

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, June 13, 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. District Curriculum and Staff Development Committee (DCSDC) and Professional Learning Communities Presentation.
 2. Director of Administrative Services Position.
 3. Legislative Wrap-Up.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. 2016-2017 Proposed Budget – All Funds.
 2. School Board Policy 501 – School Weapons Policy.
 3. School Board Policy 527 – Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches.
 4. Student Citizenship Handbook.
 5. Northfield Middle School Driveway Project.
 6. Technology Services Position Modifications.
 7. Resolution Establishing Dates for Filing Affidavits of Candidacy.
 - B. Items for Consent Grouping
 1. Family / Student / Co-Curricular Handbooks for 2016-2017.
 2. Financial Reports – April 2016.
 3. Co-Curricular Overnight Trips for 2016-2017.
 4. Agreement between the City of Northfield and ISD 659 Relating to City of Northfield/Community Services Recreation Program.
 5. Dairy Bids for 2016-2017.
 6. Personnel Items.
- VIII. Items for Information
 1. Appointment of Superintendent Evaluation Subcommittee.
- IX. Future Meetings

Monday, July 11, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Auditorium
Monday, August 8, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, June 13, 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 June 13, 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 May 23, 2016, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. District Curriculum and Staff Development Committee (DCSDC) and Professional Learning Communities Presentation.

The District Curriculum and Staff Development Committee meet on the second Thursday of each month. The membership consists of teachers and administrators, a board member, and a parent. The committee has three main areas of focus: Professional reading, professional learning for the district, and professional learning communities.

Professional Reading: For 2015-16, the theme centered around understanding poverty. The books we read were The Glass Castle, Bridges Out of Poverty, and Teaching with Poverty in Mind. For 2016-17, our theme is the Four Cs: Creative Thinking, Critical Thinking, Collaboration, and Communication. The books chosen for this year are The Innovator's Mindset and Quiet: The Power of Introverts in a World that Can't Stop Talking. Two schools, Greenvale Park and the High School, have done or are doing a school-wide book study using Teaching with Poverty in Mind.

Professional Learning: For 2015-16, professional learning consisted of workshops and trainings on common formative assessments, mental health first aid training, literacy, technology, and wellness. For 2016-17, the committee played an active role in changing the format of fall workshops and our November workshop days. Keeping in mind the theme of the Four Cs, sessions are being offered on these topics. The committee members offered suggestions for topics.

Professional Learning Communities: The committee members planned three joint PLCs during the school year. We will analyze the feedback from these PLC meetings to make a data-informed decision as to how we will continue with this. DCSDC also reviews and approves PLC grant requests from individual PLCs. The PLC forms are in the process of being revised and updated to use current technology. A sub-committee consisting of a representative from each building met for two mornings to complete this task. Kim Briske will show the updated forms. These will be easier for teachers to use and easier to collect consistent data from the PLCs. Adam Danielson and Dana Holden, fourth grade teachers from Bridgewater will conclude the DCSDC/PLC report by sharing the work of their PLC this year.
 2. Director of Administrative Services Position.

Director of Administrative Services and Superintendent-elect Dr. Matt Hillmann will review the enclosed recommendation to leave the Director of Administrative Services position unfilled for the 2016-17 school year. The recommendation includes reallocating some of the unspent dollars to support the reorganization of the Technology Services department staffing, providing salary modifications for the Directors of Finance and Human Resources, while also identifying approximately \$127,000 in savings to be held in the District administration budget to offset likely budget reductions anticipated for the 2017-18 school year.

3. Legislative Wrap-Up.

Superintendent Richardson will provide a summary of the 2016 legislative session and its impact on the Northfield Public Schools. Information from the Minnesota Association of School Administrators, Schools for Equity in Education, Parents United for Public Education and the Minnesota Department of Education will be shared with the Board.

VII. Superintendent's Report

A. Items for Individual Action

1. Proposed 2016-2017 Budget – All Funds.

In the packet is the annual proposed budget book for 2016-17. The individual funds have been presented and reviewed in detail at school board meetings over the past few months. A summary of revenue and expenditure amounts are listed below.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General (including Capital)	\$49,189,318	\$50,870,109
Child Nutrition	2,023,235	2,099,604
Community Services	2,439,748	2,432,156
Debt Service	4,825,914	5,274,819
Trust	67,500	71,800
Internal Service	<u>7,667,396</u>	<u>6,008,425</u>
Total	\$66,213,111	\$66,756,913

Superintendent's Recommendation: Motion to approve the proposed 2016-17 budgets as presented for all funds.

2. School Board Policy 501 – School Weapons Policy.

The recommended changes to Policy 501 were shared with the Board at its April 25, 2016, meeting. Proposed new language is in *italics* and language removed is indicated by ~~strike through~~. The District administrative team, secondary assistant principals, secondary teaching staff and the District Youth Council have reviewed the policy for clarity.

Superintendent's Recommendation: Motion to approve School Board Policy 501 – School Weapons Policy, as presented.

3. School Board Policy 527 – Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches.

The recommended change to Policy 527 was shared with the Board at its April 25, 2016, meeting. The addition of "Drug Dog Search – Purpose and Procedure" is in section V. The District administrative team, secondary assistant principals, secondary teaching staff and the District Youth Council have reviewed the policy for clarity.

Superintendent's Recommendation: Motion to approve School Board Policy 527 – Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches, as presented.

4. Student Citizenship Handbook.

Enclosed is a summary of the changes that administration is recommending to the 2016-2017 Student Citizenship Handbook. A draft of the proposed 2016-17 Student Citizenship Handbook is enclosed. The current Student Citizenship Handbook is available on the District's website. <http://northfieldschools.org/files/citizenshiphandbook15.16.pdf>

The distribution method of the Student Citizenship Handbook for 2016-2017 will remain the same as previous years. The youngest elementary student will receive the Handbook that will include a page that is to be completed by a parent or guardian indicating that they have received and reviewed the Handbook with their elementary student(s). This page is to be returned to the classroom teacher.

Each secondary student will receive a link to the Handbook as a 'web clip' on their iPad. A Schoology course will walk secondary students through the Student Citizenship Handbook.

Superintendent's Recommendation: Motion to approve the changes to the 2016-17 Student Citizenship Handbook as presented.

5. Northfield Middle School Driveway Project.

Dr. Hillmann will present the recommendation to widen the Northfield Middle School driveway, providing better traffic flow for parents and guardians who are dropping off and picking up students. The recommendation includes accepting quotations from ACI Asphalt Concrete for driveway widening work including moving of light poles (\$76,300), AM Concrete for new sidewalks (\$30,912), and authorizing the District Grounds crew to complete landscaping work (\$2,000) as part of the project. The total cost of the project will not exceed \$109,212. The funding for the project will come from the Operating Capital fund balance.

Superintendent's Recommendation: Motion to approve using Operating Capital fund balance to fund the project recommendations for widening the Middle School driveway at a cost not to exceed \$109,212.

6. Technology Services Position Modifications.

Director of Administrative Services Matt Hillmann and Director of Technology Services Kim Briske will further identify the changes within the Technology Services Department position structure, specifically to eliminate the current Workstation Specialist position, modify the current Technology Specialist position's salary, transfer one of the current Technology Specialist positions to an Assistant Network Manager position at the same salary of the existing 52-week Technology Specialist. These changes will cost a total of \$21,000 and are anticipated to be funded by savings from leaving the Director of Administrative Services position unfilled.

Superintendent's Recommendation: Motion to approve the recommended changes to the Technology Services department positions at a cost of \$21,000 for the 2016-17 school year.

7. Resolution Establishing Dates for Filing Affidavits of Candidacy.

As the first step in the process leading to the School Board election to be held on Tuesday, November 8, 2016, the Board is requested to adopt the attached Resolution Establishing Dates for Filing Affidavits of Candidacy. Upon adoption of this Resolution, the Notice of Filing Dates will be posted and advertised in the Northfield News, according to the deadlines indicated on the election calendar published by the Minnesota Secretary of State's Office. Affidavits of Candidacy for the four School Board vacancies may be filed at the District Office, 1400 Division Street South, beginning Tuesday, August 2, 2016, and ending Tuesday, August 16, 2016. An election will be held to fill four vacancies with four-year terms. The terms of Fritz Bogott, Rob Hardy, Ellen Iverson and Noel Stratmoen expire on December 31, 2016.

Superintendent's Recommendation: Motion to approve the resolution establishing dates for filing affidavits of candidacy as presented.

B. Items for Consent Grouping

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

1. Family / Student / Co-Curricular Handbooks for 2016-2017.

The Elementary School Family Handbook and the Student Handbooks for the High School, Area Learning Center, Middle School, and the Co-Curricular Activities Handbook for the 2016-2017 school year are ready for School Board consideration. Once the School Board approves these handbooks, they carry the force of School Board policy. Enclosed are summaries of the recommended changes. A copy of the current family and student handbooks are available on the District's website. Please go to <http://northfieldschools.org/about/handbooks/>

2. Financial Reports – April 2016.
Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,525,177.85, payroll checks totaling \$2,684,090.77 and the financial reports for April 2016. There were no bond payments made in April 2016.
3. Co-Curricular Overnight Trips for 2016-2017.
Activities Director Tom Graupmann has provided the enclosed list dated May 28, 2016, of co-curricular overnight trips for the 2016-17 school year. He is requesting School Board approval.
4. Agreement between the City of Northfield and ISD 659 Relating to City of Northfield/Community Services Recreation Program.
Director of Community Services Erin Bailey is requesting School Board approval of the attached Recreation Agreement. This Agreement was approved by the City Council at its June 7, 2016 meeting. Below is information about the Recreation Agreement.

SUMMARY REPORT:

This contract is nearly identical to the contract approved in 2013 with the following adjustments:

1. The School District requested a 5% increase for the first year of the contract and a 3% increase for year two and year three of the contract. For July 1, 2016-June 30, 2017, the City will pay the School District \$121,695; July 1, 2017-June 30, 2018, \$125,346; and July 1, 2018-June 30, 2019, \$129,106.
 2. The School District's contributions to recreation programming was updated to include advertising space in each Community Services brochure for City of Northfield facilities or events and the School District's support of administrative costs not covered by the City of Northfield's contribution.
 3. The signatories have been updated to reflect staffing and organizational changes at the City of Northfield.
5. Dairy Bids for 2016-2017.
Director of Child Nutrition Stephany Stromme is requesting School Board approval of the bid from Hastings Co-op Creamery Co. as the supplier of milk and dairy products for the 2016-2017 school year with the opportunity to renew annually for up to three years. Included is a copy of the bid tabulation.
 6. Personnel Items.
 - a. Appointments.*
 1. Katherine Anderson, Summer School ALC Teacher at Longfellow/ALC for 2 hours/day (M-Th) beginning 06/13/2016 – 07/28/2016; BA, Step 1.
 2. Stephanie Bangs, 1.0 FTE ASD SUN Teacher at the Cannon Valley Special Education Cooperative (Northfield site) beginning 08/29/2016; MA, Step 14.
 3. Paul Beck, Summer Band Instructor for Summer Band Lessons at the HS/MS beginning 06/13/2016 – 08/12/2016; MA60, Step 14.
 4. Lindsay DeMartino, CVSEC Administrative Support Assistant at the Cannon Valley Special Education Cooperative (Northfield site) for 225 days/year beginning 08/22/2016; Class IV, Step 3, \$18.40/hour.
 5. Ellen Haefner, Substitute Parent Educator, change to Parent Educator at the NCRC for up to 30 hours/week beginning 08/01/2016; Year 1, \$24.36/hour.
 6. Corinne Kelly, CVSEC Administrative Support Assistant at the Cannon Valley Special Education Cooperative (Faribault site) for 225 days/year beginning 08/22/2016; Class IV, Step 3, \$18.40/hour.
 7. Mike Ludwig, Activities Event Worker beginning 06/04/2016.
 8. Emily Lundstrom, CS Recreation Staff beginning 05/24/2016 – 08/31/2016; Aquatics Supervisor \$10.00/hour.
 9. Tommy McDonald, Activities Event Worker beginning 06/04/2016.
 10. Rebecca Meyers, 1.0 FTE Early Childhood Teacher at the NCRC beginning 08/01/2016; Year 1, \$24.36/hour.

11. Adam Murphy, Assistant Wrestling Coach at the High School beginning 11/21/2016 – 03/04/2017; Level E, Step 3.
 12. Tamra Paulson, 1.0 FTE Long-Term Substitute EBD/SLD Teacher at Sibley Elementary beginning 08/29/2016 – 06/06/2017; MA, Step 5.
 13. Bethany Rohde, 1.0 FTE Early Childhood Teacher at Longfellow beginning 08/01/2016; Year 1, \$24.36/hour.
 14. Kalli Schetnan, CS Recreation Staff beginning 05/24/2016 – 08/31/2016; Swim Aide \$9.00/hour; Lifeguard \$9.50/hour.
 15. Gabriel Sparby, Temporary TS Summer PLUS Site Assistant at Bridgewater for 6 hours/day (M-Th) beginning 06/06/2016 – 08/04/2016; \$12.19/hour.
 16. Alexi Thompson, Resource Room SLC/DCD Teacher at Bridgewater beginning 08/29/2016; MA, Step 14.
 17. Stevie Wachtler, Temporary TS 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.
 18. Jon Whitney, Long-Term Substitute Social Studies Teacher (1.0 FTE Semester 1; .6 FTE Semester 2) at the High School beginning 08/29/2016 – 06/06/2017; MA, Step 6.
 19. Megan Winter, 1.0 FTE Special Education DCD Teacher at Greenvale Park Elementary beginning 08/29/2016; MA, Step 7.
 20. Summer Weight Room Coach at the High School beginning 06/13/2016 – 08/12/2016 (self funded program):
 - a. Len Kallsen—total stipend = \$4,800 to be paid in (4) equal payments (June 30, July 15, July 30, August 15).
 - b. Laura Marks (DeGroot)—Hourly: \$18.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - c. Bubba Sullivan—Hourly: \$18.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - d. Travis Wiebe—Hourly: \$18.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - e. Tom Sola—Hourly: \$18.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - f. Cory Callahan—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - g. Isabelle Chapman—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - h. Larry Sanftner—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - i. Ryan Iverson—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
 - j. Brice Peterson—Hourly: \$14.75 per hour – with (4) pay dates: (June 30, July 15, July 30, August 15).
- b. Increase/Decrease/Change in Assignment.
1. Correction: Chris Scoville-Riazi, .5 FTE Art Teacher at the ALC, change to .66 FTE Art Teacher at the ALC beginning 08/31/2015 – 06/08/2016 (change of date from 8/31/16 to 8/31/15).
 2. Correction: Eric Swan McDonald, .5 FTE Science Teacher at the ALC, change to .66 FTE Science Teacher at the ALC beginning 08/31/2015 – 06/08/2016. (1.0 FTE total for 2016-17) (change of date from 8/31/16 to 8/31/2015).
 3. Stephanie Balma, EarlyVentures Teacher at Longfellow (38 hours/week), change to EV Teacher at LF for 32.5 hours/week beginning 06/13/2016 – 09/02/2016.
 4. Trisha Beacom, EarlyVentures Teacher at Longfellow (40 hours/week), change to EV Teacher at LF for 35.5 hours/week beginning 06/13/2016 – 09/02/2016.
 5. Cathy Bennetts, .93 FTE ADSIS/Reading Teacher (.5 ADSIS; .43 Reading), change to 1.0 FTE ADSIS/Reading (.57 ADSIS/.43 Reading) at Sibley Elementary beginning 08/29/2016.

6. Robert Benson, KidVentures Site Assistant (2 hours/week), change to KidVentures Site Assistant at Sibley for 20-30 hours/week beginning 06/09/2016 – 09/02/2016.
7. Russel Boyington, KidVentures Site Assistant (22.25 hours/week), change to KidVentures Site Assistant at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016.
8. Jackson Cade, Ventures Student Site Assistant (17 hours/week), change to Ventures Student Site Assistant at Sibley for 28 hours/week beginning 06/09/2016 – 09/02/2016.
9. Anita Corwin, EarlyVentures Site Assistant at Longfellow (40 hours/week), change to EV Site Assistant at LF for 24 hours/week beginning 06/13/2016 – 09/02/2016. Anita will also substitute as needed.
10. Debbie Foley, EarlyVentures Assistant Teacher at Longfellow (30 hours/week), change to EV Asst. Teacher at LF for 29 hours/week beginning 06/13/2016 – 09/02/2016.
11. Lynn Fossum, Asst. Principal's Secretary at the High School for 210 work days/year, increase to 224 work days/year beginning 07/01/2016.
12. Becky Gainey, .5 FTE Instructional Coach/.5 Reading Support at Sibley, change to .5 Instructional Coach, .05 Grant, .45 Reading Support at Sibley beginning 08/29/2016 – 06/06/2017
13. Aimee Gerdesmeier, Ventures Site Leader/Site Assistant (36 hours/week), change to Ventures Site Leader at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016.
14. Sara Gerdesmeier, EarlyVentures Site Assistant at Longfellow (34.5 hours/week), change to EV Site Assistant at LF for 16.5 hours/week beginning 06/13/2016 – 09/02/2016.
15. Courtney Beumer (Gilomen), EarlyVentures Teacher at Longfellow (40 hours/week), change to EV Teacher at LF for 38.5 hours/week beginning 06/13/2016 – 09/02/2016.
16. Katie Goehring, Early Ventures Teacher at Longfellow, change to Hand in Hand Teacher at LF for up to 32 hours/week beginning 08/20/2016; Year 1, \$24.36/hour.
17. Inger Hanson, .6 FTE EL Teacher at the Middle School, change to 1.0 EL Teacher at the Middle School beginning 08/29/2016.
18. Kaci Henry, EarlyVentures Teacher at Longfellow (38 hours/week), change to EV Teacher at LF for 37 hours/week beginning 06/13/2016 – 09/02/2016.
19. Ellie Ims, Ventures Student Site Assistant (17 hours/week), change to Ventures Student Site Assistant at Sibley for 28 hours/week beginning 06/09/2016 – 09/02/2016.
20. Cameron Jackson, KidVentures Site Assistant (22 hours/week), change to 0 hours/week for the summer beginning 06/09/2016 – 09/02/2016. Cameron will begin working again in the fall 2016.
21. Isabella Jenkinson, Ventures Student Site Assistant (17 hours/week), change to 0 hours/week for the summer beginning 06/09/2016 – 07/31/2016. Isabella will work as needed beginning 08/01/2016 – 09/02/2016 (up to 35 hours/week).
22. Cindy Keogh, KidVentures Site Assistant (23.5 hours/week), change to KV Site Assistant at Sibley for 16 hours/week beginning 06/09/2016 – 09/02/2016.
23. Lisa Krueger Robb, .6 FTE EL Teacher at the High School, change to .8 EL Teacher at the High School beginning 08/29/2016 – 06/09/2017.
24. Brittney Laue, SpecEd EA-PCA at Longfellow, change to 1.0 FTE ASD SUN Teacher at the Cannon Valley Special Education Cooperative (Northfield site) beginning 08/29/2016 – 06/06/2017; BA, Step 0.
25. Quinn Line, Ventures Student Site Assistant (17 hours/week), change to 0 hours/week for the summer beginning 06/09/2016 – 08/19/2016. Quinn will work as needed beginning 08/19/2016 – 09/02/2016 up to 35 hours/week.
26. Mark Mercurio, Assistant Wrestling Coach at the Middle School, change to Assistant Wrestling Coach at the High School beginning 11/21/2016 – 03/04/2017; Level E, Step 5 (1/2 stipend).
27. Peggy Mills, KidVentures Site Assistant (23.5 hours/week), change to KV Site Assistant at Sibley for 21 hours/week beginning 06/09/2016 – 09/02/2016.
28. Hannah Mohn, KidVentures Site Assistant (10-15 hours/week), change to KV Site Assistant at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016.
29. Carol Nick, EarlyVentures Teacher at Longfellow (35 hours/week), change to EV Teacher at LF for 20 hours/week beginning 06/13/2016 – 09/02/2016.

30. Tony Rasmussen, KidVentures Site Assistant (23.5 hours/week), change to KV Site Assistant at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016.
 31. Jennifer Severson, Educational Assistant, add TS Summer PLUS Site Assistant at Bridgewater for 6 hours/day beginning 06/16/2016 – 08/04/2016. (Hours will change during the month of July to 2.75 hours/day) – Step 2, \$12.52/hour.
 32. Tonya Skluzacek (Merritt), Ventures Site Leader/Early Ventures Site Assistant (36 hours/week), change to Ventures Site Leader at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016.
 33. Pam Taubman, KidVentures Site Assistant (23.5 hours/week), change to KV Site Assistant at Sibley for 15 hours/week beginning 06/09/2016 – 09/02/2016.
 34. Elizabeth Valentine, 1.0 FTE EL Teacher at Sibley, change to .7 FTE EL/.3 ADSIS at Sibley beginning 08/29/2016 – 06/06/2017.
 35. Dylan Warner, KidVentures Site Leader/Early Ventures Site Assistant (30 hours/week), change to Ventures Site Leader at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016.
- c. Leave of Absence Request.
1. Brittney Laue, Educational Assistant, Leave of Absence for 2016-17 school year, effective 08/01/2016.
- d. Resignations.
1. Troy Cohrs, Knowledge Bowl Advisor, resignation effective 06/06/2016.
 2. Brenda Kragseth, Educational Assistant-Media, resignation effective 06/08/2016.
 3. Carley Maley, Special Education teacher, resignation effective 06/08/2016.
 4. Mark Mercurio, Middle School Assistant Wrestling Coach, resignation effective 05/25/2016.
 5. Jennifer Rauk, Assistant Cross Country Coach, resignation effective 06/01/2016.
 6. Andria Schwalbe, Early Childhood Teacher, resignation effective 08/01/2016.
 7. Kari Thompson, Elementary Companeros Teacher, resignation effective at the end of the 2015-16 school year (06/08/2016).
 8. Sarah VanSickle, HS Business Teacher, resignation effective at the end of the 2015-16 school year (06/08/2016).
- e. Administration is recommending the approval of the following:
- Policy covering wages, working conditions and fringe benefits of Non-Union Administrators-Cabinet for the period extending July 1, 2016 through June 30, 2018.
 - Policy covering wages, working conditions and fringe benefits of Non-Union Administrators-Directors for the period extending July 1, 2016 through June 30, 2018.
 - Policy covering wages, working conditions and fringe benefits of Principals for the period extending July 1, 2016 through June 30, 2018.
 - Policy covering wages, working conditions and fringe benefits of Head Custodians for the period extending July 1, 2016 through June 30, 2018.
 - Policy covering wages, working conditions and fringe benefits of Grounds/Maintenance/Electrical Coordinators for the period extending July 1, 2016 through June 30, 2018.
 - Policy covering wages, working conditions and fringe benefits of Community Services Staff for the period extending July 1, 2016 through June 30, 2018.
 - Community Services Recreation Staff Wages for the period extending 6/1/2016 through 5/31/2017.
 - Policy covering wages, working conditions and fringe benefits of Child Nutrition Associates for the period extending July 1, 2016 through June 30, 2018.

* 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 I!A employee agreement

VIII. Items for Information

1. Appointment of Superintendent Evaluation Subcommittee.

At the May 23rd meeting Board Chair Pritchard presented the possibility of changing the evaluation of the superintendent to the process developed by MSBA that is a natural outgrowth of the principal and teacher evaluation. Pritchard will appoint a subcommittee to review the MSBA evaluation process and the District's current evaluation process.

IX. Future Meetings

Monday, July 11, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Auditorium

Monday, August 8, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

May 23, 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.
Hardy moved to amend the agenda to include "Secondary Music Staffing." The motion failed for lack of a second.
- III. Public Comment
Twenty parents, students and community members spoke in opposition to the secondary music staffing for the 2016-2017 school year. They asked the Board to reconsider administrative decisions regarding the allocation of FTE in the secondary music program.
- IV. Approval of Minutes
On a motion by Quinnell, seconded by Bogott, minutes of the Regular School Board meeting held on May 9, 2016, were unanimously approved.
- V. Announcements and Recognitions
 - The 6th annual Latino (And Friends) Play Festival is in progress. Remaining performances are on May 27 and 28 at the Northfield Arts Guild Theater. A donation of \$15 is suggested with all proceeds going to NHS performing arts class.
 - Congratulations to the Middle School for being named a 2016 Sustained Exemplar PBIS School by the Minnesota Positive Behavioral Interventions and Supports (PBIS) State Leadership Team. This is a great indicator of consistency and diligence. Northfield Middle School will be featured on the PBISMN website and will receive a Certificate of Recognition during the Annual Minnesota PBIS Institute on June 21-22 at the Minnesota Department of Education.
 - Congratulations to Middle School and High School Industrial Technology Teacher Steve Taggart. The Don Wendel Horace Mann Insurance Agency is fully funding a project that he submitted to the "Donors Choose" program. "Donors Choose" is a crowd funding site for educational purposes. The Agency purchased 3 Sphero Robots that he will be using in his Middle School Robotics course next year. The robots will allow him to teach a block-based programming language with an app on the students' iPads. Robots are a great way to teach problem-solving, critical thinking, collaboration, communication and creativity.
 - A profile on the Greenvale Park Community School has been published on the national Afterschool Alliance website.
 - In September 2014, Northfield Public Schools – as the lead agency in a consortium of Rice County schools – was awarded \$81,000 from the Substance Abuse & Mental Health Services Administration of the Federal Government. The grant was intended to provide Youth Mental Health First Aid training to school personnel and community members. The initial goals of the grant was to train 10 instructors of Youth Mental Health First Aid and train 325 school personnel and community members as "First Aiders". We are very pleased to report some really impressive statistics. So far, 14 instructors have been trained, of which half are school personnel. At least 150 Northfield Public Schools employees have received the Youth Mental Health First Aid training and 1,967 youth have been referred to some form of mental health services by "First Aiders" since the start of the grant through March 31.
 - The Career and Technical Education (CTE) Booster Club, led by John Stenz and Heather Poush from FORCE America, executed Northfield's largest career exploration event for youth on May 17. Over 35 local employers and well over 500 students in grades 7 through 12 participated in this year's Business and Technical Trades Career Exploration Day. Through interactive displays, presentations from professionals, and conversations with representatives from local 2-year colleges, youth gained a better understanding of the many career options that exist and the pathways to get there. A huge thanks for making the event such a success goes to John Stenz and his FORCE

America team; Mark Woitalla and Steve Taggart; the administration and teachers at the Northfield Middle and High School; and the enthusiasm of Northfield's employer community!

VI. Items for Discussion and / or Reports

1. District Educational Program Advisory Committee (DEPAC) Goals for 2016-2017.

Kyle Wilkomm, Chair of the District Educational Program Advisory Council (DEPAC), shared the recommended goals that were developed by this committee of community members, parents, teachers, and administrators. A student representative will be added for the 2016-17 school year to comply with the World's Best Workforce requirements. DEPAC's responsibilities include reviewing district data and information and crafting broad district-wide goals. The DEPAC goals are used to guide buildings' school improvement plans and the PLCs as they develop and write their SMART goals. DEPAC's goals for 2016-2017 are as follows:

Assessment: To support the ongoing measurement of student growth, Northfield Public Schools will: (1) Partner with community agencies that serve students by providing meaningful data support emphasizing key transitions young people make on the "cradle to career" continuum. (2) Develop a comprehensive formative assessment framework within each Professional Learning Community.

Teaching and Learning: To meet the specific needs of all learners and improve student achievement, Northfield Public Schools will: (1) Develop and implement continuous, accurate, and separate measurements of each student's progress toward academic mastery, work habits, and behavior standards. (2) Utilize assessment data to guide programmatic and instructional decisions. (3) Collect and implement best practices, collaborate and share successes, challenges and strategies.

Student Support Services: To ensure student engagement, connectedness and success, Northfield Public Schools will: (1) Implement and evaluate a multi-tiered system of academic and behavioral interventions. (2) Integrate practices and services for social emotional learning and children's mental well-being.

2016-2017 General Fund Budget.

The General Fund budget was presented by Val Mertesdorf, Director of Finance, including the assumptions and parameters for revenues and expenditures used for development of this budget. To summarize: There will be a deficit budget for 2016-2017, but the history of stewardship in our District softens the impact and allows us to deficit spend \$1.7 million because of a healthy fund balance. Continued lack of adequate state funding will necessitate reductions in programs and staff. Having to make those reductions in 2017-2018 far exceeds the promise of three to four years without budget reductions that was made during the 2011 operating referendum campaign. No action is required on the budget until the June 13, 2016, Board meeting.

VII. Superintendent's Report

A. Items for Individual Action

1. Proposed 2016-2017 Capital and Facilities Budget.

On a motion by Iverson, seconded by Hardy, the Board unanimously approved the proposed 2016-17 Capital and Facilities Budget as follows:

	<u>Revenues</u>	<u>Expenditures</u>
Capital & Facilities Budget	\$2,650,111	\$2,542,450

2. Positive Attention and Learning Support Staffing.

Iverson moved and Bogott seconded to amend the motion to include the elimination of items e and f in the funding proposal section of the program proposal dated May 19, 2016, and instead fund 0.5FTE from the General Fund. To be eliminated from the funding proposal: e. Eliminate the Director of Administrative Services. f. Use a portion of the savings from the elimination of the Director position to fund the remaining 0.5 FTE PALS staff. Motion carried on a five to one vote. (Hardy voted 'no.')

On a motion by Bogott, seconded by Stratmoen, the Board unanimously approved the hiring of 3.0 FTE Positive Attention and Learning Support (PALS) staff for the 2016-17 school year using the funding approach provided in the program proposal dated May 19, 2016, except for the elimination of the Director of Administrative Services position. Instead fund 0.5 FTE from the General Fund.

The Board advised administration that the evaluation of these positions needs to be more rigorous than what is indicated in the program proposal.

3. Caseload/Workload for Special Education Teachers – Clerical Support.

On a motion by Iverson, seconded by Stratmoen, the Board unanimously approved the hiring of 3.0 FTE Due Process Clerical support staff for a 1-year pilot. These positions will be funded through the General Fund for the pilot year.

4. School Board Policy 560, Memorials.

Bogott moved and Stratmoen seconded to amend the motion to indicate the addition of “student” to the first sentence of the policy, so that the policy reads “the loss of a student member of the school community.” Motion carried.

On a motion by Quinnell, seconded by Hardy, the Board unanimously approved School Board Policy 560, Memorials, as amended.

The Board requested that a similar policy be developed relating to the loss of a staff member of the school community.

B. Items for Consent Grouping

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

1. District Youth Council Membership.

The following students will serve on the District Youth Council during the 2016-2017 school year:

Rising Seniors: Abby Andrade Flores*, Sophie Bernstorff*, Max Heil*, Lars Ripley*, Linda Rosas Balvin*, Gabi Estrada, Gage Hofstad, Dylan Roney, and Benjamin Mohlke.

Rising Juniors: Lexi Dougherty*, Lawson Wheatley*, Berit Hendel, and Alida Dice.

Rising Sophomores: Sam Temple*, Ethan Schaffer and Eyely Baker.

* Denotes current District Youth Council member.

