of the Northfield Public Schools. It will ensure that programs or activities funded by grants are consistent with the mission and goals of the Northfield Public Schools.

II. General Statement of Philosophy

The Northfield Public School district recognizes the value of accessing resources from external funding streams. Grants can provide significant funding resources for programs and activities for staff and students. As a result, opportunities for learners are increased throughout our community.

III. Definition of Grants

Grants are soft money funds awarded by the government, a corporation, a family or a community for a specific purpose over a limited period of time. Grants are generally given to K-12 education for 2 basic purposes:

- as seed money to start up new or innovative programs that improve student learning.
- to facilitate reform or bring about change that will improve our work to get better results. The Northfield School District recognizes that grants will not solve general funding issues, but that grants can help improve learning for students.

IV. Grant Applicants Responsibilities

It is the role of the grant applicant to find funding sources, develop an innovative idea, write a plan of action, write measurable learning outcomes and review the final application. It is also the grant applicant's responsibility to follow these procedures:

- all grant applications must be written to support the District's mission and goals, be financially feasible, and demonstrate a commitment from all affected District departments or buildings.
- all grant applications must be approved by the ~~Building Principal Program Administrator and the Director of Finance or District Administrator and the School Board~~ prior to submission to the granting agency.
- all grants will receive a financial and procedural review by the Director of Finance ~~Business Director~~ and a personnel and salary review by the Human Resources Director ~~before School Board approval~~.
- all grant applications more than \$15,000 must be approved by the School Board.
- grant applicants must designate a responsible person to administer the grant who will regularly communicate with the Building Principal or District Administrator and the Director of Finance to make sure that the intent and financial responsibilities of the grant are met.
- financial accountability is the responsibility of the applicant and the Building Principal or District Administrator and the Director of Finance. Any unspent money will be disbursed per the guidelines of the grant. If overspent, the Building Principal or District Administrator and the Director of Finance is responsible.
- all grants will follow usual district accounting and contractual practices unless otherwise approved by the School Board.

Policy 721 – Grant Writing

Adopted: 12.8.08

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

TO: L. Chris Richardson, Superintendent
FROM: Val Mertesdorf, Director of Finance *VM*
DATE: May 9th, 2016
RE: Board Approval of Financial Reports – March 2016

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of March 2016.

Bills totaling \$1,527,172.44 were paid in March 2016.

Payroll checks totaling \$2,754,612.49 were issued in March 2016.

No bond payments were paid in March 2016.

At the end of March 2016 Total Cash and Investments amounted to \$24,234,917.13.

Wire transfers initiated by the district during March 2016:

3/1/16 \$8,000,000.00 From MN Trust Operating to MN Trust Investments

The following financial reports for March 2016 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

March 2016 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	5,841,536.18	4,782,462.34	3,267,979.32	(8,676,208.81)	(1,320,189.61) **
FOOD SERVICE	647,316.64	185,360.02	199,437.64	3,116.36	636,355.38
COMMUNITY ED	548,750.72	244,188.14	202,582.64	(3,375.07)	586,981.15
DEBT SERVICE	1,675,280.37	5,530.94	4,070.00	-	1,676,741.31
TRUST	126,812.27	12,750.75	-	-	139,563.02
SELF INSURANCE	4,443,081.71	71.87	607,715.33	680,027.63	4,515,465.88
TOTALS	13,282,777.89	5,230,364.06	4,281,784.93	(7,996,439.89)	6,234,917.13
CERTIFICATE OF DEPOSIT	10,000,000.00	-	-	8,000,000.00	18,000,000.00
GRAND TOTALS	23,282,777.89	5,230,364.06	4,281,784.93	3,560.11	24,234,917.13

*General Fund includes Certificate of Deposit amount

**Timing of 30 day investment

Disbursement Report

ISD 659 - Northfield

March 2016

Disbursements:

Bills Paid:

General Fund	\$ 787,362.53	
Food Service Fund	98,310.01	
Community Services Fund	29,714.57	
Trust & Agency Fund	4,070.00	
Self Insurance Fund	<u>607,715.33</u>	
Total Bills Paid		1,527,172.44

Payroll:

General Fund	2,480,616.79	
Food Service Fund	101,127.63	
Community Services Fund	172,868.07	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,754,612.49

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,281,784.93</u></u>