2. Personnel Items.

a. Appointments.*

1. Correction: Kelley Foehrkolb, 1.0 FTE ASD Behavior Consultant for the Northfield District & CVSEC beginning 07/01/2016; change from MA15, Step 13 to MA 30, Step 14 (additional transcripts received).
2. Annette Armstrong, SpecEd Educational Assistant-PCA for 7 hours/day at the Cannon Valley Special Education Cooperative Focus Program (Faribault site) beginning 08/29/2016; Step 6, \$15.95/hour.**
3. Taryn Atchison, TS Summer PLUS Teacher at Bridgewater for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 6, \$27.73/hour.
4. Sierra Barck, Temporary TS Summer PLUS Student Site Assistant at Bridgewater for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$9.00/hour.
5. Josh Corbin, Community Services Summer Recreation Intern for CS beginning 05/18/2016 - 8/26/2016; \$13.08/hour.
6. Catherine Craft, Temporary KidVentures Site Assistant at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016; \$12.19/hour.
7. Molly Ericksen, 1.0 FTE School Psychologist at Bridgewater beginning 08/29/2016; MA60, Step 11 (2016-17).
8. Melanie Feldhake, Temporary KidVentures Site Assistant at Sibley for 24 hours/week beginning 06/09/2016 – 09/02/2016; \$12.19/hour.
9. Margaret Goldade, 1.0 FTE ECSE Teacher at Longfellow beginning 08/29/2016; MA, Step 3.

10. Leah Grisim, Temporary KidVentures Site Assistant at Sibley for 25 hours/week beginning 06/09/2016 – 09/02/2016; \$12.19/hour.
11. Alex Hansen, Temporary KidVentures Site Assistant at Sibley for 40 hours/week beginning 06/09/2016 – 09/02/2016; \$12.19/hour.
12. Sophia Nevin, CS Recreation Staff beginning 05/17/2016 – 08/31/2016 (Aquatics Instructor \$9.00/hour; Aquatics Supervisor \$10.00/hour; Lifeguard \$9.50/hour.)
13. Joy Serie-Amunrud, Summer PLUS Club Leader at Bridgewater for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$19.50/hour.
14. Tonja Trump, Long-Term Substitute Special Education Educational Assistant-PCA at the High School for 6.75 hours/day beginning 05/18/2016 – 06/08/2016; Step 5, \$15.51/hour. **
15. Tonja Trump, SpecEd Educational Assistant-PCA for 6.5 hours/day at the Cannon Valley Special Education Cooperative STEP program (Faribault site) beginning 08/29/2016; Step 5, \$15.51/hour. **
16. Kari Winter, 1.0 FTE ECSE Teacher at Longfellow beginning 08/29/2016; MA, Step 14 (2016-17).
17. Event Workers – beginning 05/17/2016: Emma Vinella-Brusher, Evan Olawsky, Antonia Piergies and Emma Grizansio.
18. Jacqueline Braun, 1.0 FTE ASD SUN Teacher at the Cannon Valley Special Education Cooperative SUN program (Northfield site) beginning 08/29/2016; MA, Step 4.
19. Natalia Romaro, 1.0 FTE Music Teacher at Sibley Elementary beginning 08/29/2016; BA, Step 1.

b. Increase/Decrease/Change in Assignment.

1. Kathryn Budig, Child Nutrition Associate II at the HS (5.5 hours/day), change to Child Nutrition Associate II at the High School for 7.25 hours/day beginning 05/16/2016.
2. Peggy Fink, 1.0 SLD Teacher at the High School, change to .8 FTE SLD Teacher at the High School beginning 08/29/2016 – 06/06/2017 (for 2016-17 school year).
3. Mary Harrity Davidson, .5 FTE PE at the MS, .25 FTE PE at the ALC; change to .5 FTE PE at the MS, .33 FTE PE at the ALC beginning 08/31/2015 (from .75 FTE to .83 FTE).
4. Annie Kruse, B-5 ECSE Teacher, add overload ECSE B-5 at Longfellow beginning 03/29/2015 – 06/01/2016.
5. SueAnn Lepinski, Child Nutrition Associate I at the HS (3.75 hours/day; \$15.52/hour), change to Child Nutrition Associate II at the High School for 5.5 hours/day; \$16.52/hour beginning 05/16/2016.
6. Carolyn Manderfeld, Educational Assistant, add TS Summer PLUS Club Leader at Bridgewater Elementary for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$19.50/hour.
7. Kelli Otting, 1.0 FTE Long-Term Substitute SLD Resource Teacher at Sibley, change to 1.0 FTE SLD Resource Teacher at Sibley beginning 08/29/2016 (ongoing position).
8. Chris Scoville-Riazi, .5 FTE Art Teacher at the ALC, change to .66 FTE Art Teacher at the ALC beginning 08/31/2016.
9. Eric Swan McDonald, .5 FTE Science Teacher at the ALC, change to .66 FTE Science Teacher at the ALC beginning 08/31/2016 – 06/08/2016. (1.0 FTE total for 2016-17).
10. Alissa Jorgenson, Office Generalist Production Room (4 hours/day)/CS Auditorium Tech (4 hours/day), change to CS Auditorium Tech for 4 hours/day beginning 07/01/2016. Office Generalist position eliminated.
11. Correction: Annie Kruse, B-5 ECSE Teacher, add overload ECSE B-5 at Longfellow beginning 03/29/2016 – 06/01/2016. (change of date from 3/29/15 to 3/29/2016).

- c. Leave of Absence.
 - 1. Justina David, Family/Medical Leave of Absence beginning on or about 08/15/2016 through 11/04/2016. Her estimated return to work date will be 11/07/2016.
- d. Resignations / Retirement / Termination.
 - 1. Deirdre Andrie, Educational Assistant (CVSEC), declined position 5/11/2016.
 - 2. Melissa Bernhard, Co-Head Gymnastics Coach, resignation effective 5/10/2016.
 - 3. Paul Bernhard, Co-Head Gymnastics Coach, resignation effective 4/29/2016.
 - 4. Lianne Deanovic, Educational Assistant, resignation effective 06/01/2016.
 - 5. Bonnie Klamm, Educational Assistant, retirement effective 06/08/2016.
 - 6. Cheyenne Lax, ECFE Teacher/Parent Educator, resignation effective 07/15/2016.
 - 7. Sara Line, Early Childhood Coordinator, resignation effective 06/30/2016.
 - 8. Deb Seitz, Boys & Girls Swimming & Diving Coach, resignation effective 05/10/2016.
 - 9. Angela Sletten, Educational Assistant, resignation effective 06/08/2016.
 - 10. Thomas P. White, Assistant Wrestling Coach, resignation effective 05/19/2016.

- e. Advancement of Third Year Probationary to Tenure Status for 2016-17
Kelli Otting

Advancement of First Year Probationary to Second Year Probationary for 2016-17
Nicole Gill

- 3. Tentative High School Overnight Trips for 2016-2017.
The memorandum dated May 2016 from High School Principal Joel Leer with the recommendation that the Board approve the list of tentative high school overnight field trips listed for the 2016-17 school year was approved.

* 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. New Superintendent Evaluation Process.
Board Chair Pritchard presented the possibility of changing the evaluation of the superintendent to the process developed by MSBA that is a natural outgrowth of the principal and teacher evaluation. Pritchard will appoint a subcommittee to review the MSBA evaluation process and the District's current evaluation process. Board members who are interested in serving on this subcommittee were asked to contact the Board Chair.
- 2. July 2016 – June 2017 School Board Meeting Schedule.
- 3. Upcoming Dates:
 - 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
 - Area Learning Center Graduation
Thursday, June 2: 7:00 PM, High School Auditorium
 - High School Graduation
Sunday, June 5: 2:00 PM, Memorial Field
- 4. Dundas Dome.
Director of Administrative Services Dr. Matt Hillmann shared information about initial discussions he has had with the owners of the Dundas Dome, a seasonal (November 1-April 30) enclosed athletic facility within the School District.

School Board Minutes

May 23, 2016

Page Six

IX. Future Meetings

Monday, June 13, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center
Monday, July 11, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 10:05 PM.

Noel Stratmoen
School Board Clerk

DCSDC and PLC Report

Report to the Northfield School Board
Monday, June 13, 2016

DCSDC

- DCSDC: District Curriculum and Staff Development Committee
- DCSDC meets the second Thursday of each month.
- Membership consists of teachers from each building as well as early childhood, special education, and the ALC, administrators, a board member, and a parent.

Professional Reading

- Theme for 2015-16 centered on understanding poverty
 - The Glass Castle by Jeannette Walls
 - Bridges Out of Poverty by Ruby Payne
 - Teaching with Poverty in Mind by Eric Jensen
- Theme for 2016-17 centers on creative thinking and collaboration
 - The Innovator's Mindset by George Couros
 - Quiet: The Power of Introverts in a World That Can't Stop Talking by Susan Cain

Professional Learning

- Review of 2015-16
 - New Teacher Workshop
 - Common formative assessments: Nicole Vagle
 - Mental Health Training for Staff in Grades 5-12
 - Literacy Sessions
 - Bridges Out of Poverty Workshop with Jodi Pfarr
 - Two hour sessions on end of quarter days which included technology and wellness
- Plans for 2016-17: The Four Cs
 - New Teacher Workshop
 - Fall Workshop: New format
 - November 23
 - January 16

Professional Learning Communities

- Professional Learning Communities
 - Grants for PLCs
 - Three joint PLC times
 - Sub-committee to update forms to Google
 - Fourth Grade PLC from Bridgewater
- Questions/Comments

New Teacher Workshop
Wednesday and Thursday, August 24-25, 2016

Welcome to Northfield Public Schools!
We have planned two days of information and activities to help you as you begin your Northfield career.

Attire: Business casual

Wednesday, August 24, 2016

Time	Location	Activity	Responsible
7:45 .75 hours	MS Cafeteria	Breakfast with Administration	Mary Hanson Nancy Kluver
8:30 .50 hours	MS Computer Lab	Welcome and District Overview	Dr. Hillmann
9:00 .25 hours	MS Computer Lab	Folder items; Information on Professional Learning, Activities; and T/L website	Mary Hanson
9:15 .75 hours	MS Computer Lab	Skyward	Christine Neset
10:00	Break	Break	Break
10:15 1.5 hours	MS Computer Lab MS Media Center	Technology Schoology: MS & HS iPads: Elementary	Kim Briske Others
11:45 .75 hours	MS Cafeteria	Lunch and <i>Northfield News</i> pictures	Mary Hanson Nancy Kluver

12:30	Various	Early Childhood	Sara Line
1.25 hours		Elementary: Literacy and Math instruction (25 minutes each); RSG Day (15 minutes); RtI/ADSIS Overview (10 minutes)	Judi Vitito, Heather Ryden, Tania Will
1.25 hours			
1.25 hours			
		MS and HS: PBIS and MTSS	Carrie Duba Rachael Hudson
		Special Ed: CVSEC staff only	Cheryl Hall Lynn Krominga
1:45 .75 hours	Northfield Bus Tour	Tour	Benjamin Bus Matt Hillmann Mary Hanson
2:30 1.25 hours	Elementary MS and HS	New teachers meet with principals/departments; Work in classrooms if time	Nancy Antoine David Craft Scott Sannes Greg Gelineau Joel Leer
3:45	Done for the day!	Done for the day!	Done for the day!

Thursday, August 25, 2016

Time	Location	Activity	Responsible
7:45 .5 hours	HS Cafeteria	Breakfast	Mary Hanson Nancy Kluer
8:15 1.5 hours	M120 HS	PLC Process and SMART Goals	Leah Sand
9:45	Break	Break	Break
10:00 1.5 hours	M115 HS	So Now You Are a Teacher!	Kim Slegers
11:30 1.5 hours	Upper Café HS	NEA Lunch and Information	Amy Sieve
1:00	Break and Travel to schools	Break and Travel to schools	Break and Travel to schools
1:15 2.5 hours	Various	Time in school/classrooms	Principals Teachers
1:15 2.5 hours	All new Sp Ed Staff Location: HS Computer Lab	Special Ed Updates	Lynn Krominga Cheryl Hall
3:45	Done for the day!	Done for the day!	Done for the day!

Monday, September 12; 3:30-4:30: Teacher Development and Evaluation; Matt Hillmann; Location TBD

Monday, September 19; 3:30-4:30: Data and Assessment; Hope Langston; Location TBD

Northfield Public Schools
Professional Learning
2016-17

THE 4 CS:
CREATIVE THINKING
CRITICAL THINKING
COLLABORATION
COMMUNICATION

August 24-25, 2016: New Teacher Workshop

August 29-September 1, 2016: Fall Workshop and Professional Learning Days

Wednesday, November 23, 2016: Professional Learning Day

Monday, January 16, 2017: Building Professional Learning Day

A message from the Superintendent Elect:

Dear Faculty,

This document contains the 2016-17 schedule for Northfield Public Schools professional learning activities. You will notice that choice is a key approach used in this schedule. As professionals, I trust you are able to self-select the sessions that are most important to your individual professional growth.

As educators, our pedagogy and other skills require ongoing developing. I hope you will find this year's professional learning activities to provide some of that development.

Sincerely,

Matt Hillmann

Superintendent Elect

The following pages contain the professional learning schedule for 2016-17. This gives you a start on what to expect for professional learning during the next school year. These schedules have been developed with the cooperation of many people, including the members of the District Curriculum and Staff Development Committee (DCSDC).

The sessions offered contain a wide variety of choices for your professional learning. Take time to make a schedule that is meaningful for you and your professional learning! **Please note that more sessions will be added** as we get closer to the professional learning days. The final schedule for fall workshop will be available in August.

Wednesday, November 23 is labeled as DRAFT at this time since sessions will be added.

As you review the professional learning opportunities, please contact me if you would like to offer a session or have a request for a session. There is a section titled Additional Information and Frequently Asked Questions that supplies more information.

Sincerely,

Mary Grace Hanson, Director of Teaching and Learning

Professional Learning 2016-17
The Four Cs of 21st Century Learning

Critical Thinking; Creative Thinking; Collaboration; Communication

Fall Workshop: Monday, August 29-Thursday, September 1, 2016

Monday, August 29
7:30-3:30: PreK-12
Teacher Work Day; No meetings

Tuesday, August 30: PreK-12 7:30-3:30	7:30	8:00	9:00
	Coffee and Rolls MS Cafe	All Staff Meeting: PreK-12; MS Auditorium	Building Meetings and Professional Learning, including PLC information by DCSDC members

Wednesday, August 31: Elementary: Ready, Set, Go! Day
7:30-3:30
Location: BW, GVP, SB

Wednesday, August 31: MS, HS, ALC

7:30-3:30

Location: HS

The Bullying Prevention Schoology Course is required for everyone. It is an independent on-line learning offering so you may complete it during any session when it is convenient for you. This takes one 1 hour session.

You are required to do **4 sessions** out of the six sessions offered **in addition to the department meetings and the bullying prevention course.**

Sessions	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30
1	Department Meetings	Bullying Prevention: Schoology Course REQUIRED	Bullying Prevention: Schoology Course REQUIRED	Bullying Prevention: Schoology Course REQUIRED	Lunch	Bullying Prevention: Schoology Course REQUIRED	Bullying Prevention: Schoology Course REQUIRED	Bullying Prevention: Schoology Course REQUIRED
2		Maker Space: HS Lower Cafe	Maker Space: HS Lower Cafe	Maker Space: HS Lower Cafe	Lunch	Maker Space: HS Lower Cafe	Maker Space: HS Lower Cafe	Maker Space: HS Lower Cafe
3		Tech Help: Tech Staff HS Media Center	Tech Help: Tech Staff HS Media Center	Tech Help: Tech Staff HS Media Center	Lunch	Tech Help: Tech Staff HS Media Center	Tech Help: Tech Staff HS Media Center	Tech Help: Tech Staff HS Media Center
4	6-8 at MS	Data Help: Hope Langston HS Media Center	Data Help: Hope Langston HS Media Center	Data Help: Hope Langston HS Media Center	Lunch	Data Help: Hope Langston HS Media Center	Data Help: Hope Langston HS Media Center	Data Help: Hope Langston HS Media Center

5		MS: EL Strategies in the Classroom: Ruben and Inger	ALC Info: Daryl Kehler and ALC Staff	Homeless Students in 6-12: Melissa Larsen	Lunch	What do the SpEd staff do?: Lynn Krominga	Northfield Promise: Zach Pruitt	Discussion: Teaching with Poverty in Mind: HS Staff
6	9-12 at HS	HS: EL Strategies in the Classroom: Jennifer and Lisa	HS: PBIS/MTSS/SST: Carrie Duba and Lisa Battaglia	Behavior Classroom Strategies for 6-12: School Psychs and SS	Lunch	ASD in MS: Kelly and Deb	ASD in HS: Kelly and Deb	Careers: Sandy Malecha
7	ALC at LF	Yoga: Deb Peters	MS: PBIS/MTSS/SST: Rachael Hudson	Data Privacy Practices: Matt Hillmann	Lunch	Teacher Evaluation: Matt Hillmann	Vocab Rehab for LA and Content Area Teachers: Rose Turnacliff	Yoga: Deb Peters
8		Walking: Maps available for routes	Walking: Maps available for routes	Walking: Maps available for routes	Lunch	Walking: Maps available for routes	Walking: Maps available for routes	Walking: Maps available for routes
9		Tennis/ Nitro Ball	Tennis/ Nitro Ball	Tennis/ Nitro Ball	Lunch	Tennis/ Nitro Ball	Tennis/ Nitro Ball	Tennis/ Nitro Ball
10		Active and participation Gym Games	Active and participation Gym Games	Active and participation Gym Games	Lunch	Active and participation Gym Games	Active and participation Gym Games	Active and participation Gym Games

PreK: Sessions to be held at LF on Wednesday, August 31

In addition to the above offerings, PreK has the following professional learning opportunities available:

Session	7:30	8:30	11:30	12:30	1:30	2:30
	Department Meeting: Location TBD	Sensory Regulation Kits: Shannon Flegel	Lunch	John Schnorr: Topic TBD	John Schnorr: Topic TBD	John Schnorr: Topic TBD

Thursday, September 1: PreK-12

7:30-3:30

Location: HS

You are required to do **3 sessions** out of the five sessions offered in addition to the **data review course, PLC time, and the bullying prevention course (if not completed yesterday).**

Sessions	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30
1	Data Review: Schoolology Course	Bullying Prevention: Schoolology Course REQUIRED	Bullying Prevention: Schoolology Course REQUIRED	Bullying Prevention: Schoolology Course REQUIRED	Lunch	PLC Time	Bullying Prevention: Schoolology Course REQUIRED	Bullying Prevention: Schoolology Course REQUIRED

2	Data Review: Schoology Course	Maker Space: HS Lower Cafe	Maker Space: HS Lower Cafe	Maker Space: HS Lower Cafe	Lunch	PLC Time	Maker Space: HS Lower Cafe	Maker Space: HS Lower Cafe
3	Data Review: Schoology Course	Tech Help: Tech Staff HS Media Center	Tech Help: Tech Staff HS Media Center	Tech Help: Tech Staff HS Media Center	Lunch	PLC Time	Tech Help: Tech Staff HS Media Center	Tech Help: Tech Staff HS Media Center
4	Data Review: Schoology Course	Data Help: Hope Langston HS Media Center	Data Help: Hope Langston HS Media Center	Data Help: Hope Langston HS Media Center	Lunch	PLC Time	Data Help: Hope Langston HS Media Center	Data Help: Hope Langston HS Media Center
5	Data Review: Schoology Course	Mindful Eating: Nfld Hospital	Mindful Eating: Nfld Hospital	Inter-discipline collaboration: Jaci McKay	Lunch	PLC Time	Discussion of Creativity and Innovation: Karna Hauck	K-5: Homeless Students: Melissa Larsen
6	Data Review: Schoology Course	Volunteers in the Classroom: Accelerate Northfield	Northfield Promise: Zach Pruitt	Math Anxiety: Ray Coudret	Lunch	PLC Time	Managing Depression and Anxiety: Dan Foley	Yoga: Dana Holden

7	Data Review: Schoology Course	Flex Learning Days Info and Discussion: Lahna Tran and Scott Peterson	SeeSaw: Lahna Tran and Christa Danielson	Literacy Strategies for the K-5 Classroom: Becky Gainey, Diane Torbenson, Judi Vitito	Lunch	PLC Time	Flex Learning Days Info and Discussion: Lahna Tran and Scott Peterson	Everyday Math Updates: Tania Will, Heather Ryden
8	Data Review: Schoology Course	K-5 ASD: Kelly and Deb	Movement and the Brain and Learning: John Sand	Teacher Development and Evaluation: Matt Hillmann	Lunch	PLC Time	CPR/AED/Epi Pen updates: Elizabeth Bade	Ergonomics: Elizabeth Bade
9	Data Review: Schoology Course	Human Resources Information: Molly Viesselman	Finance Department Information: Val Mertesdorf	Elementary Coding: Robert Garcia	Lunch	PLC Time	Human Resources Information: Molly Viesselman	Finance Department Information: Val Mertesdorf
10	Data Review: Schoology Course	All Things Google: Kim Briske	Schoology: Kim Briske	All Things Google: Kim Briske	Lunch	PLC Time	All Things Google: Kim Briske	Schoology: Kim Briske
11	Data Review: Schoology Course	Bringing Out the Best in Children: Dave Craft	A Teacher's Role in Post-secondary Planning: Counseling Department	Interactive Writing: Matt, Lily, Anne, Mary Beth	Lunch	PLC Time	For Building Coordinators and 504 Administrators: Cheryl and Lynn	For Admin and Admin Designees: IEP Roles and Responsibilities: Cheryl and Lynn

12	Data Review: Schoology Course	Walking: Maps available for routes	Walking: Maps available for routes	Walking: Maps available for routes	Lunch	PLC Time	Walking: Maps available for routes	Walking: Maps available for routes
13	Data Review: Schoology Course	Tennis/ Nitro Ball	Tennis/ Nitro Ball	Tennis/ Nitro Ball	Lunch	PLC Time	Tennis/ Nitro Ball	Tennis/ Nitro Ball
14	Data Review: Schoology Course	Active and participation Gym Games	Active and participation Gym Games	Active and participation Gym Games	Lunch	PLC Time	Active and participation Gym Games	Active and participation Gym Games

Thursday: CVSEC Staff	
7:30-11:30	SUN
	Alexander Learning Academy
11:30	Lunch
12:30-3:30	At buildings

Wellness Activities (Available both days): Take the opportunity to treat yourself to an hour of activity during the day. If the weather is beautiful, make your way out to the tennis courts for a game of tennis or try Nitroball (the game of inverted volleyball that is played on a tennis court over the net with volleyball skills.) You can also stay inside and organize a game of badminton or pick up basketball. If you want to use this time to get a few extra steps in for the day there will be outdoor and indoor walking maps of the High School area emailed to you, or you can pick up a paper copy at Janet Murray's desk in the District Office.

Vocab Rehab for LA and Content Area Teachers: Come to learn some 10 minute vocabulary strategies for next week and all year long. Catch up on the latest research on vocabulary acquisition and learn how best to implement direct instruction of Tier 2 and 3 vocabulary.

Managing Depression and Anxiety (Thursday, 1:30): Dan spent years struggling with depression and anxiety, and he will share what he's learned about recognizing symptoms and taking action to become healthier.

Interactive Writing (Thursday, 10:30): This workshop explores the use of interactive writing (IW) in multiple elementary content areas, especially word study, reading, and writing. While the presenters focus on IW in first and second grades, participants will be given the opportunity to explore their own ideas on how to apply IW in their classrooms.

Counseling Department (Thursday, 9:30): Whether it's connecting students to career ideas or course selection to a future pathway, writing a letter of recommendation for college/scholarship or serving as a reference for a job, or simply talking about living independently one day and having to pay for it-teachers play a vital role in students' post-secondary planning because of the quality connections they make with students every day! Counselors will discuss tools and strategies for best supporting students in their post-secondary plans!

Ergonomics (Thursday, 2:30): How many hours of your day do you spend looking at screens for your jobs and for fun? Are you ergonomically correct? Come and discover how to protect your body from repetitive stress injury.

CPR/AED/Epi-pen Review (Thursday, 1:30): We will review basic CPR and the use of an AED. There will be manikins and AED trainers available for practice. If you are on your building's AED Team, this is the annual review you need. Anyone interested is welcome. We will also practice the response to allergic reactions with the Epi-pen training devices.

Data Review Course (Thursday, 7:30): As our student population becomes more diverse, teachers face the challenge of providing differentiated instruction to students with a wide range of knowledge and skill levels. By improving skills related to collecting, analyzing, and interpreting student assessment data, you will be better equipped to adjust instruction to better and more efficiently accommodate the needs of individual students. This course goes beyond instruction, understanding what you student know, how students perform individually and as a group, what areas of instruction need improvement and how to group students and apply tailored strategies.

Additional Information and Frequently Asked Questions:

1. Why are the sessions at the High School?
 - Parking Lot accessibility
 - Adult sized furniture
 - No travel time between sessions
 - Classroom and larger spaces available
2. The Bullying Prevention Course: Why are we doing this again?


MN state statute requires all school personnel to complete bullying prevention training every three years so this is the year! We will complete the same video and quiz as we did before plus some time reading through our district policy and forms. You may choose any hour in which to complete this course.
3. Maker Space, Tech Help, Data Help, Walking, Tennis/Nitro Ball, Gym Games will be available throughout the day on both Wednesday and Thursday.
4. The Department Meetings, Data Review Course, and PLCs are all required at the scheduled times.
5. The Wellness Activities are included in the fall workshop schedule since we do not have the 2 hours of professional learning during the end of quarter days this year.
6. **Additions and changes may occur. The final version will be available in August with Back to School information.**

Professional Learning
 Wednesday, November 23, 2016
 7:30-3:30
 The Four Cs of 21st Century Learning!
 Critical Thinking, Creative Thinking, Collaboration, Communication
 Northfield Middle School
 7:30-3:30

7:30	9:30	10:45	11:45	1:00	2:15
Breakfast and Celebration	Wavelength: MS Auditorium	Wavelength	Lunch	Wavelength	
		Wavelength	Lunch	Wavelength	
		Art: John Bade and Rafael Estrella	Lunch	Art: John Bade and Rafael Estrella	Art: John Bade and Rafael Estrella
		Creative Writing: Ellen Mucha and Katherine Norrie	Lunch	Creative Writing: Ellen Mucha and Katherine Norrie	Creative Writing: Ellen Mucha and Katherine Norrie
		Critical and Creative Thinking: Tammy McDonough	Lunch	Critical and Creative Thinking: Tammy McDonough	Critical and Creative Thinking: Tammy McDonough
		Critical and	Lunch	Critical and	Critical and

		Creative Thinking in Social Studies: Mark Thornton		Creative Thinking in Social Studies: Mark Thornton	Creative Thinking in Social Studies: Mark Thornton
		Creative Design Cupcakes: Shari Karlsrud	Lunch	Creative Design Cupcakes: Shari Karlsrud	Creative Design Cupcakes: Shari Karlsrud
		3D Printing: Kim Briske and Tech Department	Lunch	3D Printing: Kim Briske and Tech Department	3D Printing: Kim Briske and Tech Department
		TED Talk and Discussion: Sir Ken Robinson: How to Escape Education's Death Valley		TED Talk and Discussion: Sir Ken Robinson: How to Escape Education's Death Valley	TED Talk and Discussion: Sir Ken Robinson: How to Escape Education's Death Valley
		Book Creator: Matt BergWall		Book Creator: Matt BergWall	Book Creator: Matt BergWall

MEMORANDUM

TO: Board of Education
FROM: Matthew J. Hillmann, Ed.D. 
Director of Administrative Services
DATE: June 9, 2016

RE: Recommendation to leave the Director of Administrative Services position unfilled for the 2016-17 school year.

As I move into the Superintendent role beginning July 1, 2016, I have spent considerable time reflecting about filling my current administrative position with a replacement. After considering feedback from a number of stakeholders and my belief in the certainty of budget reductions for the 2017-18 school year, my recommendation to the Board is to leave the position unfilled, use some of the savings to bolster the responsibilities of two district-level administrators, and to make some minor adjustments to our technology department. The purpose of this memorandum is to ask you to authorize leaving the position unfilled, make some salary modifications to other positions as part of that reduction, and to identify the savings to be held in the District's administrative budget as we anticipate budget reductions for the 2017-18 school year.

Since 2013, I have been working with members of our District Services Leadership Team to further develop their leadership skills. These individuals entered the new district office leadership structure with specific, technical skills for managing their departments. The elimination of the Director of Administrative Services position will reassign the majority of those duties to the Director of Human Resources and Director of Finance positions. The level of their authority will increase as will the complexity of their work. The leaders in these two departments are ready for this increased responsibility. There is a recommended salary increase based on this additional level of complexity and responsibility as well as an analysis of their base compensation when compared to similar positions at other Big 9 conference schools. The Board will be asked to approve these modifications at the July 11th meeting.

The District's technology department is working through filling a retirement and a resignation. In an effort to support the District's technology needs while also maintaining our current staffing levels, we plan to eliminate the current Workstation Specialist position and modify one of the Technology Specialist's job descriptions to serve as the Assistant Network Manager. This position, which will maintain the current Technology Specialist pay structure, will focus on supporting staff and maintaining the District's data networks. This position's salary is being shifted from the General Fund to the Operating Capital fund as part of the strategy to free General Fund resources to pay for the new Positive Attention and Learning Support (PALS) positions. In addition, with the former Workstation Specialist position being eliminated, a new Technology Specialist job description will be implemented at a rate of pay that is between the rates for the current Technology Specialist role and Workstation Specialist role (the exact salary will depend on the experience of the successful candidates). This will bolster our ability to recruit entry level technology staff members. It will also cost slightly more to do so. Some of the savings from the elimination of the Director of Administrative Services position would be used to offset this increase. I am asking we approve these changes at this Board meeting so the Technology Services department can begin hiring these individuals.

The following are the financial impacts of not replacing the Director of Administrative Services position and the difference in salaries from Dr. Richardson's total compensation and my total compensation for the 2016-17 school year.

Net Savings - Reducing Director of Administrative Services/Difference in Superintendent Salaries

Total anticipated savings from reduction & difference between two Superintendents' salaries	\$180,000
Total adjustments for Directors of Finance and Human Resources	\$32,237
Technology staff adjustments	\$21,000
Net Savings	\$126,763

Please note that even with the adjustments proposed to the Directors of Human Resources and Finance, their salaries are still last or second to last among Big 9 conference schools. Prior to this adjustment, their salaries would have been an average of 20% below the mean base salary of their Big 9 counterparts. After the proposed adjustments, they will be an average of nine percent below the mean base salary of their Big 9 counterparts.

The net savings will be held in the District administration budget during the 2016-17 school year and be used to offset the anticipated budget reduction needed for the 2017-18 school year. I believe this approach reflects our commitment to ongoing fiscal stewardship as we prepare for these likely budget reductions. I appreciate your consideration of this change.



Chris Richardson <crichardson@northfieldschools.org>

2016 Session Update - Final Budget Agreements

1 message

Gary Amoroso <gamoroso@mnasa.org>

Mon, May 23, 2016 at 11:01 AM

2016 Session Legislative Update

Valerie Dosland, MASA Lobbyist

valeried@ewald.com[612.490.3052](tel:612.490.3052)

SUPPLEMENTAL BUDGET

The Supplemental Budget Conference committee finished their work on the E12 provisions early Sunday morning and a final supplemental budget bill was one of the last bills adopted by the House and Senate before adjournment. The overall spending in the E12 bill was approximately \$80 million for FY17. The agreement also includes a provision to direct early repayment of maximum effort loans and limit one-day election bonds. The voluntary pre-kindergarten pilot is the big-ticket item in the bill with a \$25 million appropriation. Other major appropriations include:

- \$12 million for student support grants
- \$4.9 million to extend an equity increase to non-metro school districts
- \$7.5 million to address the teacher shortages

The supplemental budget bill is almost 600 pages long so I've extracted the relevant articles for your convenience (see attached pdf). Also, attached is a summary of the significant E12 budget and policy provisions included in the conference committee agreement. This is not intended to provide a detailed summary of the bill however. Lastly, here are links to related education [appropriations](#) and [levy](#) spreadsheets.

OMNIBUS TAX BILL

The Omnibus Tax bill also came together early Sunday morning. The tax bill includes a 40% credit to farmers for school bond taxes paid each year as well as \$6 million in aid to school districts that qualify for the maximum effort loan program.

SCHOOL BOARD VACANCY/ELECTION BILL

After a lot of worry and delay, the Omnibus Elections bill is on its way to the Governor for final enactment. The bill includes the following provisions regarding filling a school board vacancy:

- Allows a school board to make an appointment to fill a vacancy but requires an election be held the next November. If the vacancy occurs within 90 days

before election day, the special election must be held on or before election day of the following year. If the vacancy occurs within 90 days before election day in the third year of the term, no special election is required.

- Allows a school board that has already scheduled a special election prior to the effective date to cancel the election if the absentee balloting period has not yet started.
- Permits the voters to reject a board appointee by petition of at least five percent of the number of voters who voted in the district at the most recent state general election.

OMNIBUS PENSIONS BILL

After a lengthy delay, an omnibus pension bill was passed by the Legislature. However, the bill does not include the full sustainability package as originally proposed by TRA. TRA's original proposal would have called for a 1% employer increase, a 1% COLA reduction for retirees and an elimination of further COLA triggers. However, because of the cost of the employer contribution increase, which would have been funded by the state, the House and Senate decided at this point state funding was not available to move forward with the full TRA proposal. Instead, the bill includes a limited version of the sustainability package proposed by TRA:

- A COLA reduction for current retirees from 2% to 1% effective January 1, 2017 for one year only
- An elimination of future COLA triggers
- Does not include a proposed 1% employer increase in the original TRA proposal

Other items of interest:

- TRA's interest rate assumption is lowered from 8.5% to 8%, which occurred for all other public retirement plans during the 2015 legislative session
- TRA's payroll growth assumption is lowered from 3.75% to 3.5%, which occurred for all other public retirement plans during the 2015 legislative session
- Updates the future salary increase assumption to incorporate the recommendations of the plans' 2015 experience study results

HEALTH INSURANCE TRANSPARENCY ACT CHANGES NOT AGREED TO

The House State Government Finance budget provisions included three changes to the HITA statutes (a repeal of the requirement that school districts seek a PEIP bid; allow school districts to have health insurance contracts up to 5 years in length and removal of the ability for a local representative to unilaterally enroll in PEIP). Through conference committee negotiations these provisions were not accepted as part of the final agreement.

Executive Director
Minnesota Association of School Administrators
1884 Como Avenue
St. Paul, MN 55108
Office: (651) 645-6272
Cell: (651) 319-1211
Fax: (651) 645-7518
gamoroso@mnasa.org

AS ADVOCATES of a world-class education for Minnesota's children, MASA's members serve as the leading voice for public education, shape and influence the State and Federal education agenda, and empower leaders through high quality professional learning, services and support.

3 attachments



image001.png
26K



2016 Supplemental Budget - E12 articles.pdf

939K



2016 E12 provisions - summary of final agreement.pdf

329K

2016 E12 BUDGET AND POLICY PROVISIONS

BUDGET PROVISIONS

Voluntary prekindergarten

Appropriates \$25 million in FY17, \$55 million in FY18. Funding is based on the per-pupil formula and is capped at 0.6 ADM. Funding will be split between urban, suburban and greater Minnesota school districts, and charter schools and awarded based on poverty rates and the lack of three- and four-star Parent Aware rated programs in the area. Other funding streams will also increase because of the addition of per pupil funding (compensatory, ELL, declining enrollment revenue, etc.).

For a district to receive aid, a prek program must include:

- at least 350 hours of instruction each school year
- staff-to-child ratios of one-to-ten and a maximum group size of 20 children
- instructional staff salaries comparable to the salaries of other district kindergarten through grade 12 instructional staff
- measure each child's cognitive and social skills using a formative measure aligned to the state's early learning standards when the child enters and again before the child leaves the program
- comprehensive program content including the implementation of curriculum, assessment, and instructional strategies aligned with the state early learning standards, and kindergarten through grade 3 academic standards
- coordinate appropriate kindergarten transition with families, community-based prekindergarten programs, and school district kindergarten programs
- provide high-quality coordinated professional development, training, and coaching for both school district and community-based early learning providers that is informed by a measure of adult-child interactions and enables teachers to be highly knowledgeable in early childhood curriculum content, assessment, native and English language development programs, and instruction

Equity revenue

Extends a 16 percent increase in equity revenue to all school districts for three years and then increases to 25% after that. Appropriates \$4.9 million in FY17 and \$11.3 million in FY18-19.

Maximum effort loan program

Agreement includes a provision to allow for early repayment of the maximum effort loan program. It was expected originally expected this provision would bring in \$53 million in revenue. However, MN Management and Budget reissued a fiscal note showing this proposal would not bring in as much revenue as originally assumed. In an effort to assure the state would realize this revenue, the conference committee adopted language to prevent districts in the maximum effort loan program from utilizing one-day election bonds.

Maximum effort grandfather aid

Appropriates \$2.2 million each year in incentive grants for a district that repays the full outstanding original principal on its capital loan by November 30, 2016.

2016 E12 BUDGET AND POLICY PROVISIONS

Student support staff

Provides \$12.1 million in FY17 only for a six-year competitive grant program to help school districts hire additional student support services staff.

Teacher shortage

Appropriates the following to address teacher shortages:

- \$2.8 million to lower tuition and to recruit teacher candidates who agree to work in teacher shortage areas
- \$2 million for teacher loan forgiveness program
- \$1.5 million for paraprofessionals pathways to pursue full teacher licensure
- \$310,000 for the Collaborative Urban Educator program
- \$80,000 for statewide educator job board

QComp

Includes one-time funding of \$240,000 to allow two schools entry into the Q Comp program that were not able to participate due to enrollment changes and the program funding cap.

Facilities

Provides \$1.5 million in additional debt service equalization aid. Also modifies the allowable uses of long term facilities maintenance revenue for remodeling existing space for to accommodate Pre-K classrooms.

Broadband expansion grants

Appropriates \$500,000 for a grant program for school districts to support wireless off-campus learning through a student's use of a data card, USB modem, or other mobile broadband device that enables the student to access learning materials available on the Internet through a mobile broadband connection.

Student safety and mental health

Provides \$2.75 million to increase the number of sites implementing Positive Behavioral Interventions and Supports (PBIS). Provides \$4 million in FY17 only to cooperative units to support professional development in federal setting level IV programs.

MDE IT enhancements and security

Provides \$1 million in FY17 only for technology improvements at MDE

Special education paperwork

Directs MDE to use existing budgetary resources to identify and remove 25 percent of the required special education paperwork that results from state but not federally mandated special education compliance reporting requirements.

Online special education reporting system

Cancels the state appropriation for a statewide online special education reporting system.

2016 E12 BUDGET AND POLICY PROVISIONS

Full service community schools

Appropriates \$1 million in FY17 only.

ECFE home visiting levy

Adds an aid component to the home visiting program in addition to the levy. Appropriates \$1.1 million in FY18.

GED

Provides for full funding General Education Development (GED) testing for FY17 only.

POLICY PROVISIONS

Student discipline

Adopted a number of provisions related to student discipline

- Requires school districts to report data to MDE on incidents involving physical assault of a teacher, and directs the school board to notify the teacher if they have student enrolled with a history of violent behavior.
- Requires school districts to add to their school discipline policy a provision that states a student will be removed from class immediately if the student engages in assault or violent behavior
- Allows a teacher to remove students from class for violent or disruptive conduct.
- Establishes a school discipline task force.

Site teams

Requires a school to establish a site teams under the WBWF statute. Requires the team to include an equal number of teachers and administrators and include at least one parent. Requires site teams to review and develop and create an instruction and curriculum improvement plan.

School district assessment committee

Requires a school district to establish a district assessment committee to advise the school board on the standardized assessments administered to students, in addition to the required assessments state or federal law. The committee must include an equal number of teachers and administrators and at least one parent of a student in the district. The committee makeup should include at least one representative from each school site in the district. This does not apply if a district already has an agreement between the school board and the exclusive representative of the teachers regarding the selection of assessments or already has a district advisory committee under WBWF.

Notification of testing calendar

Directs a district or charter school to publish on its Web site a comprehensive calendar of standardized tests to be administered during the school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

2016 E12 BUDGET AND POLICY PROVISIONS

Assessment opt-out form

Directs the Commissioner to publish a form for parents to complete if they refuse for their child to participate in standardized testing.

Access to assessment information

Directs a school district to provide teachers with the same information parents are provided about their student's current and longitudinal performance and progress on the state academic standards as measured by state assessments.

World's best workforce

Makes a number of changes to the WBWF requirements:

- 1) Requires a WBWF plan to include a process to:
 - assess and identify students to participate in gifted and talented programs and accelerate their instruction
 - review the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught by inexperienced, ineffective, or out-of-field teachers
 - review the members of populations underrepresented among the licensed teachers in the district or school and who reflect the diversity of enrolled students
- 2) Eliminates the National Assessment of Education Progress (NAEP) from the performance measures used to determine progress on WBWF.
- 3) Integrates the staff development report into a district's WBWF plan and report.
- 4) Requires districts to have a world's best work force plan instead of an educational improvement plan as a condition of eligibility for Q-Comp funding.
- 5) Requires a district to include in its annual school performance report information on efforts to equitably distribute diverse, effective, experienced, and in-field teachers.

Civics test

Requires students to take the U.S. citizenship and immigration test and correctly answer 30 of 50 questions but does not make it a requirement to graduate. The school district must record when and whether student answered the required number of questions.

Physical education standards

Beginning in the 16-17 school year, directs MDE to adopt the most recent National Association of Sport and Physical Education kindergarten through grade 12 standards and benchmarks for physical education as the required physical education academic standards. The department may modify and adapt the national standards to accommodate state interest. Directs MDE to make available sample assessments, which school districts may use as an alternative to local assessments to assess students' mastery of the physical education standards beginning in the 2018-2019 school year. Establishes a number of reasons a student may be excused from a physical education class.

ACT college ready score

A state college or university must not require an individual to take a remedial noncredit course in a subject area if the individual has received a career and college ready Minnesota Comprehensive

2016 E12 BUDGET AND POLICY PROVISIONS

Assessment benchmark in that subject area, consistent with benchmarks established by the commissioner of education.

Disaggregated testing data

Directs MDE to analyze and report separate categories of information using the student categories identified under the reauthorized federal Elementary and Secondary Education Act and, in addition to the Karen community, other student categories as determined by the total Minnesota population at or above the 1,000-person threshold based on the most recent decennial census, including ethnicity; race; refugee status; English learners under; home language; free or reduced-price lunch; immigrant; and all students enrolled in a Minnesota public school who are currently or were previously in foster care, that such disaggregation and cross tabulation is not required if the number of students in a category is insufficient to yield statistically reliable information or the results would reveal personally identifiable information about an individual student.

Student survey

Requires school districts to develop policies on conducting student surveys and using and distributing personal information on students collected from surveys.

Transition to postsecondary education and employment

Allows a student's IEP or standardized written plan to substitute a personal learning plan if it is aligned with the components required in the personal learning plan.

Physical holding and seclusion

Requires districts to report incidents of individual seclusion quarterly. Requires the commissioner to make an annual report to the legislature regarding districts progress in reducing restrictive procedures and making recommendations to eliminate the use of seclusion. Makes technical change to clarify that prone restraint is prohibited.

Dyslexia

Requires school districts to annually report a summary of the district's efforts to screen and identify students with dyslexia or convergence insufficiency disorder to the commissioner by July 1. Also states that a student identified with dyslexia or convergence insufficiency disorder must be provided with alternate instruction under section 125A.56, subdivision 1.

School district contracts

Excludes school district contracts for information systems software from the uniform municipal contracting law and bidding process otherwise applicable to contracts exceeding \$100,000.

Lotteries

Provides that children of district staff may receive priority in the open enrollment lottery.

Career and technical educator licensing advisory task force

Provides for the creation, membership, duties, reporting requirements, and other administrative provisions of a career and technical educator licensing advisory task force.

2016 E12 BUDGET AND POLICY PROVISIONS

Teacher licensure task force

Establishes a 12-member legislative study group to review the 2016 Office of Legislative Auditor report on teacher licensing and to report to the legislature by February 2017 on recommendations for restructuring Minnesota's teacher licensure system.

School readiness report

Integrates the school readiness biennial plan into the WBWF plan.

Parental responsibility

States that the parent of a child is the ultimate authority over their children's education.

OMNIBUS TAX BILL

Agricultural bond credit

Provides for a 40% credit to farmers for school bond taxes paid each year.

Maximum effort loan aid

Includes funding for maximum effort school districts. For FY18 through FY22, each school district with a maximum effort loan outstanding as of June 30, 2016, is eligible for an aid payment equal to one-fifth of the amount of interest that was paid on the loan between December 1, 1997, and June 30, Aid payments under this section must be used to reduce property taxes levied on net tax capacity within the district. Appropriates \$6.4 million in FY18-19.

SEE NOTES

SATURDAY, MAY 21, 2016

Highlights of the E-12 Agreement. The biggest single item both in terms of spending for next year and into the next biennium is the Governor's pre-K initiative. The program costs \$24 million for FY 17 (16-17 school year) and \$24 million in each year of the next biennium. The budget tails number for the next biennium is lower than it was in the Governor's budget and the Senate bill. Other items in the bill include:

- \$12.1 million in one-time money for student support services grants.
- \$4.9 million in non-metro equity (adjustment in the equity formula so there is no differential between metro and non-metro equity.
- \$4.5 million for staff development for the intermediate districts.
- \$3.0 million for the NW Regional Partnership
- \$2.8 million for Grants for Teachers in Shortage Areas.
- \$2.8 million for Positive Behavior Intervention Supports
- \$2.2 million in Maximum Effort Grandfather Aid (\$4.4 million in budget tails for next biennium)
- \$2.0 million for Parent Home Visiting Program
- \$2.0 million for Teacher Loan Forgiveness
- \$2.0 million for Parent Aware
- \$1.5 million for the Tony Sanneh Foundation (Mentorship Partnerships)
- \$1.5 million for Girls in Action
- \$1.5 million for Grow Your Own and other Teacher Preparation Programs
- \$1.0 million for MDE IT Security
- \$1.0 million for Reading Corp
- \$1.0 million for Full Service Community Schools

EMAIL BRAD!

brad.lundell@schoolsforequity.org

BLOG ARCHIVE

▼ 2016 (44)

▼ May (18)

Highlights of the E-12 Agreement. The biggest sin...

Deals Are Coming Together. Settlement is being re...

Things are Sloooooooooooooowly Coming Together. Glob...

Supplemental Budget Conference Committee Back at W...

Is It Soup Yet? Where's the Lipton Cup o' Soup wh...

We've Got the Slows. Remember that old Nestle's Q...

A Big Domino (Not Derek and the Dominos) Falls. S...

A Hint of Progress. Call it the Iron Law of Confe...

Thursday Halftime

- \$900,000 for the Western Minnesota Manufacturing Lab
- \$775,000 for MDE Operating Increase
- \$500,000 for Innovation Partners Center
- \$500,000 for Education Partnership Grants
- \$500,000 for Teacher Governed Schools
- \$500,000 for Broadband Innovation Grants
- \$430,000 for St. Cloud Early Learning Program
- \$400,000 for ABE Pilot Grants for both the House and Senate (\$800,000 total)
- \$385,000 for Southwest Minnesota State University Special Education Teacher Preparation Program
- \$310,000 for Collaborative Urban Educator Program
- \$294,000 for Grant to Glenville-Emmons
- \$270,000 for Indian Education Teacher Preparation Grants
- \$250,000 for Board of Teaching Base Funding Deficiency
- \$250,000 for Graduation Incentives for ELL Students Ages 21 and 22.
- \$250,000 for Agricultural Educators
- \$250,000 for Minnesota Council on Economic Education
- \$240,000 in Current Year to Make QComp Fund Whole
- \$200,000 for Vision Therapy Pilot
- \$150,000 for Race2Reduce (Water Conservation Project)
- \$120,000 for GED Testing
- \$100,000 for Rock and Read Pilot
- \$80,000 for Statewide Educator Job Board
- \$69,000 for Metro Deaf Charter School
- \$50,000 for Headwaters Science Center
- \$50,000 for Promise Neighborhood/Greater Partnerships
- \$1.5 million in FY 19 for Debt Service Equalization (I believe this is the indexing of the Debt Service Equalization Factors contained in Senator Kevin Dahle's SF 2231)

Report. Things continue slowly ...

No Budget Conference Committee Today. The omnibus...

Talks Continue and Budget Conference Committee Mee...

Some (But Not Much) Movement. The omnibus supplem...

Supplemental Budget Conference Committee Scheduled...

Discussions Continue. The conference committee fi...

The Walk-Through Is Complete. At least the educat...

Conference Committee Kicks Off Its Work. The omni...

Close But No Cigar on the Senate Conferees. I was...

It's Been a Whole Week. Because there hasn't been...

► April (13)

► March (13)

► 2015 (79)

► 2014 (79)

► 2013 (51)

► 2012 (72)

► 2011 (81)

► 2010 (51)

► 2009 (76)

► 2008 (69)



PARENTS UNITED
FOR PUBLIC SCHOOLS

651-999-7391

[Home](#) [About Us](#) [At the Capitol](#) [News](#) [Events](#) [Education Issues](#) [Parents in Action](#) [Contact Us](#)

[Home](#) > [News and Events](#) > [Update for May 27, 2016: Unpacking the Bill](#)

Update for May 27, 2016: Unpacking the Bill

CATEGORIES: [2016](#), [2016 UPDATES](#), [UPDATES](#)

At the Capitol



The Governor is considering bills that made it to his desk and will make his decision on the Supplemental Budget bill this weekend. There is no reason to believe that this bill will go unsigned, but stranger things have happened! You can track when and if HF2749 is signed on the Governor's Legislative Tracking page.

By now everyone has heard about the breakdown in the final hours of the 2016 legislative session. The public's reaction to the lack of transportation funding and a bonding bill has been brutal. Now leaders are asking the Governor to call a special session to fix what they didn't get done. Since every Senate and House seat is up for grabs in the November election they NEED to get at least a bonding bill done. The bonding bill provides legislators an opportunity to bring projects to their districts.

Politically, this is gold for the Governor, since only he can call a special session and will do so only when his requirements for that session agenda are met. It is hard to believe that two years of differences over transportation funding will suddenly undergo a dramatic change, but a bonding bill with transportation projects built in is possible.

While this compromise may get the state through this year--and legislators out door knocking--there is a problem with funding the ongoing transportation needs of the state with one-time money. One could say the same thing about education.

While many provisions in the education section of this bill may be laudable, there is no overarching appropriation that helps all students. I can understand that in a non-funding year, but this idea of providing very few funds for lots of individual initiatives seems to be a new trend. It is less costly to fund a laundry list of small initiatives than to put money on the formula. And the amounts appropriated are pitifully mismatched to the needs.

One perfect example of this is the \$12 M provision for support staff. It is the second largest education appropriation this year. Let's unpack this provision, remembering that Minnesota ranks dead last nationally in counselor/pupil ratio, an undisputed fact.

This provision provides a one-time appropriation of \$12 M divided out over a 6 year period to school districts that provide matching grants. The first four years, the district must match the grant dollar for dollar. In years 5 and 6, the district must provide \$3 locally for each \$1 of state grant dollars. Got it? Now, we have over 330 school districts, close to 1 million pupil units and \$12 M to work with over a 6 year period. Be very, very careful how you listen to the success stories being reported to you!!

The largest appropriation

The Governor's voluntary school based pre-K program had the largest appropriation at \$25M and includes ongoing funding. Divided into four regions -- Minneapolis/St Paul, metro, non-metro and charters--schools that wish to begin or expand a pre-K program will be ranked for eligibility.

Eligibility for funding has a great deal to do with the number of students served who live in poverty and the number of 3 or 4 star Parent Aware rated pre-school programs in the area.

An interesting piece that is going under-reported is the ability to use mixed delivery systems with this funding. A school can contract with a pre-K program in their area to provide these services. There is much more to say about this provision--it is worth reading.

A provision that NEEDS to draw attention

Sometime after midnight Sunday morning, hours before sine die, those of us in the hearing room received the agreed-to education funding provision printout. \$500,000 was appropriated to an EP grant. I had no idea what that was, perhaps we missed the hearing on such a bill, because we had never heard one that fit that title.

I thought it was an error, easy to do when staff is working 24/7 for weeks, but no. It is a half million dollar appropriation that according to the final bill reads: *Student success grant. For a grant to Independent School District No. 272, Eden Prairie, for career and college readiness coordination, counseling, academic support for middle and high school students, and summer activities and before and after school tutoring programs.*

Imagine my surprise! These funds seem to be slated to do what each of our districts is required to do without an additional appropriation. Perhaps it matters that the House Education Finance Chair is from Eden Prairie.

Follow the money

You have heard us suggest before, "Follow the money." It serves us well to know who is paying for messages we hear from foundations, non-profits, corporations, or anyone trying to package and sell something. We also suggest taking a critical look at the money when it comes to legislation. At first glance, many foundations, pilots and short-term projects were funded through this year. But if you look closely, you can see that when the list gets long the money gets split and, with only a fraction of what was requested, may not actually provide for viable efforts.

Other provisions that may interest you

We can get more into the weeds with these and other provisions at our Legislative Wrap-Up: Join us on Saturday, June 4.

Testing Provisions

Specific requirements related to district, state and federal testing requirements:

1. Districts must publish on website a comprehensive calendar of standardized tests that will be given that school year. It also must provide the rationale for giving the tests and indicate whether the test is a local option or required by state or federal law.
2. The Commissioner of Education must make available a form for parents to complete if they opt out of having their child take standardized tests. The form will explain why any such tests given, which tests are aligned with state standards, and what consequences, if any, there are for a student or school by not participating. It will also ask parents for the reason for their refusal.
3. Districts must establish a committee of teachers, administrators and at least one parent to advise their school board on selection of any tests in addition to those required under state and federal law (if they haven't already negotiated this into teacher contracts).
4. Students may be reimbursed for either the SAT or ACT. If the test their district offers is not the one they wish to take, they may take that preferred test elsewhere and still be reimbursed. Keep in mind, no additional funding comes with this provision.
5. The Commissioner of Education must determine an MCA benchmark score in subject areas tested that determines college/career readiness. Any student in the MNSCU system who receives that benchmark score on the MCA in a subject area is exempt from MNSCU requirements to take remedial coursework in a subject area.
6. When creating contracts with MDE for testing and data services, vendors will ensure data privacy and security for student information.

Reading provisions

Specifics to identify and provide for unique learners expanded this year:

1. Districts are required to annually report to the commissioner a summary of the district's efforts to screen and identify students with dyslexia or convergence insufficiency disorder.
2. An appropriation of \$200,000 was given to the Centennial district to pilot a program to identify and treat convergence insufficiency disorder with vision therapy.
3. Districts are required to identify students reading below grade level by grade 3 and offer them "alternate instruction."
4. Districts are required to report procedures to identify gifted and talented students and include that in their World's Best Work Force report.
5. Districts are required to adopt procedures for accelerating learning for gifted and talented students.

Students can currently access assistance through special education or an IEP if there is a discrepancy between their how they test and how they perform, but school psychologists do not currently diagnose learning disabilities. Guidelines have been offered before around Gifted and Talented but this is more specific. These will be interesting challenges. We may see increased demand for technical assistance and professional development around screening, reading and accelerated learning.

Minnesota Student survey provision:

School districts and charter schools, in consultation with parents, must develop and adopt policies on conducting student surveys and using and distributing personal information on students collected from the surveys. School districts and charter schools must:

1. Directly notify parents of these policies at the beginning of each school year and after making any substantive policy changes.
2. Inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year.
3. Give parents direct, timely notice, by United States mail, e-mail, or other direct form of communication, when their students are scheduled to participate in a student survey.
4. Give parents the opportunity to review the survey and opt their students out of participating in the survey.
5. School districts and charter schools must *not* impose an academic or other penalty upon a student who opts out of participating in a survey.

A cross-reference directory

This is an interesting provision! This is a one stop shop for parents who want to read the actual law concerning their rights. It provides a listing that refers you to the statutes on parents' right(s):

- Relating to compulsory instruction
- For annual summary longitudinal performance and progress data
- Related to school district anti-bullying policies
- To notice in student discipline policies
- To certain notice requirements related to early childhood development screening and results
- To provide consent before individual screening data may be disclosed to a school
- To be informed of a reported case of chemical abuse by a minor student
- To be notified regarding the use of pesticides
- To notice and a meeting regarding the removal of a student for more than ten days
- To be included in exclusion or expulsion hearing procedures, including access to records, ability to testify and present evidence, and inclusion in the student's readmission plan
- To notice of a student's right to be reinstated after the termination of dismissal
- To notice of an informational school board meeting relating to discontinuing inter district cooperation
- To notice of a school's backgrounds check policies for hiring teachers
- To notice of a school board's policy to charge fees for textbooks lost or destroyed by students
- To surrender a student's privilege to receive transportation services from a school district
- To receive notice of: decision on an application by a student to attend school in a nonresident district; transportation policies of the nonresident district; and the right to be reimbursed for costs of transportation to the nonresident district's border
- Related to a student attending a nonresident district or attending an out-of-state district
- To opt a child out of disclosing a child's eligibility for free or reduced-price lunch to the Department of Education and the Department of Human Services
- To notice of optional learning year programs
- Related to student enrollment in programs for English learners, including notice, withdrawal, and parental involvement
- To receive pupil transportation information from the charter school or school district providing transportation services to a charter school student
- To be included in determining the appropriate and necessary services for students with disabilities
- To notice and involvement regarding online reporting of data related to children with disabilities
- Regarding notice, participation, and due process related to special education alternative dispute resolution procedures
- To notice of a school district seeking reimbursement from medical assistance or Minnesota Care for services rendered to a student with a disability
- Related to services provided to students eligible for Part C services under the Individuals with Disabilities Education Act and the right to receive written materials regarding the implementation of Part C services
- To use mediation to resolve disputes under section 125A.42

- To notice of a student's discharge from the Minnesota State Academies
- To education records under the Interstate Compact on Educational Opportunity for Military Children
- To appeal a school board decision adversely affecting an academic program of an enrolled student

What really happened for education this year?!

Join us on Saturday, June 4 from 10:30-12 at the Roseville Public Library community room for our annual Legislative Wrap-Up. We will discuss outcomes of the session and the implications for classrooms, teachers and students. We will also touch on the Every Student Succeeds Act (ESSA), including the timeline and differences from No Child Left Behind (NCLB). As this is our final Wrap-Up, we will recognize the work of Parents United over fourteen years. Please register now.

Worth a Second Look

What is resilience and how do kids get it? Why does it benefit learners? An Atlantic article asks, "How kids really succeed?"

Amid all the questions and negativity, there are still great things happening in public schools. Here is a quick KARE 11 story that will warm your heart.

← Public school singing a new song

Helping parents have a voice at the places where school policy and funding decisions are made. Sign up to receive updates and action alerts from Parents United!

Parents United for Public Schools | 1667 Snelling Ave N | Saint Paul, MN 55108 | (651) 999-7391

Charles
Hewitt
Council

MEETS
STANDARDS

Despite Recent Increases, School Aid Remains Well Below FY 2003 Level

Jeff Van Wychen

[Back to Blog](#)

May 2, 2016

Our Work
Education, Report

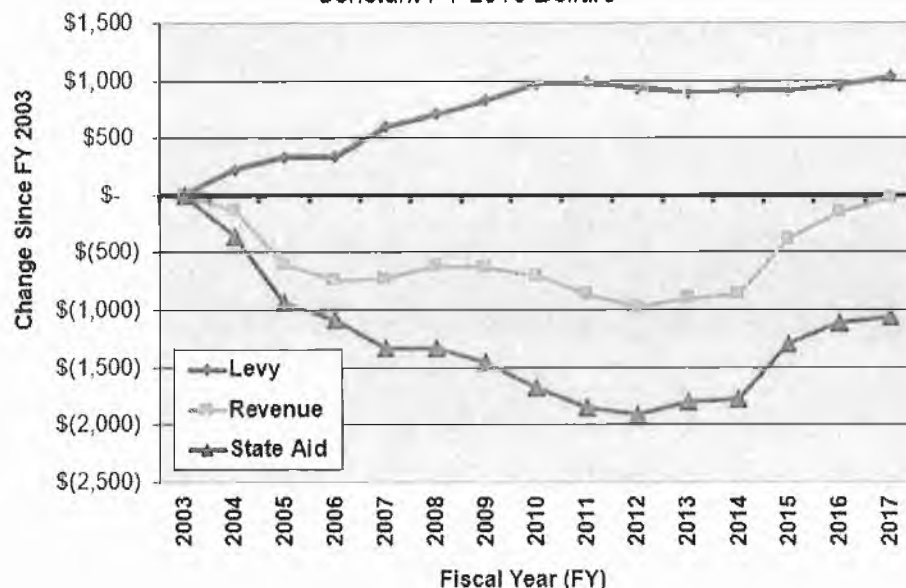
Despite increases in recent years, real per pupil state operating aid to Minnesota school districts is still ten percent less than it was in fiscal year (FY) 2003. Over the same period, school property taxes have soared, although these property tax increases have not provided a net increase in real per pupil school district revenue, but have simply helped to backfill state aid cuts.

The following analysis and the information in the accompanying report examines trends in operating revenue, levy, and aid for each Minnesota school district and for all districts in aggregate based on data from the Minnesota Department of Education (MDE). (MDE divides total revenue into levy and state aid components; total revenue equals the sum of levies plus state aid.) The MDE data examined comprises nearly all school operating revenue.* Conversion to per pupil amounts is based on adjusted average daily membership. The dollar amounts in this article and the accompanying report are expressed in constant FY 2016 dollars.† Amounts for FY 2016 and 2017 are MDE projections based on current law.

The chart below tracks the change in total per pupil operating aid, levy, and revenue for all Minnesota school districts since FY 2003. FY 2003 is a suitable baseline for this analysis because it was a watershed year in terms of Minnesota school finances. In that year, school property taxes were cut in half and general education levies were massively reduced through a large infusion of state aid.

Change in Total School District Operating Aid, Levy, and Revenue Per Pupil Since FY 2003

Constant FY 2016 Dollars

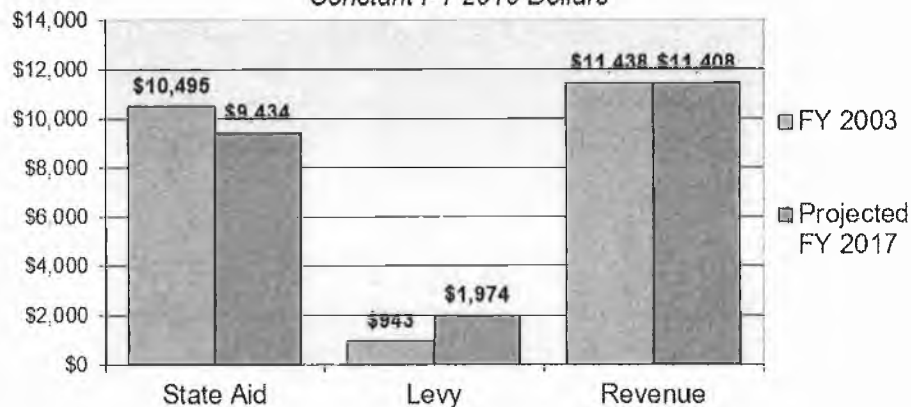


In the years following FY 2003, state aid to school districts failed to keep pace with inflation. As a result, real per pupil state aid declined each year from FY 2004 to FY 2012, with one exception. (From FY 2007 to 2008, real per pupil aid increased by less than one-half of one-tenth of a percent). From FY 2003 to FY 2012, state aid declined by \$1,915 per pupil (18.2 percent). As a result of this loss of state aid, school levies (i.e., property taxes) increased by \$935 per pupil, effectively doubling from FY 2003 to FY 2012. Over the same period, total school district operating revenue fell by \$979 (8.6 percent), as property tax increases were not sufficient to replace the drop in state aid.

State aid to school districts has rebounded somewhat since the nadir of 2012. From FY 2012 to FY 2017, state aid is projected to increase by \$854 per pupil. This increase in state aid has allowed real per pupil revenue to increase relative to the FY 2012 level without any significant increase in real per pupil school levies. However, even after recent aid increases, state aid in FY 2017 is projected to be \$1,061 per pupil (10.1 percent) less than in FY 2003. Meanwhile, real per pupil operating revenue in FY 2017 is projected to be within 0.3 percent of the 2003 level. While state aid is much less than it was in 2003, Minnesota property taxpayers have made up most of the difference.

Total School District Operating Aid, Levy, and Revenue Per Pupil: FY 2003 & Projected FY 2017

Constant FY 2016 Dollars



While increases in real per pupil state aid since FY 2013 are a welcome development for

school districts, it must be noted that a substantial portion of the new revenue is not available to pay for general school operations, but is instead dedicated to specific new funding responsibilities. For example, the state aid increases enacted in recent years include dollars for all-day kindergarten and expanded services for pre-kindergarten children—funding responsibilities that districts did not have in FY 2003.

In addition to the responsibility to fund new services for kindergarten and pre-K students, school districts also have additional costs related to an increased concentration of special need students—such as students from immigrant backgrounds with limited English language skills. The special education cross subsidy (i.e., the amount that must be diverted from general education revenue to pay for mandated special education services that are not funded by the state or federal governments) has increased significantly faster than the rate of inflation since FY 2003.

In short, on a statewide basis school districts have additional expenses today that they did not have in 2003, but they do not have additional resources after adjusting for inflation.

The companion report to this article contains graphs similar to those above for each school district in Minnesota, as well as a table showing per pupil operating aid, levy, and revenue amounts for each school district for each year from FY 2003 to FY 2017. The revenue, aid, and levy trends that have impacted Minnesota school districts in aggregate are also apparent in the trends of individual districts. For example, 93 percent of Minnesota's 332 school districts are projected to receive less real per pupil aid in FY 2017 than they did in FY 2003—and in 78 percent of districts this decline is expected to exceed five percent. In addition, real per pupil operating levies have increased in 96 percent of districts and total real per pupil operating revenue has declined in 56 percent of districts.

In recent years, the state has made progress in restoring funding for E-12 education. However, the information presented here and in the companion report demonstrate that real per pupil state aid to Minnesota school districts remains significantly below that of the watershed fiscal year of 2003. Minnesota school districts continue to face serious fiscal challenges.

Read the full report, *School Revenue Trends FY 2003-FY 2017*.

**Specifically, the categories of revenue included in this analysis are general education, special education, career technical, integration, alternative facilities, deferred maintenance, telecommunications, operating capital technology, and miscellaneous levies. Special thanks to Bob Porter for assistance in compiling the data used in this report.*

†The conversion of nominal dollars (i.e., dollars unadjusted for inflation) to constant FY 2016 dollars is based on the Implicit Price Deflator for State and Local Government Purchases (S&L IPD) as calculated the U.S. Bureau of Economic Analysis and reported by MDE. The rationale for using the S&L IPD to adjust state and local government revenues and expenditures for the effects of inflation was discussed in a recent North Star article.

Share this:



Related

Executive Summary:
Minnesota's Budget Surplus

I Sing the Tax Act 2013
POLICY BRIEF SERIES

A Brief History of LGA
POLICY BRIEF SERIES

Business Property Taxes Not as High as We're Led to Believe

Jeff Van Wychen

April 26, 2016

Our Work
business property taxes,
state property tax
rankings

[Back to Blog](#)

A recent publication from the Minnesota Chamber of Commerce contains a list of claims regarding the level of business property taxes in Minnesota relative to other states: 49th "worst" (i.e., second highest) among the fifty states for rural commercial property taxes, 45th worst for metro commercial property taxes, and 40th worst for industrial property taxes. Startling? Definitely. Accurate? Not so much.

The property tax statistics cited by the Chamber are from the 50 State Property Tax Comparison Study 2014 from the "Minnesota Center for Fiscal Excellence" (MCFE). The first thing to note about this report is that it does *not* compare average metropolitan and rural property taxes within the fifty states. Rather, it compares a selected metro and rural city within each state. In Minnesota, metro (or urban) tax computations are based on Minneapolis, while rural computations are based on Glencoe, the seat of McLeod County.

Neither Minneapolis nor Glencoe are representative of their respective regions in terms of property taxes. For example, Minneapolis' 2014 total local property tax rate is 19 percent higher than the average rate for the seven county metropolitan area, while Glencoe's rate is a whopping 64 percent higher than the average rate for greater Minnesota.² Consequently, business property taxes in both communities are high relative to the average within their respective regions. Thus, neither community should be used as a basis for general claims about the level of metro or rural property taxes in Minnesota relative to other states; if interstate comparisons were based on more representative metro and rural communities, Minnesota's rank relative to other states would improve.

It is also important to note that Minnesota's rank relative to other states is dependent upon assumptions regarding the distribution of business value between real property (land and buildings) and personal property (equipment and inventories). The Chamber's statements regarding the level of business property taxes in Minnesota are based on the MCFE's assumption that commercial value is 17 percent personal and 83 percent real, while industrial value is 50 percent personal and 50 percent real.

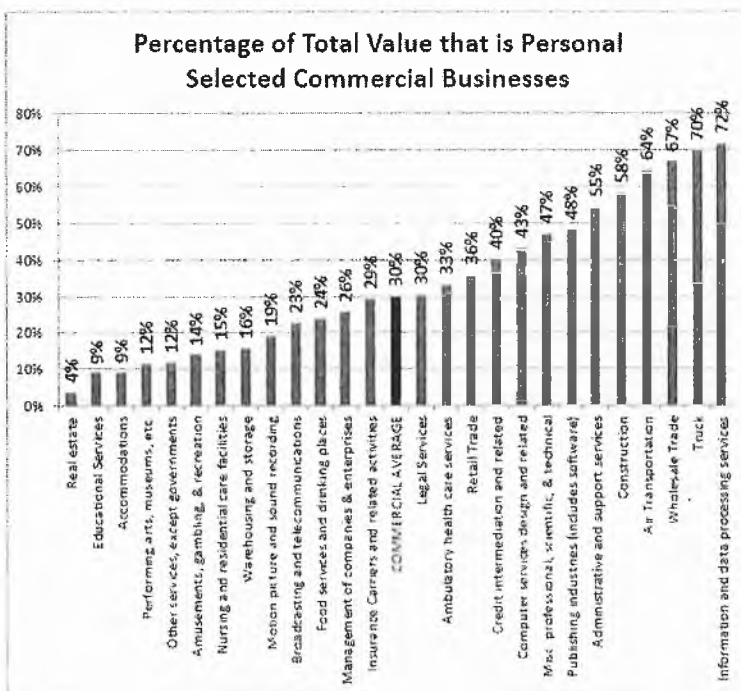
For both commercial and industrial property, these assumptions understate the percentage of value that is personal. According to calculations from the Minnesota Department of Revenue (MDOR) based on U.S. Bureau of Economic Analysis data (the source of all real and personal value information presented in this article), approximately 30 percent of commercial value and 57 percent of industrial value is personal.

Why does this matter? Minnesota is one of only eleven states that do not tax commercial and industrial personal property. By understating the percentage of property that is personal, the relative tax advantage that Minnesota businesses enjoy as a result of the

personal property tax exemption is understated and Minnesota business property taxes relative to other states are overstated. Use of more realistic assumptions regarding the mix of real versus personal property value would result in a modest improvement in the Minneapolis and Glencoe commercial and industrial property tax rankings relative to cities in other states.⁴

A closer look at data compiled by MDOR reveals that specific subcategories of commercial and industrial property vary tremendously from the average in terms of the percentage of total value that is personal. For example, for real estate businesses, the percentage of total property value that is personal is about four percent—well below the 30 percent average for all commercial property. Consequently, real estate businesses derive relatively little advantage from Minnesota's personal property exemption; the 50 *State Property Tax Comparison Study* rankings for commercial property probably understate property taxes on real estate businesses in Minnesota relative to other states. However, the sale of real estate likely requires physical presence within a state and thus the location of real estate businesses is unlikely to be influenced by interstate property tax differentials.

On the other hand, other subcategories of commercial property have concentrations of personal value much higher than the 30 percent commercial average. For the relatively footloose category of information and data processing services, 72 percent of total value is personal. Thus, these businesses derive a significant advantage from Minnesota's personal property exemption. A review of literature on the subject of interstate tax differentials indicates that they generally are not a primary driver of business location decisions; however, to the extent that location decisions are influenced by such differentials, highly mobile information and data processing businesses could have an incentive to locate in Minnesota.



Over half of the commercial subcategories (comprising over half of total commercial value) examined by MDOR have concentrations of personal property value that are substantially different (10 percentage points or more) from the average for all commercial properties. For these businesses, property tax calculations and rankings based on the commercial average are probably not particularly meaningful.

In summary, the business property tax rankings cited by the Chamber (and other conservative groups) are not an accurate portrayal of Minnesota business property taxes relative to other states. First, they are not based on true regional averages, but on selected cities within each state which may or may not be representative of the state in general; we know that business property taxes in the two cities chosen to represent Minnesota are high relative to other communities in their region. Second, the rankings are based on assumptions which understate personal value percentages and hence overstate business property taxes in Minnesota relative to other states. Moreover, the average tax on a commercial or an industrial property may not be particularly meaningful for many businesses due to tremendous variation in personal property percentages among various subcategories of commercial and industrial property.

¹ What the Chamber publication refers to as "metro" property taxes are referred to as "urban" property taxes in the 50 State Property Tax Comparison Study.

² The property tax rate referenced here is the combined city, county, school district, and special taxing district "tax capacity tax rate," which is the property tax rate that is applied to a property's "tax capacity" (i.e., the property taxable market value multiplied by the class rate for the designated class of property). The local tax capacity tax rate generated the largest share of all property taxes paid by Minnesota businesses in 2014. The uniform statewide business property tax rate and the metropolitan and Iron Range fiscal disparity programs help to mitigate, but do not eliminate, regional business property tax disparities in Minnesota resulting from variation in local tax rates.

³ MDOR calculates the average percentage of commercial value that is personal by dividing the sum of equipment and inventories by the sum of equipment, inventories, land, and buildings. The proper treatment of inventories for purposes of interstate property tax comparisons is the subject of discussion. If inventories are excluded from the calculation of the commercial personal property percentage, the percentage drops from 30 percent to 24 percent—still significantly greater than the 17 percent assumed in the MCFE's 50 State Property Tax Comparison Study. With the exception of the commercial subcategories of retail and wholesale trade, inventories comprise less than 1.6 percent of total value and thus have only a marginal impact on the personal property percentage. For retail trade, the personal property percentage is 36 percent including inventories and 17 percent excluding inventories. For wholesale trade, the personal property percentage is 67 percent including inventories and 38 percent excluding inventories.

⁴ The 50 State Property Tax Comparison Study lists industrial property taxes under two different assumptions: (1) 50 percent of total value is personal and (2) 60 percent is personal. The Chamber's claims regarding Minnesota industrial property taxes are based on the 50 percent assumption, even though the 60 percent assumption is closer to the average personal property percentage for all types of industrial property according to MDOR calculations based on U.S. BEA data. Using the 60 percent assumption instead of the 50 percent assumption is sufficient to raise the Minneapolis and Glencoe rankings relative to cities in other states by 3 to 7 places, depending of the value of property being examined.

Share this:



Related

Majority of Business Tax Break
Leaves Minnesota

January 14, 2016

1 Comment

State Business Property Tax by
Legislative District

June 15, 2015

1 Comment

A Better Way to Reduce Tax
Regressivity

March 17, 2015

1 Comment

[Previous Post](#)[Next Post](#)

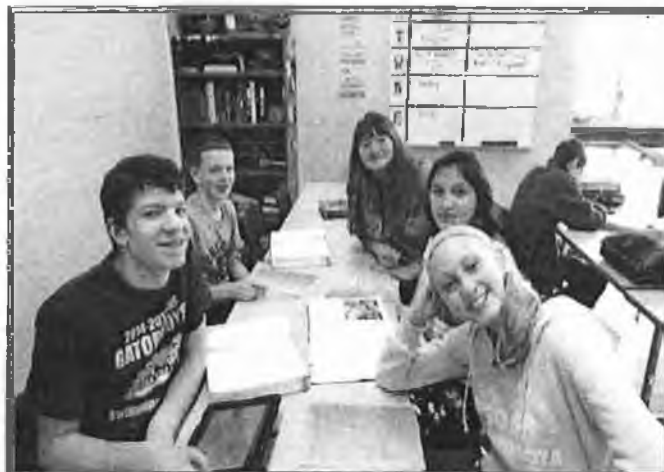
North Star Policy Institute is a non-profit think-tank
that provides original research and communications
capacity to advance public awareness and discussion
of public policy.

2828 University Ave SE #150
Minneapolis, MN 55414





PROPOSED 2016-17 BUDGET BOOK



“Delivering educational excellence that empowers all learners to participate in our dynamic world.”

**NORTHFIELD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT 659
BOARD OF EDUCATION**

Julie Pritchard, Chair

Ellen Iverson, Vice Chair

Rob Hardy, Treasurer

Noel Stratmoen, Clerk

Fritz Bogott

Margaret Colangelo

Jeff Quinnell

SUPERINTENDENT OF SCHOOLS

L. Chris Richardson, Ph.D.

This document was prepared by the Finance Department of the Northfield Public Schools

www.northfieldschools.org

OUR MISSION

The mission of Northfield Public Schools is to deliver educational excellence that empowers all learners to participate in our dynamic world.

OUR BELIEFS

Public Education

We believe that public education is the foundation of our democratic republic.

Learning

We believe that everyone can learn and has unique gifts and talents that must be nurtured and valued. We believe that learning is a lifelong, multi-faceted process that involves more than academics.

Shared Responsibility

We believe that education is the collective responsibility of our students, families, schools and communities.

Learning Environment

We believe that everyone in our schools has the right to a positive learning environment that provides physical, emotional and intellectual safety, and nurtures mutual respect, responsibility and rigor.

Decision-Making

We believe decisions must be based on the district's mission and beliefs and relevant sources of information. We believe in an open decision-making process that invites honest dialogue.

Diversity

We believe that all learners have a right to equitable access to educational opportunities.

OUR STRATEGIES

Quality Education

We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.

Stewardship

We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.

Climate

We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.

Communications/Partnerships

We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.

Curricular Outcomes

We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.

Diversity

We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.

June 13, 2016

Board of Education
Independent School District 659
Northfield, MN

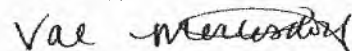
We submit and recommend to you the proposed budget for the 2016-2017 school year. This budget report is one of our primary tools to present summarized financial information to the Board, our employees and the community. This report includes our Operating, Proprietary and Fiduciary Funds with a special emphasis on the general fund. Over the past two months we have presented the details of these proposed budgets. This document provides a cohesive document for all of the detail presented.

The purpose of a budget is to quantify the strategic plan and programming choices we have made as a District. It is a guide for the Board of Education to authorize the Administration to fulfill the mission of the District each day. In January 2016, the Board received a five-year financial forecast. That forecast included assumptions and parameters used to set the framework for the 2016-17 budget planning process. In the fall, we will present a revised budget that includes more accurate enrollment data, finalized employment contracts and a complete analysis of the 2016 legislative session.

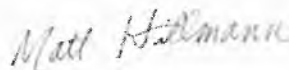
The results of the 2016 legislative session are still being finalized. Seventy percent of the district's total funding comes from the State of Minnesota and it is essential that we recognize and understand the inadequate funding strategies the legislature employs. The Northfield community has been a tireless supporter of our schools, but even with their gracious financial support the District will be deficit spending for the 2016-17 school year. Our stewardship, dedication and fund balance will allow us to soften the decline and appropriately adjust the budget in a proactive manner. Many districts in the state make budget reductions year after year, we are very proud to be a district that has built our fund balance up for multiple years to help weather this financial burden.

We strive daily to implement the District's strategic plan, mission and values to operate efficiently and effectively while continuing to provide the wonderful opportunities for the children and families of Northfield. We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support Northfield Public Schools.

Sincerely,



Val Mertesdorf
Director of Finance



Matt Hillmann, Ed.D.
Director of Administrative Services

BUDGET DEVELOPMENT CALENDAR

December 14	Auditors presented results of 2014-15 financial audit.
December 14	School Board reviewed and approved FY16 revised general fund budget as well as certified the 2015 Payable 2016 Tax Levy.
January 25	School Board presented with five year financial forecast and 2016-17 proposed budget calendar.
February 8	School Board adopted resolution requiring the administration to make recommendations for additions and reductions in programs and adding or discontinuing positions.
April 11	School Board adopted the necessary resolutions relating to general fund program and staffing changes for FY 2017.
April 25	School Board presented with proposed budgets for debt service, trust fund and community services.
May 9	School Board presented with proposed budgets for general fund's capital budget, internal service fund and child nutrition.
May 23	School Board presented with proposed general fund budget, approved the 2016-17 capital budget.
June 13	School Board adopts the 2016-17 Proposed Budgets for all funds.

STUDENT ENROLLMENT

Minnesota funds the majority of its K-12 programs through a complex formula applied to the number of students attending each school. For most funding programs, the pupil count, known as adjusted pupil units (APU) is used to determine school revenue amounts.

DETERMINING PUPIL UNITS

There are three steps involved in calculating the APUs that are used in most of the K-12 funding formulas.

1. Average Daily Membership (ADM): Students are counted in average daily membership. Average daily membership is the count of resident students membership days divided by instructional days. Excused absences from school (for things such as illness, etc.) do not reduce a school district's ADM.
2. Adjusted Average Daily Membership (AADM): The ADM student count is adjusted to reflect only the students actually served by the district. Each district's pupil count is reduced by the number of students leaving the district to attend a charter school or through open enrollment and increased by the number of students entering the district from another district.
3. Adjusted Pupil Units (APU): Each student is weighted by grade level according to the weights listed in the table below. The different weights are intended to reflect differing educational costs across the grade levels. The K-12 funding formulas are multiplied by the AADM to calculate the District's revenue.

	Pre-KG	KG Disabled	KG	1-3	4-6	7-12
2015-16	1.0	1.0	1.0	1.0	1.0	1.2

ENROLLMENT PROJECTIONS

Over the past five years, the District's enrollment has remained fairly stable in the number of students. The District anticipates that the total number of students will remain the same or increase slightly over the next couple of year but decline slightly overall in the next ten years. This is consistent with the results of our demographic study. For the 2016-17 school year we are projecting a reduction of roughly 30 students that will be attending programming at the new Cannon Valley Special Education Cooperative.

The October 1, 2015 enrollment numbers were included with historical data to calculate the current enrollment forecast which was prepared using the traditional cohort survival technique and weighting these results to favor more recent years. The following table represents the projected 2016-17 student projection. The bottom table includes historical enrollment counts and the longer range forecast for additional context.

2016-17 Projected Adjusted Pupil Units

Pre-KG	KG (incl. HK)	1-3	4-6	7-12 (incl. ALC)	Total
23.6	243.9	828.3	885.0	2,238.5	4,219.3

Enrollment History and Projection

Year	Pre-K	KG	1-3	4-6	7-12	Total	APU
2006-07	30.66	273.68	786.95	863.90	1,940.79	3,895.98	4,517.99
2007-08	29.55	250.49	819.15	831.62	1,947.08	3,877.89	4,525.60
2008-09	29.76	234.85	820.33	845.82	1,921.15	3,851.91	4,494.96
2009-10	41.31	260.67	807.05	821.81	1,880.49	3,811.33	4,431.30
2010-11	37.48	239.71	794.96	843.02	1,865.81	3,780.98	4,405.20
2011-12	40.24	255.95	810.05	840.79	1,851.55	3,798.58	4,416.10
2012-13	40.13	267.57	796.22	875.14	1,838.45	3,817.51	4,424.85
2013-14	30.12	223.63	826.88	853.05	1,885.19	3,818.87	4,459.06
2014-15	24.53	266.37	815.99	862.91	1,899.51	3,869.31	4,249.20
2015-16	24.53	253.42	834.90	862.07	1,905.88	3,880.80	4,261.98
2016-17	23.61	243.93	828.34	885.03	1,865.34	3,846.25	4,219.32
2017-18	23.01	237.76	830.65	904.45	1,864.52	3,860.39	4,233.29
2018-19	22.01	227.38	815.44	913.14	1,917.96	3,895.93	4,279.52
2019-20	21.17	218.72	786.55	904.39	1,920.11	3,850.94	4,234.96

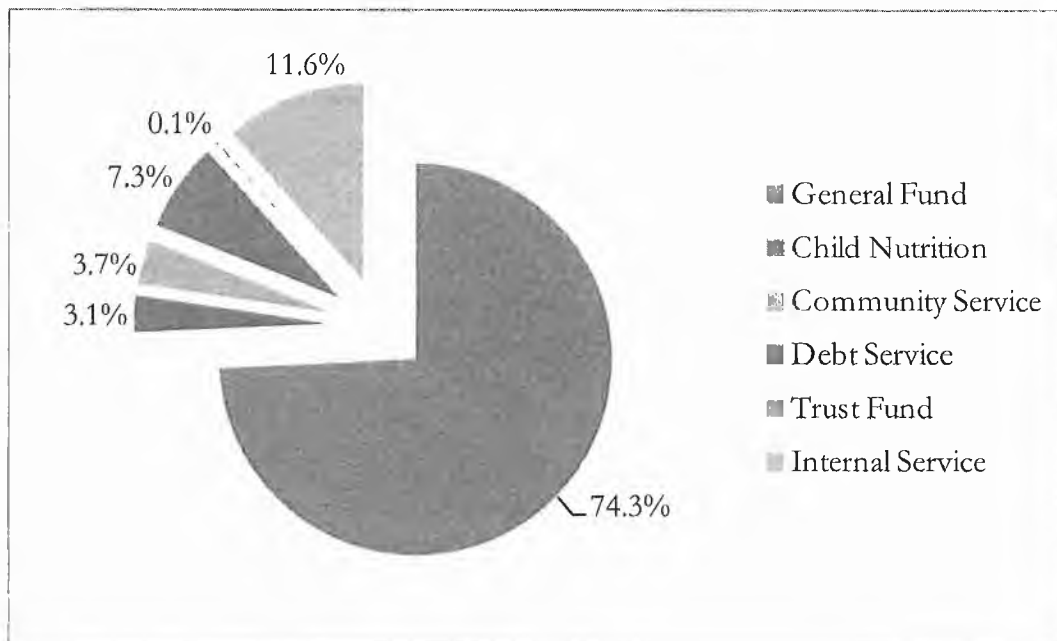
PROPOSED 2016-17 BUDGET SUMMARY OF ALL FUNDS

	July 1, 2016 Projected <u>Fund Balance*</u>	FY 2017 <u>Revenues</u>	FY2017 <u>Expenditures</u>	June 30, 2017 Projected <u>Fund Balance*</u>
General Fund**	15,714,638	49,189,318	50,870,109	14,033,847
Child Nutrition	495,574	2,023,235	2,099,604	419,205
Community Service	460,263	2,439,748	2,432,156	467,855
Debt Service	1,628,668	4,825,914	5,274,819	1,179,763
Trust Fund	133,938	67,500	71,800	129,638
Internal Service	4,226,909	7,667,396	6,008,425	5,885,880

* Beginning and ending fund balance includes restricted funds

**General Fund includes Capital funds.

2016-17 Budget Resources All Funds



GENERAL FUND

The General Fund includes the primary operations of the District in providing educational services to students from kindergarten through twelfth grade including pupil transportation and capital outlay projects. As the fiscal host for the Cannon Valley Special Education Cooperative (CVSEC), the District is projecting to add \$2.5 million dollars to both revenue and expenditures.

Preliminary budget assumptions include an increase in revenue by approximately 4.5% of total general fund revenue sources. The District receives 70% of its revenue from the State of Minnesota. With this being the second year of the biennium we know the District will be receiving a 2% increase in our basic formula revenue. With the transition to CVSEC, our revenue will be reduced for the tuition costs of students placed for programming.

Projected expenditures are represented with an aggregate increase of 7.7% (5.3% is the addition of the CVSEC expenditures). This includes a projected increase of 4.3% in salaries, 2.3% in benefits and a 1.5% decrease in non-salary and other operating expenditures. The decrease is primarily due to the billing change for CVSEC.

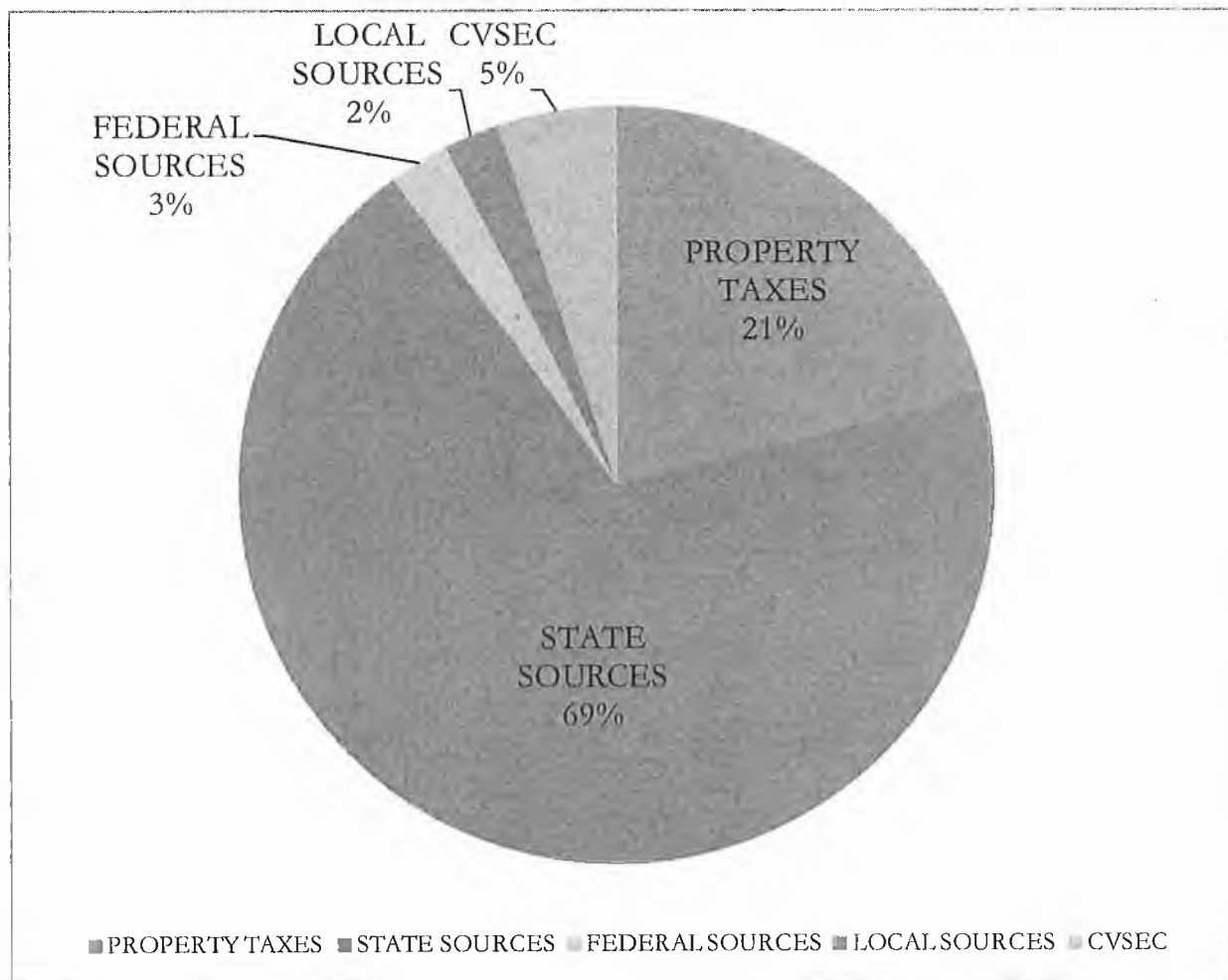
GENERAL FUND | FINANCIAL SUMMARY

	2013-14 Audit Results	2014-15 Audit Results	2015-16 Revised Budget	2016-17 Proposed Budget
REVENUE	42,529,879	45,972,783	47,073,165	49,189,318
EXPENDITURES	42,101,226	45,055,192	47,227,693	50,870,109
DIFFERENCE	428,653	917,591	(154,528)	(1,680,791)
BEGINNING FUND BALANCE	14,522,922	14,951,575	15,869,166	15,714,638
ENDING FUND BALANCE	14,951,575	15,869,166	15,714,638	14,033,847
RESTRICTED FUND BALANCE	4,723,657	5,422,617	4,813,337	4,950,601
UNRESTRICTED FUND BALANCE	10,227,918	10,446,549	10,901,301	9,083,246
PERCENTAGE OF EXPENDITURES	24.3%	23.2%	23.1%	17.9%

GENERAL FUND | REVENUE

	2013-14 Audit Results	2014-15 Audit Results	2015-16 Revised Budget	2016-17 Proposed Budget
PROPERTY TAXES	5,290,057	9,763,250	9,786,010	10,374,684
STATE SOURCES	34,755,108	33,762,653	34,712,420	33,902,571
FEDERAL SOURCES	1,215,595	1,120,740	1,321,189	1,260,364
LOCAL SOURCES	1,269,119	1,326,140	1,253,546	1,151,699
CVSEC	-	-	-	2,500,000
TOTAL	42,529,879	45,972,783	47,073,165	49,189,318

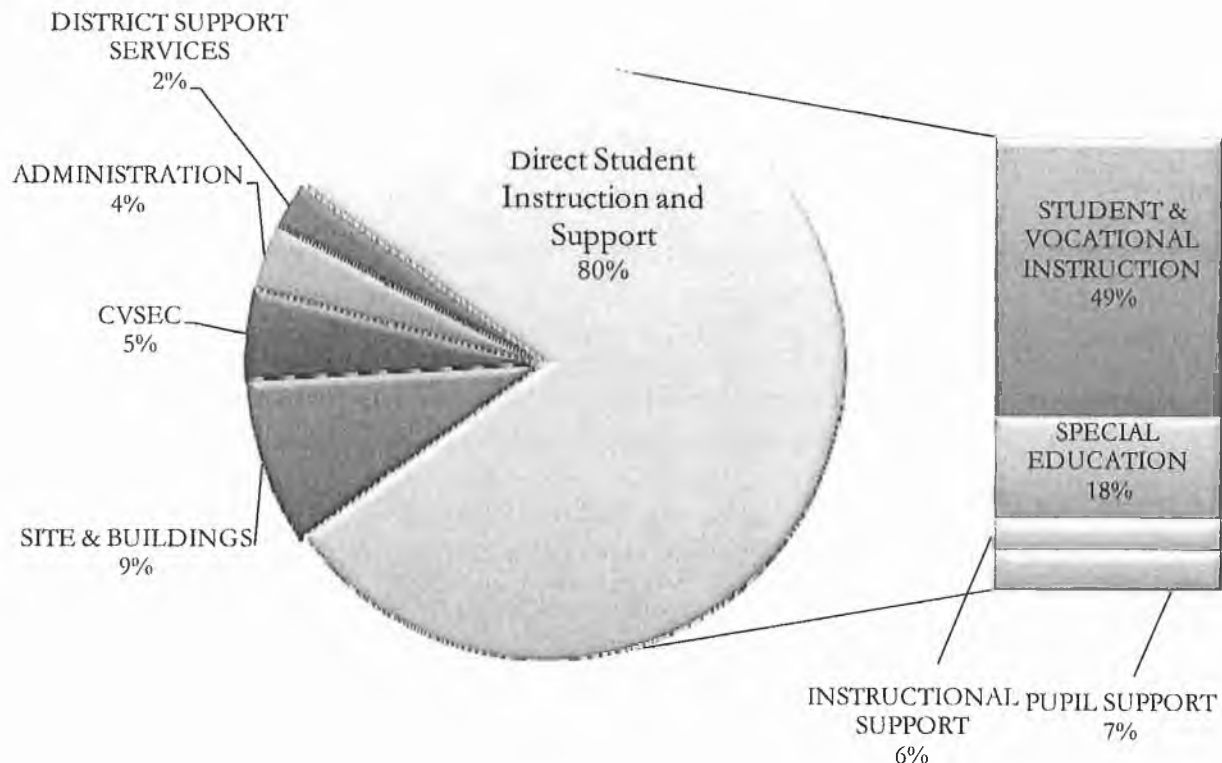
REVENUE BY SOURCE



GENERAL FUND | EXPENDITURES BY PROGRAM

- **Student Instruction: \$33,841,745 (66.5%)**
Includes costs associated with teaching students as well as co-curricular and extra-curricular activities from kindergarten through twelfth grade. It also includes specialty programming such as special education, alternative education, English learner and compensatory programs.
- **Student Support Services: \$7,057,897 (13.9%)**
Includes costs associated with supporting students including transportation, media centers, guidance/counseling services, nursing services as well as the teaching and learning department.
- **Site and Buildings: \$4,586,989 (9.0%)**
Includes costs associated with operations, maintenance, repairs and remodeling of all facilities and grounds of the school district.
- **District Support Services: \$1,104,766 (2.2%)**
Includes costs associated with services provided by the District Office such as human resources, finance, communications and other centralized office functions.
- **Administration: \$1,778,712 (3.5%)**
Includes costs associated with the district administration including the School Board, Superintendent and Principals.

2016-17 EXPENDITURES BY PROGRAM



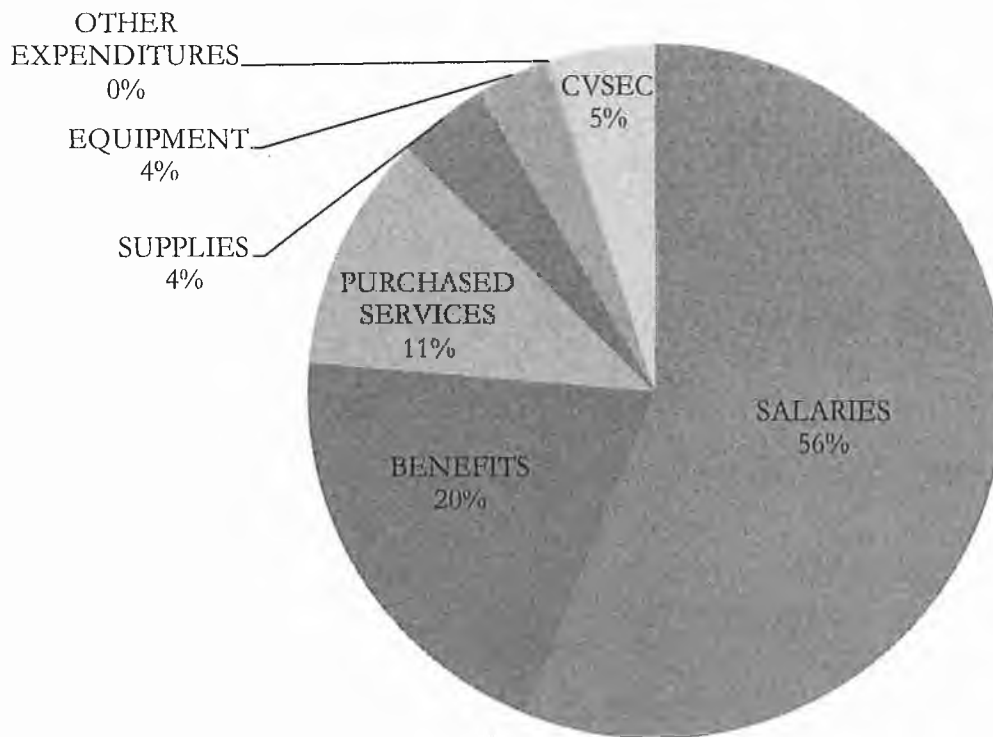
GENERAL FUND | EXPENDITURES BY PROGRAM (cont)

Student Instruction \$33,841,745 66.5%	Elementary Instruction	\$ 10,001,432
	Middle and High School Instruction	\$ 11,410,386
	Special Education	\$ 9,190,936
	Co-curricular and Extra-curricular Activities	\$ 1,380,395
	English Language Learners	\$ 831,535
	Title Programs	\$ 743,961
	Career and Technical Programs	\$ 283,100
Student Support Services \$7,057,897 13.9%	Instructional Support	\$ 591,839
	Curriculum and Development	\$ 202,197
	Educational Media	\$ 644,262
	Instructional Technology	\$ 1,415,369
	Guidance/Counseling	\$ 740,458
	Health Services	\$ 430,145
	Student Transportation	\$ 2,289,474
	Staff Development	\$ 615,888
	Other Student Support	\$ 128,265
Sites and Buildings \$4,586,989 9.0%	Operations and Maintenance	\$ 3,249,386
	Facilities	\$ 1,192,603
	Property or Other Insurance	\$ 145,000
District Support Services \$1,104,766 2.2%	Finance Department	\$ 377,266
	Human Resources	\$ 294,010
	General Administrative Support	\$ 258,293
	Communications and Testing	\$ 170,197
	Elections	\$ 5,000
Administration \$1,778,712 3.5%	Office of Superintendent	\$ 397,822
	School Administration	\$ 1,331,385
	School Board	\$ 49,505
CVSEC 4.9%	CVSEC Salaries and Benefits	\$ 2,500,000
Total General Fund		\$ 50,870,109

GENERAL FUND | EXPENDITURES BY CATEGORY

	2013-14 Audit Results	2014-15 Audit Results	2015-16 Revised Budget	2016-17 Proposed Budget
SALARIES	24,005,284	26,092,561	27,338,110	28,652,064
BENEFITS	8,804,566	9,502,336	9,989,419	10,172,426
PURCHASED SERVICES	6,245,290	6,437,274	6,837,440	5,602,305
SUPPLIES	1,518,935	1,601,630	2,190,520	2,128,521
EQUIPMENT	1,423,478	1,308,317	757,512	1,692,495
OTHER EXPENDITURES	103,661	113,071	114,692	122,298
CVSEC		-	-	2,500,000
TOTAL	42,101,214	45,055,189	47,227,693	50,870,109

2016-17 EXPENDITURES BY CATEGORY



GENERAL FUND
OPERATING CAPITAL and HEALTH & SAFETY

The primary source of revenue comes from local property taxes which includes the voter approved operating capital levy of \$750,000. The capital levy was renewed for another 10 years upon its expiration during the 2013-14 school year. Long Term Facilities Maintenance revenue will replace the Deferred Maintenance and Health and Safety revenue formulas moving forward.

	2013-14 Audit Results	2014-15 Audit Results	2015-16 Revised Budget	2016-17 Proposed Budget
Operating Capital	905,403	942,297	947,852	930,407
Capital Facility Bond	(441,737)	(276,361)	(423,210)	(182,372)
Capital Projects Levy	750,000	750,000	750,000	750,000
Lease Levy	307,553	313,763	336,620	331,041
Long Term Facility Maintenance	-	-	-	790,409
Health & Safety	270,452	164,514	285,526	30,626
Deferred Maintenance	232,892	242,796	247,284	-
Total Revenues	2,024,563	2,137,009	2,144,072	2,650,111
Expenditure Summary				
Leased Facility Space/Assessments	361,077	371,312	341,544	340,111
Lease Purchase Agreement	142,760	142,760	142,760	142,760
Building/Program Allocation	357,394	246,273	213,938	231,180
Textbooks/Digital Curriculum	118,752	32,413	150,000	80,000
Other Leases	133,528	219,815	549,967	403,518
Capital Committee Recommendations	730,716	572,818	209,425	635,149
Health & Safety	265,327	323,397	274,302	-
Deferred Maintenance	163,623	201,448	248,275	-
Long Term Facility Maintenance	-	-	-	709,732
Total Expenditures	2,273,177	2,110,236	2,130,211	2,542,450
Fund Summary				
Beginning Balance	885,813	637,199	663,972	677,833
Revenue	2,024,563	2,137,009	2,144,072	2,650,111
Expenditures	2,273,177	2,110,236	2,130,211	2,542,450
Ending Balance	637,199	663,972	677,833	785,494
Operating Capital	485,653	629,961	633,589	629,947
Long Term Facility Maintenance	-	-	-	314,575
Health & Safety	(41,995)	(200,878)	(189,654)	(159,028)
Deferred Maintenance	193,541	234,889	233,898	-
Ending Fund Balance	637,199	663,972	677,833	785,494

CHILD NUTRITION FUND

The Child Nutrition Fund is a self-sustaining fund whose mission is to provide quality nutritious meals that support the growth and development of our students to fuel their learning. Revenue come from a variety of sources including state and federal funding, student and adult purchases, federal commodities, and grant dollars.

The majority of the budget is accounted for in labor and food costs. The budget does not include an increase to meal prices. Our prime vendor indicated that we should expect a 3-4% increase in food costs.

The proposed budget plan is balanced and continuous evaluation of food costs and direct labor hours per meal served will be the primary focus to ensure budget targets are met.

	2013-14 Audit Results	2014-15 Audit Results	2015-16 Revised Budget	2016-17 Proposed Budget
Local property Taxes	-	-	-	-
Tuition, fees and other	1,131,687	1,173,482	1,161,035	1,130,235
State Aids	63,188	106,224	90,000	102,000
Federal Aids	720,636	787,182	759,000	791,000
Total Revenues	1,915,511	2,066,888	2,010,035	2,023,235
Expenditure Summary				
Salaries and Wages	583,449	612,986	604,450	636,478
Benefits	206,280	249,941	250,648	264,926
Purchased Services	88,908	96,286	83,500	86,000
Food and Supplies	976,164	1,083,089	995,000	1,080,200
Equipment	164,972	154,435	30,500	30,500
Other Expenditures	1,176	1,406	1,500	1,500
Total Expenditures	2,020,949	2,198,143	1,965,598	2,099,604
Fund Summary				
Revenue	1,915,511	2,066,888	2,010,035	2,023,235
Expenditures	2,020,949	2,198,143	1,965,598	2,099,604
Net Difference	(105,438)	(131,255)	44,437	(76,369)
Beginning Fund Balance	687,830	582,392	451,137	495,574
Ending Fund Balance	582,392	451,137	495,574	419,205

COMMUNITY SERVICE FUND

Northfield Public Schools Community Services focuses on lifelong learning, recreation and community involvement. We provide numerous opportunities and classes for all ages to develop skills, stay healthy and inspire creativity.

Our Early Childhood Family Education (ECFE) programs support parents in their role as their child's first and foremost teacher. Among our other Early Childhood Programs, Hand in Hand Preschool and Ventures childcare work together to prepare and support students in year-long learning. The budget for 2016-17 was developed with the goal of maintaining the necessary revenue generation and expenditure reductions in order to provide financial stability and good stewardship of resources.

	2013-14	2014-15	2015-16	2016-17
	Audit	Audit	Revised	Proposed
	Results	Results	Budget	Budget
Local property Taxes	196,347	394,472	404,698	407,505
Tuition, fees and other	1,813,036	1,657,233	1,622,835	1,712,991
State Aids	399,711	228,827	262,113	319,252
Federal Aids	-	-	-	-
Total Revenues	2,409,094	2,280,532	2,289,646	2,439,748

Expenditure Summary

Salaries and Wages	1,582,001	1,415,376	1,474,359	1,620,362
Benefits	349,031	375,107	363,974	385,738
Purchased Services	306,415	295,306	304,603	312,934
Supplies	68,164	70,972	94,229	97,990
Equipment	19,208	20,493	24,616	12,412
Other Expenditures	2,399	2,464	2,720	2,720
Total Expenditures	2,327,218	2,179,718	2,264,501	2,432,156

Fund Summary

Revenue	2,409,094	2,280,532	2,289,646	2,439,748
Expenditures	2,327,218	2,179,718	2,264,501	2,432,156
Net Difference	81,876	100,814	25,145	7,592
Beginning Fund Balance	252,428	334,304	435,118	460,263
Ending Fund Balance	334,304	435,118	460,263	467,855

DEBT SERVICE FUND

This fund is used to account for the accumulation of resources used for payment of general long term obligation bond principal, interest, and related costs.

	2013-14 Audit Results	2014-15 Audit Results	2015-16 Revised Budget	2016-17 Proposed Budget
Local property Taxes	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 MN	51,091	51,552	52,000	52,000
Other Sources - Refunding	97,755	-	-	-
Total Revenues	5,772,282	5,597,328	5,448,485	4,825,914
Expenditure Summary				
Bond Principal	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	9,950,000	-	-	-
Total Expenditures	15,743,429	5,330,863	5,530,094	5,274,819
Fund Summary				
Beginning Fund Balance	11,414,959	1,443,812	1,710,277	1,628,668
Revenue	5,674,527	5,597,328	5,448,485	4,825,914
Total Sources	17,089,486	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	97,755	-	-	-
Other Financing Uses	9,950,000	-	-	-
Ending Fund Balance	1,443,812	1,710,277	1,628,668	1,179,763

Current Outstanding Debt
2016-17 Principal and Interest Payments

Issue Date	Net Interest Rate	Original Issue	Purpose	Final Maturity	FY 2016-17 Payments		
					Principal	Interest	Total
2/16/2010	2.0 - 4.0%	22,615,000	Refund '01 MS/HS/MF	2/1/2022	1,545,000	594,000	2,139,000
12/7/2011	2.0 - 2.375%	9,750,000	Refund '03A MS/HS/MF	2/1/2024	535,000	198,394	733,394
12/19/2012	1.5 - 2.0%	9,825,000	Refund '04/'05 Indoor Air	2/1/2025	715,000	159,100	874,100
1/3/2013	1.5 - 3.0%	5,965,000	Refund '03A/'03C	2/1/2017	1,325,000	19,875	1,344,875
5/13/2014	2.0-3.0%	1,525,000	GVP/HS Roofs	2/1/2025	145,000	32,450	177,450
					\$ 4,265,000	\$ 1,003,819	\$ 5,268,819

Annual Maturity Schedule

Fiscal Year	Principal	Interest	Total
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	1,430,000	30,250	1,460,250
	35,940,000	4,371,402	40,311,402

TRUST FUND

The District is the trustee, or *fiduciary*, for assets that belong to others, such as the scholarship funds. Individual accounts are set up for each trust, scholarship, or memorial that is donated to the District. Northfield High School Guidance Office manages the process of awarding the scholarships. All non-scholarship accounts are monitored to ensure expenditures are appropriate in accordance with donor's intent.

	2013-14 Audit Results	2014-15 Audit Results	2015-16 Revised Budget	2016-17 Proposed Budget
Beginning Balance	126,687	142,937	138,363	133,938
Gifts and Donations	64,752	61,925	63,300	67,300
Earnings on Investments	148	301	75	200
Total Sources	191,587	205,163	201,738	201,438
Expenditures	48,650	66,800	67,800	71,800
Ending Fund Balance	142,937	138,363	133,938	129,638

SCHOLARSHIP LIST

AAUW Scholarship	500	NFLD Alumni Scholarship	500
Al Berkvam Memorial Scholarship	500	NFLD Office Employees' Scholars	500
Apple Autos	5,000	Northfield Union of Youth (The K)	12,000
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	1,200
Lucille Duesterhoeft Memorial	12,000	Waterford Warriors	500
Lu Mong Chi Memorial	1,000	W Stickley Memorial	4,000
Myrtle Houston Trust	4,000	Total	71,800

**INTERNAL SERVICE FUND
SELF INSURANCE PLAN**

The District established this fund in 2005-06 to account for the financial activity of the self insurance plan for the dental benefits provided to employees. In May of 2011 the District elected to become self insured for medical benefits as well. The revenue in this fund represents premiums paid for dental and medical coverage by the District and our active and retired employees. Expenditures represent actual claims paid for dental and medical services received by our current or retired employees covered under the plan.

DENTAL FUND

	2013-14 Audit Results	2014-15 Audit Results	2015-16 Revised Budget	2016-17 Proposed Budget
Beginning Balance	\$526,713	\$356,358	\$242,152	\$228,436
Charges for Services	289,217	375,417	452,108	570,138
Total Sources	815,930	731,775	694,260	798,574
Insurance Claims	422,805	451,434	425,000	527,498
Administrative Fees	36,767	38,189	40,824	43,608
Total Expenditures	459,572	489,623	465,824	571,106
Ending Fund Balance	\$356,358	\$242,152	\$228,436	\$227,468

MEDICAL FUND

	2013-14 Audit Results	2014-15 Audit Results	2015-16 Revised Budget	2016-17 Proposed Budget
Beginning Balance	\$1,122,862	\$2,278,003	\$3,424,537	\$3,998,473
Charges for Services	5,824,013	6,043,805	6,011,255	7,097,257
Total Sources	6,946,875	8,321,808	9,435,792	11,095,730
Insurance Claims	3,819,111	4,033,103	4,505,486	4,505,486
Administrative Fees	849,761	864,168	931,833	931,833
Total Expenditures	4,668,872	4,897,271	5,437,319	5,437,319
Ending Fund Balance	\$2,278,003	\$3,424,537	\$3,998,473	\$5,658,411

FUND SUMMARY

	2013-14 Audit Results	2014-15 Audit Results	2015-16 Revised Budget	2016-17 Proposed Budget
Beginning Balance	\$1,649,575	\$2,634,361	\$3,666,689	\$4,226,909
Charges for Services	6,113,230	6,419,222	6,463,363	7,667,396
Total Sources	7,762,805	9,053,583	10,130,052	11,894,305
Total Expenditures	5,128,444	5,386,894	5,903,143	6,008,425
Ending Fund Balance	\$2,634,361	\$3,666,689	\$4,226,909	\$5,885,880

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—A firearm as herein defined 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; airguns; pellet guns; BB guns; 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 Northfield School District believes strongly in implementing and utilizing policies and procedures that work toward keeping its schools safe, and drug & tobacco free. To this end, 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 two school district staff and when possible, the school resource officer.

In the event of a positive hit or hits by the canines, 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.

C. 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.

D. 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.

E. 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)

Suggested Changes to Student Citizenship Handbook 2016-2017 Grades K-12

Change to handbook language:

Firearms: Change to *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. A firearm as herein defined may cause serious injury or death. (See page 15 in attached draft version of the citizenship handbook.)*

Add to handbook:

Drug Dog Search - Purpose and Procedure (See page 25 in draft of handbook.)

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.

Withdrawal and Abeyance language (See page 27 in draft of handbook.)

- **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.*

Grid of Expellable offenses (See page 28 in attached draft of handbook.)

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.

R – Recommended; P – Possible; H – High School; M – Middle School

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

Additionally, the following items will be added to the handbook:

Bodily Harm, Inflicting: *Committing a reckless or negligent act that inflicts bodily harm upon another person*

	<i>1st offense</i>	<i>2nd offense</i>	<i>3rd offense</i>
K-5	*	*	*
6-12	*	1 day susp	3 day susp

Cell Phones: Divide into Elementary and Secondary and add following Elementary language:

Elementary Cell Phone/Hand-Held Electronics Guidelines & Procedures

We recognize that cell phones/hand-held electronic devices (i.e. iPod Touch) are common tools for communication with many families. Our goal is to help students maintain a focus on learning. Please know that most elementary students have no need to carry a cell phone or hand-held electronic device to school and these devices are vulnerable to theft. We are committed to using technology as an accelerant for student learning and provide the appropriate tools for our students in their classrooms.

Students who need to carry a cell phone or hand-held electronic device to school must have them turned off and stored out of sight during school hours. These devices may not be used to talk, take pictures, play games, record or text during school hours, including recess.

Consequences for not following the rules are as follows:

- 1st infraction-student will have the device taken away and can pick it up in the office at the end of the day.*
- 2nd infraction-student will have their device taken away and placed in the office until a parent can come to school to retrieve it.*
- 3rd infraction-student will no longer be allowed to bring a device to school until a parent conference with the Principal is held.*

Please note: Bridgewater, Greenvale Park and Sibley Elementary Schools are not responsible for lost, damaged or stolen phones or other electronic devices brought from home.

Disrespectful Behavior: Add *"The videoing of staff members or students without permission is prohibited"*.

**Italics indicate new language*

DRAFT



STUDENT CITIZENSHIP HANDBOOK

2016-2017

**CONSEQUENCES
RIGHTS
RESPONSIBILITIES
SUCCESS
CITIZENSHIP
OPPORTUNITIES**

**A Policy Guide for Student Management in Instructional and
Co-Curricular Activities in Northfield Public Schools**

Spanish translation available in school offices.

For immediate assistance, please contact Joan Lizaola at 507.663.0662.

Hay una traducción al español en las oficinas escolares. Favor de llamar a la Sr. Joan Lizaola
al 507.663.0662 para ayuda de inmediato.

Table of Contents

Student Discipline Philosophy	1
Philosophy Regarding Learning and Discipline	1
Roles and Responsibilities	1
Students Rights and Responsibilities	3
Access to Records	3
Dress and Grooming	3
Equal Opportunity	3
Fair Treatment	4
Free Speech	4
Harassment	4
Learning	5
Nondiscrimination	5
Pledge of Allegiance	5
Privacy	6
Student Government	6
Student Safety	6
Discipline Guidelines	7
Abuse, Verbal	7
Alcohol or Chemicals, Possession or Use	7
Alcohol or Chemicals, Possession With Intent to Distribute or Sell	8
Arson	8
Assault, Aggravated	8
Assault, Physical	8
Bullying	9
Burglary	9
Cell Phones	9
Dishonesty, Scholastic	10
Disrespectful Behavior	10
Disruptive Behavior	11
Driving, Careless or Reckless	11
False Reporting/Misrepresenting the Truth	11
Fighting	11
Fire Alarm, False	12
Fire Extinguisher, Unauthorized Use	12
Firearms	12
Fireworks or Ammunition	13
Freedom of Expression	13
Gambling	13
Gang/Threat Group Activity	14
Harassment and Violence	14
Hazing	14
Insubordination	15
Offensive Behavior	15
Records or Identification Falsification	15
Robbery or Extortion	15
Safety	16

Table of Contents Continued

Sexual Misconduct	16
Technology and Telecommunication Misuse	16
Theft, Receiving or Possessing Stolen Property	16
Threat, Direct/Indirect	17
Tobacco Possession	17
Transportation-District Policy	18
Trespassing	18
Truancy	18
Unauthorized Areas	19
Unexcused Absence	19
Vandalism, Major Acts	19
Vandalism, Minor Acts	19
Vehicle, Unauthorized Parking	20
Weapons (exclusive of firearms)	20
Multiple/Chronic Violations & Unique Situations	21
Additional Discipline Information	21-23
Possible Disciplinary Consequences	24
Appendices	
Policy 524-2	
Use of Technology and Telecommunications Systems by Students	25-26
The Pupil Fair Dismissal Act, June 2015	27-32

Student Discipline Philosophy

It is the responsibility of the school board to make reasonable policies and rules for governing behavior and conduct while in the school environment. These policies and rules apply at any time a student is present on a school location, at a school-sponsored activity and while traveling on school buses. Students are expected to behave in accordance with federal, state and local laws and rules and in a way that respects the rights and safety of others.

While this policy pertains to all schools in District 659, the school board recognizes the uniqueness of each building and classroom in which the policy must be implemented. This policy may be supplemented by additional policies, rules and procedures that recognize those unique needs.

Philosophy Regarding Learning and Discipline

Optimum learning occurs in a positive, safe and secure environment. Students, parents/guardians, teachers, administrators and other school staff all share in the responsibility to ensure a positive climate for learning.

The school setting enables students to develop responsible behaviors and habits that will serve them now and later in life. Proper training in discipline should lead towards self-control and respect for law, authority, property and the rights of others.

While self-discipline is the ideal, it is understood that corrective measures may be required at times. When it becomes necessary to enforce the consequences of discipline violations as outlined in this policy, it should be done in a manner that respects the dignity of the student and promotes healthy and responsible behavior.

Discipline is a learning experience, not just a punishment. Discipline...

- helps the student learn a lesson that will positively affect his or her present and future behavior.
- is designed to help the student control and change his or her behavior, thereby guiding the student into adulthood.
- helps the student to grow intellectually and emotionally.
- enhances the student's self-confidence, self-worth and self-image.

Roles and Responsibilities

School Board The school board holds all school personnel responsible for maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

Superintendent The superintendent shall establish guidelines and directives to carry out this policy; hold all school personnel, students and parents responsible for conforming to this policy; and support all school personnel performing their duties within the framework of this policy. The superintendent also shall establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

Principal and Assistants The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the

framework of this policy. The principal and assistants shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.

Teachers All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the discipline guidelines.

Other school district personnel All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to students behavior shall be an authorized and directed by the superintendent.

All school district personnel shall be responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Parents or Legal Guardians Parents and legal guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Students All students shall be held individually responsible for their behavior and for knowing and obeying this policy.

Community members Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

Students Rights and Responsibilities

Students who attend District 659 schools have numerous rights and opportunities. Students also have responsibilities to teachers, other staff and fellow students. The following list lays out student rights and opportunities as well as student responsibilities.

Applicable School District policies are identified where appropriate and can be found in their entirety on the School District's website – www.nfld.k12.mn.us.

Access to Records

Rights/Opportunities	Responsibilities
Students' parents and students eligible under state law generally have the right to view their school records according to state and federal laws.	Students have the responsibility to follow established building and district procedures regarding access to their school records.
Students have the right to privacy regarding school records. Disclosure of information from student records will be consistent with legal requirements and the guidelines established by the school district.	

Dress and Grooming

Rights/Opportunities	Responsibilities
Students have the opportunity to wear clothing of their choosing and to engage in personal grooming which is not potentially disruptive to the education process, which does not pose a threat to the health or safety of other students and which is not lewd, vulgar, obscene, sexually explicit or discriminatory.	Students are responsible to dress in such a manner that is not disruptive nor likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, including gangs. Clothing which displays references to alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.

Equal Opportunity

Rights/Opportunities	Responsibilities
Students have the right to equal opportunity to participate in all school activities and school education programs for which they are eligible within legal limits. (Policy 102 – Equal Educational Opportunity)	Students are responsible to follow the rules and regulations of the school-sponsored activity in which they participate or others participate. Students are not to discourage the participation of other students.

Fair Treatment

Rights/Opportunities	Responsibilities
Students have the right to due process when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation.	Students are responsible to treat all persons respectfully and to follow rules and regulations that apply to them.
Students have the right to be involved of current school policies, rules and regulations that apply to them.	Students are responsible to be knowledgeable about and to follow school policies, rules and regulations that apply to them.
Students have the right to be informed of classroom expectations.	Students are responsible to be knowledgeable about and to meet classroom expectations and evaluation procedures that apply to them.
Students have the right to be treated respectfully by staff and other students.	Students are responsible to treat others, including other students and staff in a respectful manner. Students are also expected to treat the property of others and the district responsibly.
Students have a right to be free from corporal punishment by staff.	Students have the responsibility to refrain from using force or physical contact for the purposes of inflicting physical and emotional harm on another.
Students have a right to be free from unreasonable physical contact from teachers and other staff except as physical restraint is necessary to prevent the student from injuring self, other persons or property.	Students have the responsibility to respect the space and freedom of those around them. Students also have the responsibility to not engage in conduct that threatens to injure themselves, other persons and property.

Free Speech

Rights/Opportunities	Responsibilities
Students have the right to free speech so long as such speech does not violate the rights of others.	Students are responsible to express opinions, publish written materials, distribute literature in such a manner that is not libelous, obscene or discriminatory, that does not interfere with the rights of others or disrupt the atmosphere of learning in the school and follows school regulations regarding time, place and manner.

Harassment

Rights/Opportunities	Responsibilities
Students have the right to be free from any form of harassment, arising out of the physical or verbal conduct of other students, school staff or others. (Policy 514 – Bullying Prohibition; Policy 413 – Harassment and Violence; Policy 526 – Hazing Prohibition)	Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced or of which they are aware. Such reports should be made to the building principals.

Learning

Rights/Opportunities	Responsibilities
Students should have the opportunity to receive a comprehensive appropriate education. (Policy 102 – Equal Educational Opportunity)	Students are responsible for daily attendance, for completing class assignments on time and for bringing appropriate materials required for class use.
Students should have the opportunity to attend school in a safe environment that is free from disruptive behavior by others.	Students are responsible to behave in such a manner that does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process of others.
Students have the opportunity to make up schoolwork missed during an excused absence .	Students are responsible to obtain and complete make-up work assigned for periods of absence.
Students have the right to necessary homebound instruction as regulated by state guidelines when absent for an extended period.	Students are responsible to complete work assigned as part of the homebound instructional process.

Nondiscrimination

Rights/Opportunities	Responsibilities
Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, and status with regard to public assistance or disability. (Policy 522 – Student Sex Nondiscrimination)	Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to building principals.

Pledge of Allegiance

Rights/Opportunities	Responsibilities
Students have the right to participate in the reciting of the Pledge of Allegiance. Students have the right to express themselves by not participating in the pledge including the right to remain seated.	Students are responsible to either participate in reciting the Pledge of Allegiance or respect the rights of those who wish not to participate.

Privacy

Rights/Opportunities	Responsibilities
Students generally have the right to privacy in their persons and personal property when engaging, participating or pursuing curricular activities on a school location.	Students are responsible to refrain from bringing onto school property or to school-sponsored events any item or material that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other people.
Students have the opportunity to utilize school lockers, desks and other designated area for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district and that such areas may be searched for any reason, at any time without permission, consent or requirement for a search warrant. If conditions warrant technology (including drug sniffing dogs, cameras, metal detectors, etc.) may be used to ensure safety of students, staff, buildings and grounds. (Policy 502 – Search of Student Lockers, Desks, Personal Possessions and Student's Person)	Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.
Students have the right to confidentiality regarding personal matters in discussion with school personnel. Matters of child or sexual abuse must be reported to the proper authorities according to state law. Matters involving criminal behavior may also be reported to the proper authorities.	Students have the responsibility to inform school personnel when a discussion of personal matters is to be confidential. Matters of abuse or illegal activity should be reported to school personnel.

Student Government

Rights/Opportunities	Responsibilities
Students have the opportunity to participate in student government. The purpose of the existence of student government is to represent and to be responsive of the needs of all students.	Student government representatives have the responsibility to communicate and work with student body, faculty and administration and to be aware of and comply with any policies of the school district that may affect the formation of procedural aspects of the student government.

Student Safety

Rights/Opportunities	Responsibilities
Students have the right to a safe, inviting school environment, free of drugs, tobacco, and alcohol. Students should expect the schools to utilize a variety of prevention techniques to ensure chemical-free school grounds.	Students are responsible for cooperating with school authorities to keep our schools free of drugs, tobacco and alcohol. Students should report any presence of chemicals on school grounds. Students should also understand the use of prevention techniques (e.g. drug dogs) as a partnership between students, staff and law enforcement designed to keep our schools safe for everyone.

Discipline Guidelines & Disclaimer

Every student and employee of District 659 is entitled to learn and work in a safe school environment. To ensure this, the district and each school have established clear student discipline policies, consequences appropriate with the behavior and a practice to do so with fairness and consistency. (Policy 506 – Student Discipline)

Students are expected to respect the rights and safety of others. This includes behaving in accordance with federal, state and local laws; district, athletic and activity policies; and school regulations. Corrective action will be taken by staff when a student's behavior does not fall within the guidelines.

The following are district-wide discipline guidelines. These guidelines and the potential consequences apply at any time a student is present on a district school location or participating in a school-sponsored activity. Listed are the violations and the **recommended** consequences. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g. disabled student whose misbehavior is related to his or her disability). When appropriate, restitution may be substituted for recommended consequences. These guidelines are based upon school board policies. District 659 school board policies are located on the school district's website, at www.nfld.k12.mn.us.

Abuse, Verbal

The use of language that is obscene, threatening, intimidating or that degrades other people is prohibited. Verbal abuse that is also sexual, religious or racial harassment shall be addressed under the guidelines for harassment.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	2-3 day suspension	3-5 day suspension

(*) *Principal discretion per building discipline plan.*

Alcohol or Chemicals, Possession or Use

Possession or use of any alcohol, narcotic, controlled substance or drug paraphernalia is prohibited by Minnesota or federal law. Any student in possession of or using alcohol, a narcotic, a controlled substance or drug paraphernalia at a school location will be reported to the police. Further recommendation such as possible chemical assessment may also be required. A chemical assessment may be required on a second school offense prior to readmission to school.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	<ul style="list-style-type: none"> • 3-5 day suspension • Referral for chemical evaluation • Police referral 	<ul style="list-style-type: none"> • Social worker intervention • 5-10 day suspension • Chemical assessment • Police referral • Possible recommendation for expulsion 	<ul style="list-style-type: none"> • 10 day suspension • Recommendation for expulsion • Police referral • Chemical assessment

Alcohol or Chemicals, Possession With Intent to Distribute or Sell

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic or controlled substance is prohibited.

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

Arson

Intentional destruction or damage to school property or other property by means of fire is prohibited.

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

Assault, Aggravated

Committing an assault upon another person with a weapon, or an assault that inflicts great bodily harm upon another person is prohibited.

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

Assault, Physical

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

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

Bullying

Bullying is defined as behavior that is:

- Intimidating, threatening, abusive or hurtful conduct
- Objectively offensive
- Involves an imbalance of power and is repeated, or materially and substantially interferes with a student's education or ability to participate in school activities

Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514.

Grades	First Offense	Second Offense	Third Offense
K-5	*	*	*
Grades 6-8	*	*	• 1-3 day OSS Possible expulsion
Grades 9-12	*	• Saturday School • Possible suspension	• 1-3 day OSS • Possible expulsion

() Principal discretion per building discipline plan.*

Burglary

Entering any school location without consent and with the intent to commit a crime is prohibited.

Grades	First Offense	Second Offense
Grades K-12	• 5 day suspension • Police referral	• 10 day suspension • Recommendation for expulsion • Police referral

Cell Phones

Cell phone use is not allowed in classrooms during class without teacher permission.

Grades	First Offense	Second Offense	Third Offense
Grades 6 - 8	Confiscated and returned at end of day	Confiscated parent pick up	Confiscated parent pick up
Grades 9 - 12	Confiscated and returned at end of day.	Confiscate and hold for two days	Confiscate and hold for three days

Dishonesty, Scholastic

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned. Incidents of academic dishonesty will be cumulative for 4 years. The procedures whereby a student will be held accountable for infractions of the Academic Honesty Policy are as follows:

Grades	First Offense	Second Offense	Third Offense or More
Grades K-5	*	*	*
Grades 6-12	<ul style="list-style-type: none"> • The teacher will address the student with evidence when the infraction occurs and contact parents • The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points • The teacher will file an incident referral form with the Assistant Principal. The Assistant Principal will conference with the student and notify parents 	<ul style="list-style-type: none"> • All of the disciplinary action of the first offense will occur • Assistant Principal will initiate a parent/student/counselor conference • The student will receive 1 day of ISS/Saturday School 	<ul style="list-style-type: none"> • All of the disciplinary action of the first and second offense will occur • Additional consequences will be determined by the teacher and/or assistant principal

(*) Principal discretion per building discipline plan.

Disrespectful Behavior

All individuals and groups, whether members of our school community or guests, deserve to be treated with respect. Disrespectful behavior includes engaging in abusive language or in conduct intending to cause alarm or resentment in others.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	Same/next day dismissal
Grades 9-12	*	*	1-3 day suspension

(*) Principal discretion per building discipline plan.

Disruptive Behavior

Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	Same/next day dismissal
Grades 9-12	*	*	1-3 day suspension

() Principal discretion per building discipline plan.*

Driving, Careless or Reckless

Driving any motorized or nonmotorized vehicle on school locations in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	*	<ul style="list-style-type: none">• Revocation of parking permit to identified time period• Police referral	<ul style="list-style-type: none">• 3 day suspension• Permanent revocation of parking permit• Police referral

() Principal discretion per building discipline plan.*

False Reporting/Misrepresenting the Truth

Deliberately reporting false information is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	*
Grades 9-12	*	1-3 day suspension	3-5 day suspension

() Principal discretion per building discipline plan.*

Fighting

Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension	<ul style="list-style-type: none">• 10 day suspension• Possible recommendation for expulsion

() Principal discretion per building discipline plan.*

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. A "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. A firearm as herein defined 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

Fireworks or Ammunition

(Snaps, sparklers, firecrackers, smoke bombs, stink bombs, etc.)

Possession, distribution or use of any type of fireworks or ammunition is prohibited. Police referral will be made when state law has been violated.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	1 day suspension	2 day suspension	5 day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension	5-10 day suspension

Freedom of Expression

Freedom of expression is necessary to promote creativity and teach tolerance of others' cultures and ideas. However, verbal, written or symbolic speech promoting illegal substances, intolerance and/or causes disruption will not be tolerated.

Dress and grooming on a school location in the following manner is prohibited.

- Grades K-8 -- hats or bandanas are not permitted.
- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups.
- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.

The above criteria also apply to school sponsored forums and events and will be used to judge whether a student is in violation of verbal or symbolic speech guidelines.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	*	*	*

(*) *Principal discretion per building discipline plan.*

Gambling

Gambling, including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	Same/next day dismissal
Grades 6-12	*	1-3 day suspension	3-5 day suspension

(*) *Principal discretion per building discipline plan.*

Gang/Threat Group Activity

Gang/threat group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, wearing colors, etc. are prohibited.

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

(*) Principal discretion per building discipline plan.

Harassment and Violence

Racial, gender, religious, age, disability, sexual orientation, marital status, and public assistance harassment and violence as defined by District Policy 413 is prohibited. Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. "Harassment" includes all forms of racial, religious and sexual harassment. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct is used as a factor in decisions affecting the student's education or the conduct has the purpose or effect of unreasonably interfering with the student's educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcoming pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching, physical contact, or taking photos/video in locker rooms or bathrooms or soliciting or distributing sexually inappropriate photos.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/Next Day Dismissal	<ul style="list-style-type: none">• 3-5 day suspension• Police referral• Possible recommendation for expulsion
Grades 6-12	<ul style="list-style-type: none">• 1-3 day suspension• Police referral	<ul style="list-style-type: none">• 3-5 day suspension• Police referral	<ul style="list-style-type: none">• 5-10 day suspension• Police referral• Possible recommendation for expulsion

(*) Principal discretion per building discipline plan.

Hazing

The district maintains a learning environment that nourishes respect for the individual. Hazing activities of any type are prohibited at all times. Principals will enforce Policy 526 vigorously.

Insubordination

Deliberate refusal to follow an appropriate direction or identify self when requested.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	1 day suspension
Grades 6-12	*	1 day suspension	1-3 day suspension

(*) Principal discretion per building discipline plan.

Offensive Behavior

Offensive behavior, such as teasing, name-calling, put downs, inappropriate language, coercive behavior or other mean-spirited behavior is prohibited. This includes the displacement of another student's clothing. Depending upon the circumstances, these behaviors could constitute harassment.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	1-3 day suspension
Grades 9-12	*	Detention	1-3 day suspension

(*) Principal discretion per building discipline plan.

Records or Identification Falsification

Falsifying signatures or data, forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	1-3 day suspension
Grades 6-12	*	1-3 day suspension	3-5 day suspension

(*) Principal discretion per building discipline plan.

Robbery or Extortion

Taking property from another person by use or force, threat of force or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/next day dismissal	<ul style="list-style-type: none">• 3-5 day suspension• Police referral• Possible recommendation for expulsion
Grades 6-12	<ul style="list-style-type: none">• 1-3 day suspension• Police referral• Restitution	<ul style="list-style-type: none">• 3-5 day suspension• Police referral• Restitution	<ul style="list-style-type: none">• 10 day suspension• Recommendation for expulsion• Police referral• Restitution

(*) Principal discretion per building discipline plan.

Safety

Any behavior that threatens the safety of another person or oneself is not tolerated. Compromising security by propping open doors, letting someone in a secured door or tampering with building security equipment is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	*	*	*

(*) *Principal discretion per building discipline plan.*

Sexual Misconduct

Engaging in nonconsensual sexual intercourse, or sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited.

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

(*) *Principal discretion per building discipline plan.*

Technology and Telecommunication Misuse

Misuse of computer equipment or network/deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, internet sites; deliberate contamination of system; unethical use of information or violation of copyright laws is prohibited. It is expected that students will abide by the Acceptable Use Procedures. (See appendices.) Parents are expected to read and discuss this guideline with their child.

Theft, Receiving or Possessing Stolen Property

The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner, or the receiving of such property is prohibited. Restitution, when appropriate, will be required. Felony offenses may result in more severe consequences.

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

(*) *Principal discretion per building discipline plan.*

Threat, Direct/Indirect

Intentionally making, publishing or conveying in any manner a threat pertaining to an individual or school location is prohibited. Whoever threatens, directly or indirectly, to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly, vehicle or facility of public transportation or otherwise to cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000 or both. Note to parents who elect to keep students home after authorities have determined the threatening situation to be safe: students staying home after an “all clear” may not return that day for school sponsored or co-curricular activities.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	<ul style="list-style-type: none">• 5 day suspension• Police referral	<ul style="list-style-type: none">• 10 day suspension• Possible recommendation for expulsion	
Grades 6-8	<ul style="list-style-type: none">• 5-10 day suspension• Police referral• Possible recommendation for expulsion	<ul style="list-style-type: none">• 10 day suspension• Recommendation for expulsion• Police referral	
Grades 9-12	<ul style="list-style-type: none">• Up to 10 day suspension• Recommendation for expulsion• Police referral		

Tobacco Possession

Possession or use of tobacco in any form on school property, in district buses or vehicles, or at district events is prohibited. Students who congregate in an area where smoking has recently occurred (bathroom stall, etc.) will each be considered smoking. This includes the use of e-cigarettes.

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

() Principal discretion per building discipline plan.*

Transportation-District Policy

All rules that apply to building and/or classroom behavior shall apply while riding or waiting to ride a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with the District Transportation Policy.

Students endangering persons and/or property may lose bus-riding privileges immediately and for an indefinite period. (Policies 707, 708, 710, JFCC)

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	• Parent contacted	• Parent meeting • 1-3 days off the bus
Grades 6-12	*	• Parent contacted • Up to 5 days off the bus	• Parent meeting • Up to 10 days off the bus

(*) *Principal discretion per building discipline plan.*

(Further offenses are individually considered. Students may be suspended from riding the bus for a longer period of time, including the remainder of the school year.)

Trespassing

Presence at any school location without permission of school personnel is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator. **Any student on suspension, expulsion or homebound for disciplinary reasons who goes to any school district location without permission is subject to being charged with trespassing and an increase in suspension time.**

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/next day dismissal	5 day suspension
Grades 6-12	• 1 day suspension • Police referral	• 1-3 day suspension • Police referral	• 5-10 day suspension • Police referral

(*) *Principal discretion per building discipline plan.*

Truancy

Northfield Public Schools have developed attendance policies consistent with current state, and county guidelines.

Compulsory attendance policies for students under the age of 18 years will be applied in cases of chronic absences or tardies. Absences or tardies which are not lawful include oversleeping, baby-sitting, missing the bus, staying home to complete class assignments and car trouble. A warning letter will be sent to the parent/guardian. A student under the age of 18 years with more than 7 unexcused absences may be referred to a County Juvenile Court or the students' home county juvenile court.

Unauthorized Areas

Students in areas that are off-limits or where students are not authorized to be.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	*
Grades 9-12	*	Detention	Saturday School

(*) *Principal discretion per building discipline plan.*

Unexcused Absence

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	Detention	Detention or ISS/Saturday School

(*) *District School Attendance/Diversion Plan procedures will be followed*

Vandalism, Major Acts

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. **Restitution, when appropriate, is applied.**

Grades	First Offense	Second Offense	Third Offense
Grades K-12	<ul style="list-style-type: none">• 5-10 day suspension• Recommendation for expulsion• Restitution• Police referral	<ul style="list-style-type: none">• 10 day suspension• Recommendation for expulsion• Restitution• Police referral	Same as 2 nd offense.

Vandalism, Minor Acts

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. **Restitution, when appropriate, is applied.**

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

(*) *Principal discretion per building discipline plan.*

Vehicle, Unauthorized Parking

(Policy 527 – Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches)

Not having a parking permit or parking a motorized vehicle in unauthorized areas on school property is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permit.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	*	<ul style="list-style-type: none">• Loss of parking permit for 2 weeks or Saturday School	<ul style="list-style-type: none">• Loss of parking permit or tow at owners expense

(*) *Principal discretion per building discipline plan.*

Weapons (exclusive of firearms)

The possession, or implied possession of a real or look alike item which is considered dangerous, illegal, or which is used to imply or possibly cause harm, destruction or disruption is strictly prohibited on school property or at school activities. All offenses will be reported to the Minnesota Department of Education.

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

(*) *Principal discretion per building discipline plan.*

Multiple/Chronic Violations & Unique Situations

A student who accumulates excess referrals or several referrals for serious behavior may be disciplined in light of the student's overall record. The student and parent will have a warning conference with a principal and other appropriate staff members to make them aware that the student is accumulating too many referrals. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon his or her return if he or she commits additional offenses of the same nature.

Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

Additional Discipline Information

Police referral

Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a district policy that also violates a law, the student will be referred to the police. A district administrator may be present during law enforcement interviews.

Special education or disabled students

Consequences for Special Education or Disabled students will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or accommodation, when necessary. Special Education students and their parents may request modification of those policies and accommodations where appropriate.

Unique situations

Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Unique or special circumstances at a particular school may call for an adjustment in the discipline policies to meet the school's needs.

Modification of consequences

Consequences for a specific violation can be adjusted on an individual basis at the discretion of building administration.

Publication of discipline policy

Each school will include the district-wide guidelines along with their building-level guidelines to make up their overall building discipline guidelines. Students and parents will be informed of these guidelines at the beginning of the school year or when they enroll in a District 659 school.

Effect of disciplinary action on student record

Violations and consequences accumulate for the current school year except for chemical violations leading to expulsions.

Parental questions about discipline

Parents may contact building administration to discuss an infraction and consequence assigned if they have questions regarding the situation.

Corporal punishment

District 659 strictly prohibits corporal punishment. Corporal punishment involves the hitting or spanking of a person with or without an object or any unreasonable force that causes bodily harm or substantial emotional harm.

Physical restraint

Physical restraint may be utilized by administrators, teachers and other staff only where it is necessary to use reasonable force to restrain a student from injuring himself or herself, others or property.

School district locker policy

It is the policy of District 659 (Policy 502) and the State of Minnesota that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. **School authorities for any reason may conduct inspection of lockers at any time, without notice, without student consent and without a search warrant.**

The personal possessions of a student within a locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

As soon as practicable after the search of a student's personal possessions, the school must provide notice of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.

Drug Dog Search

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.

Discipline procedures

All disciplinary actions shall be processed pursuant to District 659's discipline policy and the requirements of the Minnesota Pupil Fair Dismissal Act,

- Any student who violates a school policy or rule may be subject to the consequences established in the student handbook.
- Any student who violates a school policy that has a potential consequence of dismissal from school for more than one school day shall have an informal conference with a school administrator. An informal conference is not required where the student is creating an immediate and substantial danger to himself or herself or to surrounding persons or property.

Any student who is being dismissed from school for more than one day will be provided written notice containing: a statement of the facts giving rise to the dismissal (including pertinent statements of staff members and the student), the grounds for dismissal, a copy of the Pupil Fair Dismissal Act and a plan established for the student's readmission. The parents or guardian of the dismissed student shall be provided written notice of the dismissal by certified mail within 48 hours of the informal conference. The parent's notice will include all the elements contained in the student's notice.

- Any suspension that exceeds ten days in length will be accompanied by an explanation to the superintendent listing the reasons why the suspension exceeded ten days in length.
- All students who violate a school policy or rule that has potential consequences of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accord with Minnesota law. (See Minnesota Statute #127.27 to 127.38.)

Definitions

“Dismissal” means dismissing a student from school for one school day or less.

“Exclusion” means an action taken by a school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

“Expulsion” means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond an amount of time equal to one school year from the date student is expelled.

“Removal” means any action taken by a teacher, principal or other school district employee to prohibit a pupil from attending class for a period of time not to exceed five class or activity periods. A student may be removed from class for violating the district’s discipline policy or for willful conduct that disrupts the rights of others to an education or which endangers other individuals or the property of the school.

“School location” includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the areas of entrances or departure from school premises or events, and all school related functions.

“School personnel” means any person employed or under the direction/assignment of school personnel and who is acting within the scope of their assignment.

“Suspension” means an 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 when that suspension exceeds ten days.

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.

R – Recommended; P – Possible; H – High School; M – Middle School

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

Policy 524-2 - Use of Technology and Telecommunications Systems By Students

I. Purpose

The school district provides technology and telecommunications resources for district students to support and enhance student learning. Access to and use of technology resources for students and employees has become a fundamental part of the school day. Key services such as word processing, spreadsheets, databases, Internet, multimedia software and educational software are integrated into the school curriculum on a regular basis. This policy covers district student use of all technology and telecommunications resources in the district. The purpose of this policy is to govern and guide the appropriate use of these resources.

II. General Statement of Policy

The school district provides students with access to computers and peripherals, district networks, Internet, software applications and other technology services in order to support and enhance student learning and to prepare them for work and life in the 21st Century.

III. Acceptable/Unacceptable Uses

1. Each student shall act responsibly when utilizing technology resources

- a. The use of the school district networks/computers/peripherals and Internet/software applications and systems is a privilege that can be revoked at any time for abusive behavior. All activity and utilization of district technology resources must comply with the District Discipline Guidelines and School Board Policies.
- b. Access to the Internet will be for specific educational purposes only, and students will not use the school district technology resources to access, display, store, upload, download, distribute or print pornographic, obscene or sexually explicit materials.
- c. Students will not use the school district technology resources to access, display, store, upload, download, distribute or print materials that advocate violence, harassment or discrimination or are disruptive in any way.
- d. Students will not send abusive, intimidating, harassing, or unwanted material causing the work of others to be disrupted.
- e. Students will not use the school district technology resources to vandalize, damage or disable the property of another person, will not make deliberate attempts to degrade, vandalize or disrupt equipment, software, or system performance, will not violate the network's security in any way, and will not use the school district network/Internet/email system in any way so as to disrupt the use of the system by other users.
- f. Students will not use the school district technology resources to gain unauthorized access to resources, passwords, accounts, information or files without direct permission from a network authority.
- g. Students will not use school district technology resources to violate copyright laws, download or pirate software or plagiarize information.
- h. Students will not send or forward unnecessary or frivolous emails or messages in any quantity to other users of the district email system. Transmission of chain letters and pyramid schemes is strictly prohibited.
- i. Students will not use school district technology resources for commercial purposes, game playing, political lobbying or solicitation of any kind.
- j. No non-district owned equipment (computers, printers, peripherals, etc.) can be used to access the school or district data networks and file servers.
- k. Students will not use district technology resources to communicate under a false name or designation or a name or designation they are not authorized to use, including instances in conjunction with representing that they are somehow acting on behalf of or under the auspices of the school district.
- l. Students will not use the name "Northfield Public Schools" in any form or use any symbol or logo or graphic used by Northfield Schools without the district's prior consent.
- m. Students will use electronic information resources in compliance with all existing school board policies.

2. **Each student shall respect private passwords, copyright and other intellectual property rights.**
 - a. Copying of data, files or using passwords belonging to others will be considered a violation of school district policies, a violation of law, and may constitute fraud, plagiarism or theft.
 - b. Software licensed by the school district must only be used in accordance with applicable license specifications and agreements. Illegal copying and/or installing of software on district computers is strictly prohibited.
 - c. Modifying or damaging information without authorization including but not limited to altering data, introducing viruses or damaging files or data is unethical and a violation of school district policies.
3. **Each student shall abide by security restrictions on all systems and information.**
 - a. Distributing or making your password or another person's password or access code available to others or otherwise attempting to evade, disable or "crack" passwords, desktop security systems, or other security precautions, or assisting others in doing so threatens work, privacy and the integrity of school district information, and is a serious violation of school district policy.
 - b. Attempts to "bypass" virus protection software on workstations or servers are violations of district security procedures.
 - c. Only technology services personnel are authorized to load/install software on district computers and file servers.
4. **Each student shall recognize limitations to privacy and use of electronic communications.**

Employees, staff and students do not own school district technology and telecommunications equipment or software. The school district reserves the right to access user files at any time to protect the integrity of the systems and property of the school district.

 - a. The district may examine or make copies of files that are suspected of misuse, or that have been corrupted or damaged. Files may be subject to search by law enforcement agencies if files contain information, which may be used as evidence in a court of law.
 - b. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies.
5. **Each student shall be aware that data and other materials in files maintained on school district property may be subject to review, disclosure or discovery under State and Federal legislation, including the Minnesota Government Data Practices Act.**
 - a. The School District can and will monitor the online activities of all employees and students, and employ "filtering" protection measures during any use by employees and/or students. The "filtering" measures are intended to block Internet sites that contain violent, obscene, pornographic or sexually explicit materials. The district will comply with any and all state and federal requirements around Internet filtering for student use. The use of this software does not guarantee that students or staff will not be able to obtain objectionable or pornographic materials over the Internet, but the chances have been minimized.
 - b. It is mandatory that staff closely monitor and supervise student use of the Internet and all other technology resources to ensure appropriate, educational use.

Policy 524-2 Adopted: 4/13/98
Policy Revised: 7/19/01 & 5/10/04

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota

Schools and Administration

School	Phone	Email
<u>District Offices</u>	507.663.0600	
1400 Division Street S, Northfield	507.663.0611 (fax)	
Superintendent – Dr. Matt Hillmann	507.663.0629	MHillmann@northfieldschools.org
Admin Asst to the Superintendent & Board of Education – Donita Delzer	507.663.0629	DDelzer@northfieldschools.org
<u>Bridgewater Elementary</u>	507.664.3300	
401 Jefferson Parkway, Northfield	507.664.3308 (fax)	
Principal – Nancy Antoine	507.664.3301	NAntoine@northfieldschools.org
Admin Asst – Jennifer Valek	507.664.3301	JValek@northfieldschools.org
<u>Greenvale Park Elementary</u>	507.645.3500	
700 Lincoln Parkway, Northfield	507.645.3505 (fax)	
Principal – David Craft	507.645.3501	DCraft@northfieldschools.org
Admin Asst – Donna Hall	507.645.3501	DHall@northfieldschools.org
<u>Sibley Elementary</u>	507.645.3470	
1400 Maple Street, Northfield	507.645.3469 (fax)	
Principal – Scott Sannes	507.645.3471	SSannes@northfieldschools.org
Admin Asst – Kim Cecil	507.645.3471	KCecil@northfieldschools.org
<u>Northfield Middle School</u>	507.663.0650	
2200 Division Street S., Northfield	507.663.0660 (fax)	
Principal – Greg Gelineau	507.663.0669	GGelineau@northfieldschools.org
Assistant Principal – Michael O'Keefe	507.663.0667	MOKeefe@northfieldschools.org
Admin Asst – Amy Stowe	507.663.0651	ASTowe@northfieldschools.org
<u>Northfield High School</u>	507.663.0630	
1400 Division Street S., Northfield	507.645.3455 (fax)	
Principal – Joel Leer	507.663.0630	JLeer@northfieldschools.org
Assistant Principal – Jeff Eckhoff	507.663.0635	JEckhoff@northfieldschools.org
Assistant Principal – Marnie Thompson	507.663.0635	MThompson@northfieldschools.org
Admin Asst – Lori Christophersen	507.663.0630	LChristophersen@northfieldschools.org
<u>Area Learning Center</u>		
Longfellow School	507.645.1200	
201 Orchard Street, Northfield	507.645.1250 (fax)	
ALC Director – Daryl Kehler	507.645.1200	DKehler@northfieldschools.org
Admin Asst – Mary Huberg	507.645.1200	MHuberg@northfieldschools.org
<u>Community Services Division</u>	507.664.3650	
1651 Jefferson Parkway, Northfield	507.664.3651 (fax)	
Director of Community Services, Erin Bailey	507.664.3650	EBailey@northfieldschools.org
Admin Asst – Sara Boran	507.664.3657	SBoran@northfieldschools.org
<u>Student Services</u>	507.645.3410	
Longfellow School, 201 Orchard Street, Northfield	507.645.1250 (fax)	
Administrator: Mary Hanson	507.645.3436	MHanson@northfieldschools.org
Director of Special Services, Cheryl Hall	507.645.3410	CHall@northfieldschools.org
Assistant Director of Special Education, Lynn Krominga	507.645.1234	LKrominga@northfieldschools.org
Admin Asst – Laura Greenlund	507.645.3410	LGreenlund@northfieldschools.org

Middle School Entry Driveway Improvement Project

The TH 246 / Jefferson Parkway study will include immediate modifications to the northern most entry to NMS.

A Crosswalk will be installed at Arbor St. and 246, crossing 246 on the south side of Arbor, and joining the NMS property on the south side of the entry driveway.

In conjunction with this work, it is the opportune time to move forward with a project expanding the NMS driveway by widening it and moving our sidewalk to meet with the new crosswalk.

The Driveway will be widened to 2 lanes entering the NMS property, and 1 lane exiting. This will leave space for parent drop-off/pickup while leaving a lane open for passing traffic into the NMS parking lot.

We received quotes for this work, and they are as follows:

Pine Bend Paving: \$84,000

ACI Asphalt & Concrete: \$76,300

AM Concrete: \$30,912

We would like to move forward with a package that includes the following contractors:

ACI Asphalt & Concrete: \$76,300 - driveway widening work including moving of light poles.

AM Concrete: \$30,912 – new sidewalks.

\$2000 for landscape work by District Grounds crew.

Totaling \$109,212

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY**

BE IT RESOLVED by the School Board of Independent School District 659, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 659 shall begin on Tuesday, August 2, 2016 and shall close on Tuesday, August 16, 2016. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 16, 2016.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the Northfield News, the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 659
NORTHFIELD PUBLIC SCHOOLS
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 659 shall begin on Tuesday, August 2, 2016, and shall close at 5:00 o'clock p.m. on Tuesday, August 16, 2016.

The general election shall be held on Tuesday, November 8, 2016. At that election, four members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, Independent School District 659, 1400 Division Street South, Northfield, MN, 55057. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 16, 2016.

Dated: June 13, 2016

BY ORDER OF THE SCHOOL BOARD

Noel Stratmoen, School District Clerk

Valori Mertesdorf, Deputy Clerk

Elementary School Family Handbook 2016-2017

- Adding in: Bridgewater Cell Phone/Hand-Held Electronics Guideline & Procedures sheet
- Sibley's updates, pg 10: 11:00 am – 1:00 pm for Lunch/Recess, under NOTES:, first bullet ... just list GVP and have time 7:45am (delete 7:55am), second bullet just list Sibley and have time at 7:55am; pg 8 BREAKFAST PROGRAM pg 8: Change Sibley's time to 7:55am
- Bridgewater Updates, pg 10: 11:15 am – 12:45 pm Lunch/Recess
- Health Policy, pg 14: Your child should be fever, vomit and diarrhea free for 24 hours before returning to school.
- Student Snacks: Pg 24 delete (e.g., Twinkies, candies, or individually portions ice cream novelties).
- CHILD NUTRITION UPDATES, highlighted:

Northfield Public Schools Child Nutrition Department Information Welcome... to a new school year!

Child Nutrition Department

Child Nutrition information is available on the school website at northfieldschools.org. Child Nutrition Services is under the Departments tab. All students will have individual meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at open house or on the first day of school. Ending meal account balances carry over from year to year. Money must be in the individual meal account before purchases can be made. Students and staff may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. The individual meal account is a debit account, similar to a checking account and money must be in the account in order to serve a meal to your student. The School District recognizes that it has an obligation to notify the student and/or parents/guardians of their meal account balances. Therefore, the Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by utilizing School Messenger for both low balance and negative balance calls and emails. The parents/guardians are responsible to monitor their student's meal account balances and to send money on a regular basis to ensure their student's capability to purchase meals through the Child Nutrition Programs. Parents should also update their contact information in Family Access annually. A student with a meal account balance of less than zero dollars is encouraged to bring meals from home until their meal account balance can be replenished.

Menus

The Northfield Public Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch meal daily for a reasonable cost. One half-pint of milk is included with every meal. Most of the cafeterias operate on a continuous serve basis during the entire meal period. Menus are planned using the USDA Menu Planning guidelines. Menus will be posted on the District website at northfieldschools.org. If students bring food or beverages from home, we encourage all families to

select nutritious choices. Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year. Copies of the menu will be available at the schools on request. Breakfast is available at all schools. Elementary schools offer cold sandwiches and salads as alternative daily choices. Secondary schools offer cold sandwiches, salads and a second hot entrée choice daily. All meals are priced as a regular lunch meal.

Free and Reduced Meals

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval. Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal's Office and in each school kitchen. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardian. **Benefits from the previous school year will be carried over until October 17, 2016.** Applications may be completed at any time throughout the year; however, any family that has not reapplied by **October 17, 2016** will be changed to full priced meals. Families receiving MFIP, Food Stamps or FDPPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Advance payment will be required for any meals purchased prior to the approval of the application.

Meal Prices

Meal prices for the 2016-17 school year are shown in the following charts. The monthly cost is based on 20 days per month. Extra milk may be purchased for \$0.50 per half pint at any of the school sites. Prices are subject to change, per school board approval and state and federal regulations.

Payments

Families may pay for meals by using cash, check or Revtrack online payment system. Payments may be made daily and sent to any school the student attends. Checks should be made out to Northfield Public Schools and must include the student's first and last name and personal identification number (PIN).

Cash payments will be accepted in a sealed envelope with the student and parent's first and last name, PIN number, and the amount of payment written on the outside of the envelope. Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, 1400 Division Street South, Northfield, MN 55057.

All schools have payment envelopes and collection boxes placed in the Child Nutrition area for receipt of payments. Each school collects and posts money daily into individual meal accounts. Money collected will be posted into the account as it is turned in or at least by 10:30 am and again by 2:00 pm. All other cash or check payments will be posted the following day.

Payments using a credit or debit card can be made online through Family Access.

Steps for making online payments through Family Access are as follows:

- Go to <http://northfieldschools.org> and click on the button that says "Family Access" located on the left of the screen. You can either log-in to Family Access to continue or apply for a Family Access account if you do not have one.
- Once you have logged in to Family Access, you need to click on the Food Service tab to the left of the screen. This will bring up your child/children. From here you click the "Make a Payment" button next to the child's name. This will link you to Revtrak where you can make a payment.

Steps for making online payments at Revtrak directly are as follows:

- Go to northfieldschools.revtrak.net
- Click Food Service Payments then follow prompts to complete payment.

Account Balance Statements

Statements are available upon request. To request a statement, parents/guardians or staff may contact the kitchen at each school or the district office. We encourage the use of the Northfield Public Schools District website to view meal account balances, view payments and purchases, or to print statements. To complete an on-line application, visit northfieldschools.org and click on Family Access, under the Parent Resources tab. Then click on the "Apply Now" button. The Child Nutrition Department will call or email weekly through School Messenger if you sign up to be notified for these messages or send written statements notifying families of their low meal account balance..

Refunds

Balances remaining on accounts at the end of the school year will be automatically carried forward to the following school year. Balances follow students to their next building assignment. Meal purchases should be monitored, as refunds will not be issued at the end of the year on balances less than \$10.00, unless the family is moving out of District #659. Refund requests must be submitted in writing and received by the District Child Nutrition Office no more than 5 days after the last day of school. A check will be issued in the amount of the refund. No cash refunds will be made.

Questions/Comments

Comments regarding your student's lunches may be directed to the Child Nutrition Department at the school your child attends. Please place your calls before 10:30 a.m. or after 12:30 p.m.

Sibley - 645-3490	Bridgewater - 664-3324	Greenvale/Longfellow- 645-3509
Middle School - 663-0668	District Office - 663-0618	High School - 663-0604

Suggested Changes to NHS Handbook 2016-2017

Excessive absences: Add *"Students with excessive absences will be referred to Student Support Team (SST) for intervention"*

Attendance and Co-curricular Activities: Change the number of hours needed to be in school from 3 to 4 in order to participate in a co-curricular activity.

Homework Make-up Policy: Delete sentence "Only after the 3rd consecutive day absent call the Guidance Office and homework request will be made."

Chemical Health: Change to read:

Students are responsible for cooperating with school authorities to keep our schools free of drugs, tobacco, and alcohol. Students should report any presence of chemicals on school grounds. *Students with a chemical violation will be referred to the Student Support Service team. A Chemical Health Counselor is available to students. Call the Guidance Office for more information.*

Add "Drug Dog Searches"

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.

Lockers: Delete "where they may keep school materials and any personal possessions, which the school does not prohibit. Do not keep food overnight or for long periods of time in lockers."

Open Enrollment: Delete

Parking Lot/Vehicle Policy: Delete "Only junior and seniors may purchase parking permits first semester."

*Italics represent new language

Proposed Changes to the Area Learning Center Handbook for the 2016-17 school year

1. Staffing changes
 - a. Karna Hauck Art Teacher (1 section)
2. School calendar update
3. Date changes
 - a. Independent Study night class dates changed.
 - b. Grading Period date changes.

2016-17 Middle School Handbook Changes

Cell Phones

The expectation for cell phones is that they are not needed between the times of 7:45 am to 2:51 pm. If there is a need for a student to have a cell phone at school, staff should not hear it or see it. It should be put in a locker during the day. **Cell phones are not permitted in classrooms, during transition times, or in the lunchroom between 7:45 am and 2:51 pm.** If any staff member sees a phone out in classrooms, during transition times, or in the lunchroom, it will be labeled and taken to the office. The phone can be picked up after 2:51 pm. Additionally, video recording students or staff without their consent is prohibited at Northfield Middle School.

Canine Searches

The Northfield School District believes strongly in implementing and utilizing policies and procedures that work toward keeping its schools safe, and drug & tobacco free. To this end, 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 two school district staff and when possible, the school resource officer. In the event of a positive identification by the canines, 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.

Proposed Changes to 2016-2017 Co-Curricular Handbook

- Page 4- updated Minnesota State High School League Sport Start Dates
- Page 32- ALL 6-12TH NORTHFIELD MIDDLE SCHOOL AND NORTHFIELD HIGH SCHOOL STUDENTS MAY PURCHASE A STUDENT ATHLETICS PASS FOR \$5.00.

TO: L. Chris Richardson, Superintendent
FROM: Val Mertesdorf, Director of Finance *VM*
DATE: June 13th, 2016
RE: Board Approval of Financial Reports – April 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 April 2016.

Bills totaling \$1,525,177.85 were paid in April 2016.

Payroll checks totaling \$2,684,090.77 were issued in April 2016.

No bond payments were paid in April 2016.

At the end of April 2016 Total Cash and Investments amounted to \$25,706,846.03.

No wire transfers were initiated by the district during April 2016.

The following financial reports for April 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

April 2016 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	(1,320,189.61)	5,244,348.65	3,286,668.89	(552,405.60)	85,084.55 *
FOOD SERVICE	636,355.38	208,244.98	156,527.24	1,876.13	689,949.25
COMMUNITY ED	586,981.15	207,675.88	200,725.90	(2,944.13)	590,987.00
DEBT SERVICE	1,676,741.31	5,530.93	-	-	1,682,272.24
TRUST	139,563.02	6,418.00	1,000.00	-	144,981.02
SELF INSURANCE	4,515,465.88	79.09	564,346.59	562,373.59	4,513,571.97
TOTALS	6,234,917.13	5,672,297.53	4,209,268.62	8,899.99	7,706,846.03
CERTIFICATE OF DEPOSIT	18,000,000.00	-	-	-	18,000,000.00
GRAND TOTALS	24,234,917.13	5,672,297.53	4,209,268.62	8,899.99	25,706,846.03

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

April 2016

Disbursements:

Bills Paid:

General Fund	\$ 846,903.11	
Food Service Fund	81,777.93	
Community Services Fund	31,150.22	
Trust & Agency Fund	1,000.00	
Self Insurance Fund	<u>564,346.59</u>	
Total Bills Paid		1,525,177.85

Payroll:

General Fund	2,439,765.78	
Food Service Fund	74,749.31	
Community Services Fund	169,575.68	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,684,090.77

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,209,268.62</u></u>



NORTHFIELD HIGH SCHOOL

Raiders

e 1400 Division St. Northfield, MN 55057

507-663-0632

May 28, 2016

Co-Curricular Trips List of Overnight trips for 2016-17

Dance Team – Brainerd – (July 17, 18, 19, 20)
Cross Country – Decorah (August 19)
Boys Soccer – Grand Rapids (August 20, 21, 22)
Girls Soccer – Duluth (August 22, 23, 24)
Volleyball – Marshall (September 9)
Girls Hockey – Duluth (December 16, 17)
Boys Hockey – St. Cloud (December 28, 29)
Wrestling – Rochester (February 17)
Wrestling – Rochester (February 24)
Girls Golf – Lake City (April 7)

All trips are self-funding except for those who qualify for state tournament competition.

**AGREEMENT BETWEEN CITY OF NORTHFIELD AND
INDEPENDENT SCHOOL DISTRICT NO. 659
RELATING TO CITY OF NORTHFIELD/COMMUNITY SERVICES
RECREATION PROGRAM**

This Agreement is made as of the ~~19th day of February, 2013~~, by and between the City of Northfield, a Minnesota municipal corporation (City), and Independent School District No. 659, a Minnesota school district (School District).

WHEREAS, the School District is organized for the purpose of providing public school education and life-long learning opportunities, including community education and recreational programs, within its geographic boundaries; and

WHEREAS, the City also provides recreational opportunities within its geographic boundaries;

NOW, THEREFORE, the City and the School District agree as follows:

1. **PURPOSE AND INTENT.** The City and the School District desire to cooperate in the operation of a community education and recreation program (Program) according to the terms of this Agreement. The City shall pay the School District for the purpose of providing the Program. The Program shall include, but not be limited to, opportunities for leisure, recreation, enrichment and other activities that promote the health, safety and welfare of the community. The program shall support the learning and participation of adults and children in the community through access to community recreational programs and activities offered through the School District on behalf of the City. Facilities of the City and the School District will be made available for use in the Program and both parties will contribute to the funding of the Program, as provided herein.
2. **SERVICES PROVIDED BY COMMUNITY SERVICES DEPARTMENT.** Except as otherwise specifically provided herein, the School District, through its Community Services Division, will provide all services related to the Program including, but not limited to, hiring and managing all staff related to the Program, and organizing, scheduling, managing and supervising all Program events. The Program shall include but not be limited to opportunities for leisure, recreation, enrichment, and other activities that promote health, safety and welfare in the community.
3. **PROGRAM AVAILABILITY.** The Program shall be open to all residents of the School District on a first come, first served basis without regard to race, religion, ethnicity, or gender.
4. **COMMUNITY SERVICES ADVISORY COUNCIL; CITY REPRESENTATIVE.** The School District's Community Services Advisory Council (Advisory Council) shall advise and make recommendations to the School District on issues related to the Program and the Park and Recreation Advisory Board (PRAB) shall make recommendations to the City Council

including, but not limited to, philosophy and mission, budgetary decisions, programming, and fees and charges, and shall meet with representatives of the City Council and the School Board at least once annually to review the Program. The Advisory Council shall include, as one of its twelve to fifteen voting members, one voting member from the City's Park and Recreation Advisory Board (PRAB). This member will be recommended by the PRAB, appointed by the Mayor and approved by the City Council to serve a one-year term on the Advisory Council, provided that an appointee may serve successive terms. This member will report on the Program to the PRAB as necessary.

5. **LIAISON TO THE PARK AND RECREATION ADVISORY BOARD (PRAB).** The Recreation Coordinator or other representative of the School District shall attend most PRAB meetings along with the City's staff liaison to the PRAB. The Recreation Coordinator shall report on the recreation programs at least quarterly.
6. **AVAILABILITY OF DEPARTMENT DIRECTOR AND STAFF TO PRAB.** The School District's Community Services Department Director (Director) and Program staff shall be available to attend PRAB meetings as requested by the PRAB.
7. **PERSONNEL.** The School District shall hire, compensate, and manage all personnel as may be needed for purposes of the Program and all such personnel shall be School District employees and not City employees. Similarly, all volunteers who participate in the Program in any way shall be considered to be under the supervision and control of the School District and not under the supervision or control of the City.
8. **FINANCES.**
 - a. **School District Responsibility.** Except as otherwise provided in this Agreement or as otherwise expressly agreed between the parties in writing from time to time, the School District, through its Community Services budget, Fund 04, or other appropriate funding source, shall fund and pay all expenses of the Program. The School District shall be entitled to receive and use all fees, donations, state and federal financial aid and other funds received for purposes of the Program.
 - b. **City Payment.** The City shall pay to the School District a designated sum for each fiscal year during which this Agreement is in effect, which fiscal year is from July 1 through June 30. For the fiscal year July 1, 2016 through June 30, 2017 the City shall pay to the School District the sum of \$121,695; July 1, 2017 through June 30, 2018, the City shall pay to the School District the sum of \$125,346; and July 1, 2018 through June 30, 2019, the City shall pay to the School District the sum of \$129,106. The City shall make its payments to the School District one-half on December 31 and one-half on June 30, each payment to apply to the preceding six-month period. Any modifications or renewals of this contract shall be negotiated prior to the expiration of this contract.
 - i. It is agreed that the City's payment for the cost of the Program for the fiscal years 2016-2019 is based on the personnel costs (salary and benefits) related to the Program, including 100% of the time of the School District's Recreation Coordinator,

82% of the time of a registration/facility scheduling secretary, 25% of the time of an administrative assistant, and 5% of the time of the Community Services Department Director.

It is further agreed that the following costs (totaling \$52,245.00) will be the School District's in-kind contribution to the Program:

i. Costs related to web-based registration software and user fees, including one-third of the one-time purchase price, use fees and merchant fees generated by the 68% of registrations, which are related to recreation, and 68% of annual fees.
(Current cost: \$6,115.00).

ii. Copying costs of the Department, which are related to recreation.
(Current cost: \$630.00).

iii. Costs related to the recreation portion of the seasonal brochures mailed to all School District residents three times a year.
(Current cost: \$1,625.00). **

**The value of the ability to promote recreation programs in schools (flyers, newsletters) is not included in the total.

iv. Advertising space in each Community Services Brochure for City of Northfield facilities or events (Ice Arena, Outdoor Pool, Doggy Dip, etc)
(Current value: \$944.00)

v. School District support of administrative costs not covered by City of Northfield contribution.
(Current cost: \$16,090.00)

vi. School District facilities used for recreation programs
(Current value: \$26,841.00)

In addition, the school district pays to use space at the Northfield Outdoor Pool (\$2,350.00) and Northfield Ice Arena (\$2,879.00), annually, totaling \$5,229.00

These percentages and the underlying costs attributable to the Program shall be reviewed by the parties from time to time, upon the request of either party, and the parties shall cooperate in adjusting the City's payment to the Program based on any changes in the costs and percentages reasonably attributable to the Program.

It is agreed that each party shall bear any separate costs associated with its own facilities which costs are not related to the Program or specifically mentioned herein.

c. **Annual Budget.** An annual budget for the Program shall be prepared by the Director of the Department and shall be submitted to the City Council and the School Board for

approval on or before June 15 of each year. Each proposed budget shall estimate all revenue and expenditures for the upcoming fiscal year, shall set forth the recommended program of activities for the next fiscal year including administrative costs, and shall be in sufficient detail to allow proper review. The Director shall provide to the City Council and the School Board such financial statements, records and reports as may be requested by the City Council and/or the School Board from time to time.

- d. **User Fees, Advertising, and Sponsorship.** Any user fee, facility usage fee, advertising revenue and/or sponsorship donation collected shall be the revenue of the facilitating agency, unless prior arrangement have been made on user fees and revenue sharing.

9. **FACILITIES AND EQUIPMENT.**

- a. **Facilities.** The City and the School District will make facilities available to the Program as needed, provided that the Department shall give the City seasonal schedules of events affecting City facilities, and notice of any changes in or additions to those schedules, at least 72 hours in advance of any change or addition, which changes or additions shall be subject to approval by the City's Public Works Director or his/her designee. Except for operations and management associated with the Program, each party shall provide general maintenance, including landscape maintenance, and repair, to its respective facilities. Each party shall provide final field and site preparation for Program events at its facilities, provided that the City has advance notice of events at its facilities. The Director shall notify the appropriate party of any facilities that need repair or maintenance, with a suggested time when repair or maintenance might be performed so as not to disrupt programmed activities.
- b. **Equipment.** The City shall provide for storage of portable recreation equipment used for Program activities at City facilities.

- 10. **INSURANCE.** Each party shall maintain general liability insurance in the minimum amount of one million five hundred thousand (\$1,500,000.00) dollars to cover claims related to the condition of its respective facilities and shall be responsible for any such claims. The acts and omissions of any and all volunteers involved in the Program shall be considered the responsibility of the School District.

11. **INDEMNIFICATION.**

- a. The School District shall indemnify, protect, save, hold harmless and insure the City, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the School District or its agents, employees, contractors, subcontractors, or sub-consultants with respect to the School District's performance of its obligations under this Agreement. The School District shall defend the City against the foregoing, or litigation in connection with the foregoing, at the School District's expense, with counsel reasonably acceptable to the City. The City, at its expense, shall have the

right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Article shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of the City. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.

- b. The City shall indemnify protect, save, hold harmless and insure the School District, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the City or its agents, employees, contractors, subcontractors or sub-consultants with respect to the City's performance of its obligations under this Agreement. The City shall defend the School District against the foregoing, or litigation in connection with the foregoing, at the City's expense, with counsel reasonably acceptable to the School District. The School District, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Article shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of the School District. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.
- c. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against the City or the School District.

12. **SUPERVISION OF PROGRAMS; DUTIES OF DIRECTOR.** The Director shall be responsible for operation and supervision of all components of the Program, and shall report periodically and upon request to the Superintendent of Schools and the City Administrator with regard to the status of the Program. The Director shall work cooperatively to implement the goals of the Program as recommended by the Advisory Council and approved by the City and the School District. The Director and other programming staff of the Department shall attend meetings of the City's Park and Recreation Advisory Board upon request.

13. **REVIEW; TERMINATION.** The City and the School District shall review this Agreement in three years. The Agreement shall remain in effect and shall govern the jointly sponsored community education and recreation program until June 30, 2019, unless earlier terminated by either party. Either party may terminate the Agreement at the end of any fiscal year of the School District or the end of any fiscal year of the City, provided that written notice of such intent to terminate has been served on the other party at least 6 months before the proposed date of termination.

14. **ACKNOWLEDGEMENT OF PARTNERSHIP FOR PROGRAM.** Recognition of the City's contributions to the Program shall be cited minimally in the following areas: Community Services program brochure, adult league schedules (both printed and online), and all advertising thanking sponsors of the Program.

15. GENERAL TERMS.

- a. **Voluntary and Knowing Action.** The parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
- b. **Authorized Signatories.** The parties each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- c. **Notices.** The parties' representatives for notification for all purposes are:

CITY:

Brian Erickson
Assistant Public Works Director/City Engineer
City of Northfield
801 Washington St.
Northfield, MN 55057
Phone: (507) 645-3006
Email: Brian.Erickson@ci.northfield-mn.us

SCHOOL DISTRICT:

Erin Bailey
Director of Community Services
Northfield Community Resource Center
1651 Jefferson Parkway
Northfield, MN 55057
Phone: (507) 664-3650
Email: Ebailey@northfieldschools.org

- d. **Subcontracting.** The School District shall not enter into any subcontract for performance of any of the services of organizing, scheduling, managing and supervising all Program events by the administrative personnel listed in Paragraph 8(b) (i) without the prior written approval of the City. The School District shall be responsible for the performance of all subcontractors.
- e. **Assignment.** This Agreement may not be assigned by either party without the written consent of the other.

- f. **Modifications/Amendment.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by authorized representative of the City and the School District.
- g. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, the School District agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the School District and involve transactions relating to this Agreement.

The School District agrees to maintain these records for a period of six years from the date of termination of this Agreement.

- h. **Compliance with Laws.** The School District shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs and staff for which the School District is responsible.
- i. **Governing Law.** This Agreement shall be deemed to have been made and accepted in Rice County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles.
- j. **Data Practices.** The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*
- k. **No Waiver.** Any party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving party.
- l. **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.
- m. **Entire Agreement.** These terms and conditions constitute the entire Agreement between

the parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.

- n. **Headings and Captions.** Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.
- o. **Survivability.** All covenants, indemnities, guarantees, releases, representations and warranties by any party or parties, and any undischarged obligations of the City and the School District arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration.

[Remainder of page left intentionally blank]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized officers pursuant to authority granted by the attached resolutions adopted by the City Council of Northfield and the School Board of Independent School District No. 659.

INDEPENDENT SCHOOL DISTRICT NO. 659

By: _____
Title: Chair of the Board of Education
Print Name: Julie Pritchard

Date: _____

By: _____
Title: Clerk
Print Name: Noel Stratmoen

Date: _____

CITY OF NORTHFIELD

By: _____
Title: Mayor
Print Name: Dana Graham

Date: _____

By: _____
Title: City Clerk
Print Name: Deb Little

Date: _____

Date: June 2, 2016
To: Dr. L. Chris Richardson, Superintendent
From: Stephany Stromme, Director of Child Nutrition
Subject: Dairy Bids for 2016-2017

Bids were opened at 10:00 am on June 1, 2016 for the annual requirements of milk and dairy products for the 2016-2017 school year. Present at the bid opening were Jim Soule (Dean Foods), David Zwart (Hastings Co-op Creamery Co.) and myself. We received two bids; one each from Dean Foods and Hastings Co-Op Creamery Co. (current supplier). Two other dairy companies were contacted, but did not submit bids.

Dean Foods did not include a firm bid and their escalator bid was higher than the other vendor bid. When comparing equality of products and basing the comparison on 2015-2016 usage amounts through May 1, 2016, the escalator total cost from Hastings Co-Op Creamery Co. is estimated at \$70,466.12. The escalator total cost from Dean Foods is estimated at \$88,996.90. This is a price difference of \$18,530.78 in favor of Hastings Creamery.

I recommend that the Board of Education accept the bid from Hastings Co-op Creamery Co. as the supplier of milk and dairy products for the 2016-2017 school year with the opportunity to renew annually for up to 3 years.

Attached is a copy of the bid tabulation for milk and dairy products.

2016 /2017 MILK BID - Comparison

	Dean Foods		Kemps and Sampson		Hastings Creamery	
	Firm Bid ½ pints	Esc. Bid ½ pints	Firm Bid ½ pints	Esc. Bid ½ pints	Firm Bid ½ pints	Esc. Bid ½ pints
1%	NA	\$.1860	Did not bid	Did not bid	\$.19	\$.149
Skim	NA	\$.1770	Did not bid	Did not bid	\$.19	\$.145
Chocolate	NA	\$.1920	Did not bid	Did not bid	\$.20	\$.149
Lactose-Free	NA	\$.65	Did not bid	Did not bid	\$.65	\$.620
Cooler Rental Fee	\$ 0	\$ 0	Did not bid	Did not bid	\$ 0	\$ 0

Purchased amounts for 2015-2016 school year through May 1, 2016:

1% milk: 122,225 pints

Skim milk: 78,631

Chocolate milk: 265,868

Lactose free milk: 1,998

**INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA**

PERSONNEL POLICIES AND PRACTICES

NON-UNION ADMINISTRATORS (Cabinet)
JULY 1, 2016, THROUGH JUNE 30, 2018

ARTICLE I EMPLOYMENT

Section 1.01 – Introduction

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

Section 1.02 – Basic Services

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

Section 1.03 - Duty Year

The duty year shall be as listed in Appendix A. The administrator shall perform services on those legal holidays on which the School Board so determines. He/she shall be on duty during any emergency, natural or unnatural, unless he/she is otherwise excused in accordance with School Board-administrative policy.

ARTICLE II SALARIES

Section 2.01 - Compensation

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

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

Section 2.02 – Other Compensation

Individuals having completed an advanced degree shall receive a stipend as outlined in this section. If the advanced degree is earned after the beginning of the contract period, the amount of the stipend outlined below shall be prorated to the number of months remaining in the contract year after receiving the advanced degree.

Doctorate Degree - \$5,000 per year (prorated as provided above if earned after the beginning of the contract year).

Section 2.03 – Experience Credit

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

Section 2.04 - Holidays

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

ARTICLE III LEAVES

Section 3.01 - Vacation

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

Vacations for administrators working 52 weeks per year shall be twenty-five (25) days per year. Part-time administrators will receive pro rata vacation. Vacation shall be available to the administrator at the beginning of the year (July 1st), however, vacation is considered earned on a monthly basis. Individuals hired after July 1st will receive pro rata vacation provided the administrator has been assigned to a position which normally consists of 52 or more weeks per year.

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

Payment for unused, earned vacation balances as limited by the previous paragraph will be made by the School District upon termination or separation of employment.

Administrators working fewer than 52 weeks per year shall not receive vacation.

Section 3.02 - Sick Leave

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

Administrators shall receive sick leave at the rate of thirteen (13) days for each year worked, which may be accumulated to a maximum of 247 days. Sick leave shall be available to the administrator at the beginning of the year (July 1st), however, sick leave is considered earned on a monthly basis.

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

Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, or another individual as allowed by Minnesota law which prevented the employee's attendance at work on that day or days.

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

Section 3.03 - Disaster Leave

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

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

Section 3.04 – Bereavement Leave

Employees may be allowed up to ten (10) days per year of leave with pay in case of death.

Bereavement leave may be used in the case of a death of family or friends.

Leave provided under this section does not accumulate.

Section 3.05 – Personal Business

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

Section 3.06 – Leave of Absence Without Pay

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

Section 3.07 – Child Care / Adoption Leave

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

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

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

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

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

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

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

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

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

I. Child care/adoption leave shall be without pay. The school district shall continue its contributions for group insurance as specified in Article IV for an administrator on child care/adoption leave only if the leave commences and ends within the same school year.

Section 3.08 – Religious Observance Leave

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

Section 3.09 – Judicial Duty

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.

Section 3.10 – Superintendent's Discretionary Leave

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

Section 3.11 – School Conference and Activities Leave

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

ARTICLE IV INSURANCE

Section 4.01– Insurance Eligibility

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

Section 4.02 – District Obligation

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

Section 4.03 – Health and Hospitalization

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

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.04 - Dental Insurance

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

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.05 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$150,000 of coverage for each eligible administrator. The eligible administrators may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the administrator through payroll deduction.

Section 4.06 - Long-Term Disability Insurance

The School District shall pay the full premium for long-term disability insurance for eligible administrators. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings. If the administrator is disabled and has not accumulated sufficient paid sick leave to cover the waiting period, then he/she shall be paid 66 2/3% of his/her salary until he/she is entitled to receive long-term disability benefits.

Up to thirty (30) accumulated sick leave days may be used on a pro-rata basis while receiving disability income; however, the total income generated from using sick leave with disability benefits may not exceed the administrator's basic annual earnings. The School District shall continue its contribution for health and hospitalization insurance for up to six months (180 consecutive days) after the last day worked for absence due to total disability. Thereafter, the administrator may continue in the district's group insurance

plans at his/her expense for as long as the administrator receives long-term disability insurance/wage replacement benefits.

Section 4.07 - Liability Insurance

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

Section 4.08 - Duration of Insurance Contribution

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

ARTICLE V OTHER BENEFITS

Section 5.01 - Travel

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

Section 5.02 - Professional Improvement

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

Section 5.03 - Professional Membership Dues

The School District may require an administrator to participate in one local service club. The School District shall pay the annual membership dues for the administrator for relevant professional organizations approved by the District. The School District shall pay the annual membership dues for other community organizations as are required, directed or permitted, by the superintendent of schools.

Section 5.04 - Vandalism Reimbursement

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

ARTICLE VI SEVERANCE/RETIREMENT

Section 6.01 – Severance

An administrator hired prior to July 1, 2016 who has completed six (6) years of continuous service under this employment agreement, or combined with other administrative positions within the district as identified in the Principals Association Master Agreement and/or Non-Union Administrators-Director policy document agreement, they shall be eligible for payment upon separation of employment based on the following:

- a. Payment shall be equivalent to their daily rate of pay times a number of days determined by multiplying eight (8) days times the number of years' employment with the Northfield School District at the time of separation of employment. The daily rate shall be based on the gross salary rate, including steps and pay differentials.
- b. The amounts shall be prorated for years during which the administrator served part time.
- c. The maximum number of paid days shall be 120 days.
- d. Severance pay under this section 6.01 shall not be payable in the event the administrator is terminated for cause.

Section 6.02 - 403(b) Matching Plan

The School District shall match administrator payments up to \$9,000 per school year to a 403(b) plan for the full-time administrator.

- a. The administrator shall be eligible for a prorated school district contribution for any years that are less than full time.
- b. Such plan shall be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b) or IRS Code Section 457 and any amendments thereto.

- c. The school district contribution will be made to a state-approved company of the administrator's choice. It shall be the responsibility of the administrator to make all arrangements required by the vendor to insure that proper payment is made by the school district. The district shall make payment to the administrator's selected company bi-monthly.

Section 6.03 – Retirement Insurance

If the administrator retires upon attaining age fifty-five (55) or thereafter and has at least ten (10) years experience in the School District, they may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The administrator may continue participation in the District's group term life insurance plan according to provisions of Section 4.05 at the administrator's own expense until the administrator is eligible for Medicare.

The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for nine (9) years from the date of retirement.

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

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

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

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

**APPENDIX A
SALARIES AND DUTY YEAR**

Position	Duty Year	Annual Salary 2016-17	Annual Salary 2017-18
Director of Community Services	52 weeks	\$111,754	\$115,140
Director of Special Services	52 weeks	\$119,710	\$123,337
Director of Teaching & Learning	52 Weeks	\$119,710	\$123,337

Steps for full-time service added to the base salary (pro-rated for part-time):

Experience	2016-17	2017-18
1 st Year	\$0	\$ 0
2 nd Year	\$3,200	\$3,200
3 rd Year	\$4,200	\$4,200
4 th Year	\$5,200	\$5,200

**INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA**

PERSONNEL POLICIES AND PRACTICES

NON-UNION ADMINISTRATORS (Directors)
JULY 1, 2016, THROUGH JUNE 30, 2018

ARTICLE I EMPLOYMENT

Section 1.01 – Introduction

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

Section 1.02 – Basic Services

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

Section 1.03 - Duty Year

The duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines. He/she shall be on duty during any emergency, natural or unnatural, unless he/she is otherwise excused in accordance with School Board-administrative policy.

ARTICLE II SALARIES

Section 2.01 - Compensation

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

Section 2.02 – Experience Credit

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

Section 2.03 - Holidays

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

ARTICLE III LEAVES

Section 3.01 - Vacation

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

Vacations for employees working 52 weeks per year shall be twenty-five (25) days per year. Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1st), however, vacation is considered earned on a monthly basis. Individuals hired after July 1st will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 52 or more weeks per year.

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

Payment for unused, earned vacation balances as limited by the previous paragraph will be made by the School District upon termination or separation of employment.

Employees working fewer than 52 weeks per year shall not receive vacation.

Section 3.02 - Sick Leave

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

Employees shall receive sick leave at the rate of thirteen (13) days for each year worked, which may be accumulated to a maximum of 247 days. Sick leave shall be available to the employee at the beginning of the year (July 1st), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of his/her

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

Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, or another individual as allowed by Minnesota law which prevented the employee's attendance at work on that day or days.

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

Section 3.03 – Disaster Leave

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

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

Section 3.04 – Bereavement Leave

Up to ten (10) days per year of leave with pay in case of bereavement. Time off for bereavement shall be deducted from unused Sick Leave. Bereavement leave may be used in the case of death of family members or friends

Section 3.05 - Personal Business

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

Section 3.06 - Leave of Absence Without Pay

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

Section 3.07 - Child Care / Adoption Leave

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

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

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

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

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

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

F. An administrator returning from child care/adoption leave shall have a right to return to his or her original position as specified in the administrator's child care/adoption leave plan if the administrator's leave is commenced and concluded within the same fiscal year. If the administrator's child care/adoption leave plan does not call for his or her return within the fiscal year it is commenced, the administrator shall have the right to be returned to an equivalent contractual position, unless such administrator has been

previously terminated pursuant to the provision of M.S. 122A.40 or such administrator has been placed on unrequested leave pursuant to the provisions of M.S. 122A.40.

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

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

I. Child care/adoption leave shall be without pay. The school district shall continue its contributions for group insurance as specified in Article IV for an administrator on child care/adoption leave only if the leave commences and ends within the same school year.

Section 3.08 – Religious Observance Leave

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

Section 3.09 – Judicial Leave

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.

Section 3.10 – Superintendent's Discretionary Leave

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

Section 3.11 – School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve-month period to attend school conferences or school related activities related to

the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances.

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

ARTICLE IV INSURANCE

Section 4.01 – Insurance Eligibility

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

Section 4.02 – District Obligation

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

Section 4.03 – Health and Hospitalization

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The School District shall contribute the same amounts toward the monthly premium for single and family coverage as identified in the Northfield Education Association Master Agreement. The effective date for employer contributions shall be January 1 of each year.

Section 4.04 - Dental Insurance

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the same amounts toward the monthly premium for single and family coverage as identified in the Northfield Education Association Master Agreement. The effective date for employer contributions shall be January 1 of each year.

Section 4.05 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$200,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the

carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Long-Term Disability Insurance

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

If the employee is disabled and has not accumulated sufficient paid sick leave to cover the waiting period, then he/she shall be paid 66 2/3% of his/her salary until he/she is entitled to receive long-term disability benefits.

Up to thirty (30) accumulated sick leave days may be used on a pro-rata basis while receiving disability income; however, the total income generated from using sick leave with disability benefits may not exceed the employee's basic annual earnings. The School District shall continue its contribution for health and hospitalization insurance for up to six months (180 consecutive days) after the last day worked for absence due to total disability. Thereafter, the employee may continue in the district's group insurance plans at his/her expense for as long as the employee receives long-term disability insurance/wage replacement benefits.

Section 4.07 - Liability Insurance

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

Section 4.08 - Duration of Insurance Contribution

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

ARTICLE V OTHER BENEFITS

Section 5.01 - Travel

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

Section 5.02 - Professional Improvement

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

Section 5.03 - Professional Membership Dues

The School District may require employee to participate in one local service club. The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the District. The School District shall pay the annual membership dues for other community organizations as are required, directed or permitted, by the superintendent of schools.

Section 5.04 - Vandalism Reimbursement

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

ARTICLE VI SEVERANCE/RETIREMENT

Section 6.01 – Severance

This section does not apply to any individual covered by this policy agreement hired after July 1, 2016.

When an employee has completed six (6) years of continuous service under this employment agreement, or combined with other administrative positions within the district as identified in the Principals Association Master Agreement and/or Non-Union Administrators-Director policy document agreement, they shall be eligible for payment upon separation of employment based on the following:

- a. Payment shall be equivalent to their daily rate of pay times a number of days determined by multiplying eight (8) days times the number of years' employment with the Northfield School District at the time of separation of employment.
- b. The amounts shall be prorated for years during which the employee served part time.
- c. The maximum number of paid days shall be 120 days.
- d. Severance pay under this section 6.01 shall not be payable in the event the employee is terminated for cause.

Section 6.02 – 403(b) Matching Plan

The School District shall match employee payments up to \$3,200 per school year to a 403(b) plan for the full-time employee.

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

Section 6.03 – Retirement Insurance

If the employee retires upon attaining age fifty-five (55) or thereafter and has at least ten (10) years experience in the School District, they may elect to be covered under the group

health and hospitalization and dental plans provided by the School District as provided by law. The employee may continue participation in the District's group term life insurance plan according to provisions of Section 4.05 at the employee's own expense until the employee is eligible for Medicare.

The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for nine (9) years from the date of retirement.

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare. Employees currently retired and their dependents who are eligible for Medicare will be converted to a Medicare supplement policy effective November 1, 2010.

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

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

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

APPENDIX A
SALARIES AND DUTY YEAR
2016-17

Position	Duty Year	Annual Salary
ALC Director	46 weeks	\$95,116
Assistant Director of Special Education	45 weeks	\$95,116
Student Activities Director	46 weeks	\$105,835
Director of Buildings and Grounds	52 weeks	\$93,497
Director of Finance	52 weeks	\$94,091
Director of Child Nutrition	43 weeks	\$66,170
Director of Human Resources	52 weeks	\$93,497
Director of Technology Services	52 weeks	95,116
CVSEC Special Education Coordinator	45 weeks	\$85,000

APPENDIX B
SALARIES AND DUTY YEAR
2017-18

Position	Duty Year	Annual Salary
ALC Director	46 weeks	\$97,894
Assistant Director of Special Education	45 weeks	\$97,894
Student Activities Director	46 weeks	\$108,925
Director of Buildings and Grounds	52 weeks	\$96,227
Director of Finance	52 weeks	\$96,838
Director of Child Nutrition	43 weeks	\$68,102
Director of Human Resources	52 weeks	\$96,227
Director of Technology Services	52 weeks	\$97,894
CVSEC Special Education Coordinator	45 weeks	\$87,227

Steps for full-time service added to the base salary (pro-rated for part-time):

Experience	2016-17	2017-18
1 st Year	0	\$ 0
2 nd Year	\$2,950	\$2,950
3 rd Year	\$4,300	\$4,300
4 th Year	\$5,950	\$5,950

Principals

**MASTER AGREEMENT
BETWEEN
INDEPENDENT SCHOOL DISTRICT NO. 659,
NORTHFIELD, MINNESOTA
AND THE
NORTHFIELD PRINCIPALS ASSOCIATION**

July 1, 2016 - June 30, 2018

ARTICLE I EMPLOYMENT

Section 1.01 Parties This Agreement is made and entered into by and between the School Board of Independent School District No. 659, Northfield, Minnesota, hereinafter referred to as the "School Board" and the Northfield Principals Association, hereinafter referred to as the "Association".

Section 1.02 Purpose: The purpose of this Agreement is to encourage and increase orderly, constructive and harmonious relationships between the School Board, its principals, and their duly authorized exclusive representative, the Association; to establish the terms and conditions of employment for principals; to preserve the paramount right of the citizens of this community to the operation of their schools without disruption; and to establish an environment in which the children of this community may receive education of the highest quality. Accordingly, the parties have set forth herein all terms and conditions of employment which have been agreed upon by the School Board and the Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended (hereinafter referred to as the "PELRA"). Terms not specifically defined in this Agreement shall have the meanings given them under the PELRA.

RECOGNITION

Section 1.03 Recognition: In accordance with the PELRA, the School Board hereby recognizes the Association as the exclusive representative for all employees in the following appropriate unit, as certified by the Bureau of Mediation Services in Case No. 74-PR-300-A:

All employees of Independent School District No. 659, Northfield, Minnesota, who are certificated by the State Department of Education as Principals or Assistant Principals, who are employed for more than 14 hours per week and for more than 67 work days per year, and who devote more than 50% of their time to administrative or supervisory duties in the capacity of a Principal or Assistant Principal.

The Association, as exclusive representative, shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this Agreement.

As used in this Agreement, a "principal" is any person employed by the School Board who is included in the appropriate unit and includes principals and assistant principals except in those cases where there is a clear distinction between the two positions.

MANAGEMENT RIGHTS

Section 1.04 Authority and Power of the School Board: The laws of the State of Minnesota have vested in the School Board the full authority and power to manage, control and direct the operation of the school district, and to adopt, modify or repeal policies, budgets, personnel structures, rules, and regulations for the district. All such authority and power of the School Board shall continue unimpaired, except as limited by a specific provision of this Agreement.

RIGHTS AND RESPONSIBILITIES OF PRINCIPALS

Section 1.05 Basic Duties: Each Principal shall administer in such places as shall be designated by the School Board, shall faithfully perform the duties prescribed by the School Board for the position held, and shall be governed by federal laws, the laws of the State of Minnesota, rules and regulations of the State Board of Education, and by Board policies, rules, regulations and orders issued by properly designated officials of the school district.

Section 1.06 Strikes and Work Stoppages: The School Board and the Association mutually recognize that their first obligation is to the public, and that the right of students and residents of this district to the continuous and uninterrupted operation of their schools is of paramount importance. During the term of

this Agreement, neither the Association nor any individual principal shall engage in any strike, work stoppage or similar withholding of services.

In the event of strikes or work stoppages by other employees, principals covered under this Agreement are to be considered on continuing employment for the purpose of carrying out School Board policy and for insuring the protection of personnel and property. If a strike necessitates extending the school year and results in extending the principal's contract year, payment for each additional work day will be based upon each individual principal's annual salary divided by the annual number of work days under such principal's contract.

Section 1.07 Assignment and Transfer of Principals: The assignment and transfer of principals shall be made by the School Board upon recommendation by the superintendent, according to the following considerations:

Subd. 1. Should there be a vacancy in any principalship within the school system, the Association is to be advised of the vacancy to provide an opportunity for a qualified principal within the system to make application for the position.

Subd. 2. The superintendent shall notify the Chairperson of the Association and the principal involved in any proposed transfer, and shall give the reasons for the transfer upon request. The principal and a representative of the Association may meet with the superintendent to discuss any proposed transfer.

ARTICLE II COMPENSATION, RATES OF PAY, WORK YEAR, AND HOLIDAYS

Section 2.01 Individual Contracts: Minnesota law requires that each individual principal be employed by written contract, signed by the principal and by the Chairperson and Clerk of the School Board. Each principal shall be compensated according to the terms of his/her individual contract.

Section 2.02 Individual Salaries: The salary specified in individual contracts issued during the term of this Agreement shall be computed in accordance with Appendix A. The School District has the right to withhold salary increases for principals with unsatisfactory performance as determined by the Superintendent. No salary increase will be paid in the 2016-17 school year until an agreement between the parties covering the period from July 1, 2016, to June 30, 2018 is reached.

Section 2.03 Pay Deductions: Deductions for each work day of absence under a leave of absence without pay will be based upon the individual principal's annual salary divided by the annual number of work days under such principal's contract.

Section 2.04 Consultant Services: Principals shall be required to make up a work day for each day absent for outside consulting activities for which an honorarium is paid. Approval of such days shall be at the discretion of the Superintendent.

Section 2.05 Work Year: The School District reserves the right to designate the number of weeks in the work year during the period July 1 through June 30 for each principal. The specified number of duty weeks shall include paid holidays. The method for establishing the duty year shall be to subtract the number of weeks in the work year from 52 weeks. The resulting number of weeks multiplied times five (5) days shall be non-duty days. It is the principal's responsibility to complete professional responsibilities within the specified work year. Non-duty days are not accumulative and may not be carried over from year to year or result in additional compensation. Principals may take non-duty days off through August for the preceding work year provided they will be continuing in their position the following year. Upon separation of employment, there shall be no compensation for non-duty days which have not been taken by June 30. Exceptions may be made at the discretion of the Superintendent if non-duty days have accumulated due to a specific request by the Superintendent or Board of Education.

Subd. 1 Holidays. Principals shall receive the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, and Good Friday. Whenever any of the holidays listed above fall on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the Superintendent.

Subd. 2. In the event a work day is lost for an emergency, principals shall perform duties on such other day in lieu thereof as the School Board or its designated representative shall determine.

ARTICLE III LEAVES AND ABSENCES

Section 3.01 Sick Leave: Principals working 20 hours or more per week will accumulate leave according to the following schedule. Sick leave with pay shall be allowed whenever a principal's absence is due to illness or injury of the principal, the principal's dependent child, or other individuals to the extent provided by Minnesota law which prevented the principal's attendance at work on that day or days.

Subd. 1. 40-44-week contracts: 11 days/yr, accumulative to 209 days.

Subd. 2. 45-46-week contracts: 12 days/yr, accumulative to 228 days.

Subd. 3. 47-48-week contracts: 13 days/yr, accumulative to 247 days.

Subd. 4. 15 days of sick leave will be provided for all principals in their first year of employment by the School Board; however, the total accumulated at the end of the second year shall not exceed that provided by the above schedule.

Subd. 5. Disability qualification: Sick leave will no longer be used when a principal qualifies for disability benefits.

Section 3.02 Bereavement Leave: Employees may be allowed up to ten (10) days per year of leave with pay in case of death..

Bereavement leave may be used in the case of a death of family or friends.

Leave provided under this section does not accumulate and is deducted from sick leave.

Section 3.03 Personal Business: Principals shall be allowed two (2) personal business days per year for business that ordinarily cannot be conducted outside the school day. The request must be made three days in advance using the District's substitute/leave system. A deduction of these days will be made from sick leave.

Section 3.04 Leave of Absence: Principals may apply for leaves of absence in the event of personal extenuating circumstances.

Section 3.05 Child Care Leave.

Subd. 1 A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the principal for an extended period of time.

Subd. 2 A principal making application for unpaid child care leave shall inform the superintendent in writing with intention to take the leave at least two calendar months before commencement of

the intended leave, except in unusual circumstances. The superintendent and the principal will attempt to work out a satisfactory plan for the leave.

Subd. 3 If the reason for the child care leave is occasioned by pregnancy, the principal shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 1 is available for the disabilities of pregnancy prior to the commencement of the child care leave.

Subd. 4 The school district may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - e.g., winter vacation, spring vacation, semester break or quarter break, end of reporting period, end of the school year, or the like. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care leave or the duration of such leave.

Subd. 5 In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:

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

Subd. 6 A principal returning from child care leave shall have a right to return to his or her original position as specified in the principal's child care leave plan if the principal's leave is commenced and concluded within the same school year. If the principal's child care leave plan does not call for his or her return within the year it is commenced, a principal shall have the right to be returned to an equivalent contractual position, unless such principal has been previously terminated pursuant to the provision of M.S. 125.12 or such principal has been placed on unrequested leave pursuant to the provisions of M.S. 125.12.

Subd. 7 Failure of the principal to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the principal mutually agree to an extension in the leave.

Subd. 8 A principal who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave. The principal shall accrue additional experience credit or leave time during the period of absence for child care leave, if the leave commences and ends within the same school year.

Subd. 9 Child care leave shall be without pay. The school district shall continue its contributions for group insurance as specified in Article IV for a principal on child care leave, if the leave commences and ends within the same school year.

Section 3.06 Disaster Leave The school district will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

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

Section 3.07 Judicial Duty For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.

Section 3.08 Superintendent's Discretionary Leave Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or his/her authorized representative.

Section 3.09 School Conference and Activities Leave In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional circumstances. Such leave will be deducted from the employee's sick leave allowance.

ARTICLE IV GROUP INSURANCE

Section 4.01 Group Insurance: During the term of this Agreement the School Board will purchase the group insurance policies described in this Article. It is understood and agreed that the provisions of this Article are merely descriptive of the coverage provided, and that the eligibility of a principal for benefits shall be governed by the terms of the master insurance contracts in force between the School Board and the insurers providing such coverage. It is further agreed that the School Board's only obligation under the policies described in this Article is to make the premium payments as provided in this Agreement, and no claim shall be made against the School Board in the event of a denial of insurance benefits by an insurance carrier. The Board contribution toward the premium for part-time principals shall be prorated to the proportion of the contract time. The principal must work 20 hours or more per week to be eligible for insurance benefits.

Section 4.02 Health and Hospitalization Insurance: The School District shall provide the Principal and his or her dependents a health and hospitalization insurance plan and shall contribute the same amount toward the monthly premium for single or family coverage as identified in the Northfield Education Association Master Agreement.

Participation in the insurance program will be voluntary. Coverage shall be effective only upon enrollment of the individual principal and his/her family. Each principal enrolled under the plan shall contribute, through payroll deduction, any excess of the monthly premium under the plan over the maximum School Board contribution toward the type of coverage for which such principal is enrolled. The effective date for employer contributions shall be January 1.

Section 4.03 Income Protection: The School District shall pay the full premium for each principal who qualifies for and is enrolled in coverage under the district's long-term disability insurance plan. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings. Up to thirty (30) accumulated sick leave days may be used on a pro-rata basis while receiving disability income; however, the total income generated from using sick leave with disability benefits may not exceed the principal's basic earnings. The School District shall continue its contribution for health and hospitalization insurance for up to six months (180 consecutive days) after the last day worked for absence due to total disability. Thereafter, the principal receiving long-term disability insurance benefits may continue in the district's group insurance plans at the principal's expense. Benefits payment shall continue beyond age 62 in accordance with federal regulations.

Section 4.04 Life Insurance: Effective upon enrollment in the District life insurance plan, the Employer will provide group term life insurance coverage for each full-time principal in the amount of \$200,000. Each principal may purchase additional group term life in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the principal through payroll deduction.

Section 4.05 Dental Insurance: The School District shall contribute the same amount toward the monthly premium for single or family coverage as identified in the Northfield Education Association Master Agreement. The effective date for employer contributions shall be January 1.

Section 4.06 Duration of Insurance Contribution: Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under Section 4.04 for early retirement. However, principals may be continued in the group insurance plans at their own expense for a period following separation determined by the insurance carrier and COBRA Legislation.

ARTICLE V LONGEVITY

Longevity added to base and steps:

	<u>2016-17</u>	<u>2017-18</u>
8 years completed	\$3,000	\$3,000
12 years completed	\$4,000	\$4,000
16 years completed	\$5,000	\$5,000
20 years completed	\$6,000	\$6,000

ARTICLE VI RETIREMENT

Section 6.01 403(b) Matching Plan: The school district shall contribute \$4,000 for the 2016-17 school year and \$4,000 for the 2017-18 school year to a tax-deferred matching contribution plan for each full-time principal who authorizes a matching salary reduction for the same period.

An employee working less than full-time as a principal shall be eligible for a prorated school district contribution.

Such plan shall be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b) or IRS Code Section 457 and any amendments thereto.

The school district contribution and matching employee contribution will be made to a state-approved company of the principal's choice. It shall be the responsibility of the principal to make all arrangements required by the vendor to insure that proper payment is made by the school district. The district shall make payment to the employee's selected company bi-monthly.

Section 6.02 Early Retirement Insurance: Any principal who has at least ten (10) years experience in Independent School District No. 659 and retires upon attaining age fifty-five (55) or thereafter may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The principal may continue participation in the district's group term life insurance plan according to provisions of Section 6 at the principal's own expense until the principal is eligible for Medicare. The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as an employed principal but no more than 80% of the health and hospitalization insurance premium, for nine (9) years from the date of retirement. Principals who retired prior to July 1, 2002, will continue to be eligible for the School District's contribution toward their insurance for the period of time established at the time of their retirement. Coverage will

be available to a retired principal who has group medical insurance available to him/her from another employer; however, such other employer's coverage shall be considered primary.

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

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

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

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

ARTICLE VII DISCIPLINE AND DISCHARGE

Section 7.01 Discipline and Discharge: No principal shall be discharged or otherwise disciplined without just cause.

Section 7.02 Corrective Discipline:

Subd. 1. Objective. The first step in resolving most potential disciplinary situations is through a principal/superintendent conference.

Subd. 2. Written Reprimand. If the superintendent believes that a written reprimand is necessary, he/she will first confer with the principal regarding the circumstances.

Subd. 3. Suspension. If the superintendent has met with the principal and recommends to the School Board that additional disciplinary action be considered, the School Board will conduct a meeting with both the superintendent and principal. If the School Board decides that a suspension is appropriate, the Board may suspend a principal for a maximum of three (3) days.

Subd. 4. Representation. Both the principal and the school district are entitled to be represented at all levels of this disciplinary process.

Subd. 5. Progressive Discipline. The School District intends to follow a policy of progressive discipline with its employees. The normal sequence of discipline would be:

- (1) Conference with the employee;
- (2) Written reprimand;
- (3) Suspension with pay;
- (4) Suspension without pay.

The relative seriousness of this matter will determine at what level disciplinary action is commenced.

Subd. 6. Appeal. The employee may request review of the district's decision through the grievance procedure. At the employee's option, the matter may be submitted directly to arbitration pursuant to Section 8 of the grievance procedure.

Subd. 7. Effective Date. A suspension without pay shall be effective upon acquiescence to the suspension by the principal or upon the decision by an arbitrator sustaining a proposed suspension.

ARTICLE VIII OTHER BENEFITS

Section 8.01 Reimbursement for In-District Mileage: Principals driving their own cars for in-district travel for school purposes such as taking students home in emergencies, home visitations for the purpose of resolving student problems or conferences with parents and the like shall be reimbursed at the rate approved by the School Board consistent with other school district personnel.

Section 8.02 Severance Plan. This section does not apply to any principal or assistant principal hired on or after July 1, 2016. Each principal who has completed seven (7) years of continuous service as a licensed principal in the school district or combined with other administrative positions within the district as identified in the Non-Union Administrators-Directors and/or Non-Union Administrators-Cabinet policy document agreements shall be eligible for payment upon separation of employment based on the following:

- a. Payment shall be equivalent to his/her daily rate of pay times a number of days determined by multiplying eight (8) days times the number of years' employment with the Northfield School District at the time of separation of employment. The daily rate shall be based on the principal's gross salary rate, including step, longevity and PHD differentials.
- b. The amounts shall be prorated for years during which the principal served part time.
- c. The maximum number of paid days shall be 120 days, and shall not exceed the number of sick leave days accumulated by the principal at the time of separation of employment.
- d. Deferred compensation under this section shall not be payable in the event a principal is terminated for cause.

Years completed in the principal unit will be applicable toward severance benefits outlined in Non-Union Administrators-Directors and/or Non-Union Administrators-Cabinet policy document agreements should a principal be hired for a position associated with one of those agreements. The severance payment will be based on the terms of the agreement the individual is assigned at the time of separation from the District and not the principals agreement.

Section 8.03 Right to Use of Building: For Association purposes, the principals shall have the right to use of building, facilities and equipment if and when such equipment is not otherwise in use. The Association agrees to reimburse the school district for the use of materials consumed and for any damages and repairs as a result of the use of the building, facilities and equipment.

Section 8.04 Professional Improvement: The School Board, at its sole discretion, agrees to provide funds for the purpose of providing professional improvement conferences for Principals. These funds shall be included in the annual budget amounts approved by the School Board for each building. Travel, meals, lodging, registration fees and gratuities shall be deemed appropriate expenses for these accounts. The Principal shall apply to the Superintendent for approval to attend out-of-state professional conferences.

Section 8.05 Professional Dues: The School Board will pay the professional dues for individual memberships for principals in the following state and national principals' associations: MASSP and

NASSP (for secondary principals); and MESPA and NAESP (for elementary principals). Alternative or additional organizations may be granted to a principal upon approval by the Superintendent.

Section 8.06 Vandalism Reimbursement: The School District shall reimburse a principal who experiences vandalism of their vehicle or personal property in an amount up to \$500 in any given year toward the unreimbursed insurance deductible amount on the vehicle or personal property.

Section 8.07 Liability Insurance: The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

ARTICLE IX SENIORITY

Section 9.01 Seniority Date. Seniority shall be based upon continuous and unbroken employment as a licensed principal with Independent School District No. 659 from the most recent date of hire as a licensed principal. The seniority date for individuals employed by the district as site leaders pending receipt of principal licensure shall be the date on which the Board of Teaching issues the principal licensure as noted on the license.

Section 9.02 Seniority List. On or before November 15 of each year, the district shall prepare from its records a Principals' Seniority List, in order of seniority date, which shall contain the seniority date, name and areas of licensure for each principal as shown by licenses on file in the district office as of November 1 of said year, and current employment status. The list will be divided into lists for principals and assistant principals. A copy of the Principals' Seniority List will be provided to each principal and assistant principal on or before November 15 of each year. A principal or assistant principal may challenge the correctness of the information by filing a written challenge with the Director of Human Resources. In the absence of a written challenge filed within twenty (20) calendar days from the date the seniority list was issued, the issued seniority list will be conclusively deemed to be correct.

Section 9.03 Reduction of Principal and Assistant Principal Positions. In the event of reduction of principal positions, probationary principals shall be non-renewed before principals with continuing contract rights would be affected. Among principals with continuing contract rights, part-time principals shall be placed on unrequested leave of absence before full-time principals. If two or more principals have the same seniority date, the School Board shall determine which of such principals shall be placed on unrequested leave of absence. In the event of reduction of assistant principal positions, probationary assistant principals shall be non-renewed before assistant principals with continuing contract rights would be affected. Among assistant principals with continuing contract rights, part-time assistant principals shall be placed on unrequested leave of absence before full-time assistant principals. If two or more assistant principals have the same seniority date, the School Board shall determine which of such assistant principals shall be placed on unrequested leave of absence. Unrequested leave and recall to positions shall be governed by provisions of M.S. 122A.40.

ARTICLE X GRIEVANCE PROCEDURE

Section 10.01 Grievance Definition: A "grievance" shall mean an allegation by a principal resulting in a dispute or disagreement between the principal and the school district as to the interpretation or application of terms and conditions contained in this Agreement.

Section 10.02 Representative: The principal, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in his behalf.

Section 10.03 Definitions and Interpretations:

Subd. 1. Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 10.04 Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the principal and the school district's designee.

Section 10.05 Adjustment of Grievance: The school district and the principal shall attempt to adjust all grievances which may arise during the course of employment of any principal within the school district in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the superintendent or his/her designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten days after receipt of the decision in Level I. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level, and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 10.06 School Board Review: The School Board reserves the right to review any decision issued under Level I of this procedure provided the School Board or its representative notify the parties of its intentions to review within ten days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reserve or modify such decision.

Section 10.07 Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the principal may appeal it to the next level.

Section 10.08 Arbitration Procedures: In the event that the principal and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten days following the decision in Level II of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: The parties shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If no agreement is reached, either party may request from the Bureau of Mediation Services, a list of arbitrators selected by the Commissioner, providing such request is made within fifteen (15) days after request for arbitration. Upon receipt of the list of arbitrators, the School District and the exclusive representative shall alternately strike names from the list of arbitrators selected by the Commissioner until only one (1) name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin. Failure to request an arbitrator from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

- a. Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the superintendent, the submission of the grievance which shall include the following:
 - (1) The issues involved
 - (2) Statement of the facts
 - (3) Position of the grievant
 - (4) The written documents relating to Article X, Section 10.05 of the grievance procedure.
- b. The school district may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitation of arbitration decisions as provided by the PELRA.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of

the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligation of the public school district to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

ARTICLE XI

DURATION AND RENEGOTIATION OF AGREEMENT

Section 11.01 Term of Agreement: This Agreement shall become effective as of July 1, 2016, and shall continue in full force and effect to and including June 30, 2018, and annually thereafter, except as modified or terminated in accordance with the provisions of this Article XI.

Section 11.02 Effect: This Agreement constitutes the full and complete contract between the School Board and the Association. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 11.03 Termination or Modification: Either party desiring to terminate or modify this Agreement must notify the other party in writing at least sixty (60) days but not more than ninety (90) days prior to June 30, 2018, or at least sixty (60) days but not more than ninety (90) days prior to June 30 of any year thereafter. A notice of desire to modify this Agreement shall set forth specifically all proposed modifications sought by the party, and all clauses of this Agreement for which no modification is sought shall be renewed automatically. Negotiations with respect to proposed modifications may commence at any time after notice of proposed modifications has been given.

Section 11.04 Severability: Any provision of this Agreement which is deemed by a federal or state court or agency to be in violation of any provision of the laws of Minnesota or of the United States, or any rules or regulations promulgated thereunder, either now or hereafter, shall be null and void and without force and effect. The provisions of this Agreement shall be severable, and if any provision hereof or application of any such provision is held to be invalid, it shall not affect any other provisions of this Agreement or the application of such provision under other circumstances.

The School Board and the Association will meet not later than ten (10) days after such determination for the purpose of renegotiating any affected provision. The School Board reserves the final right to amend any affected provision of this Agreement to the extent necessary to fulfill compliance with federal or state laws, or rules or regulations promulgated thereunder, subject to the arbitration provisions of the grievance procedure.

Section 11.05 Negotiations During Term: The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited opportunity to make demands and proposals regarding terms and conditions of employment for principals. All understandings and agreements arrived at by the parties are set forth in this Agreement. For the duration of this Agreement, the School Board and the Association each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Agreement, even though such matters may not have been within the knowledge or contemplation of either or both of the parties at the time this Agreement was negotiated or executed; provided, however, that any or all of the provisions, except compensation, of this Agreement may be opened for negotiation and modification in writing at any time by mutual consent of the parties.

NORTHFIELD PRINCIPALS ASSOCIATION

Chairperson

Negotiator

Dated: _____

INDEPENDENT SCHOOL DISTRICT NO.659

Chairperson

Clerk

Dated: _____

APPENDIX A

<u>Position</u>	<u># Weeks</u>	<u>2016-17 Base</u>	<u>2017-18 Base</u>
High School Principal	47	\$121,122	\$125,470
Middle School Principal	47	\$118,800	\$123,065
Elementary School Principal	47	\$116,517	\$120,700
High School Assistant Principal	43.4	\$104,740	\$108,500
Middle School Assistant Principal	43.2	\$101,118	\$104,749

Steps for full-time service (prorate for part-time) added to base salary

	<u>2016-17</u>	<u>2017-18</u>
1: 1st Year	\$0	\$0
2. 2 nd Year	\$2,167	\$2,167
3. 3 rd Year	\$4,334	\$4,334
4. 4 th Year and Up	\$6,500	\$6,500
Doctorate Stipend	<u>2016-17</u>	<u>2017-18</u>
	\$5,500	\$5,500

NORTHFIELD PUBLIC SCHOOLS

POLICY DOCUMENT

COVERING

WAGES, WORKING CONDITIONS AND FRINGE BENEFITS

OF

BUILDING HEAD CUSTODIANS

**Policy Extends from
July 1, 2016, through June 30, 2018**

**ARTICLE I
EMPLOYMENT**

Section 1.01 – Introduction

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

Section 1.02 – Basic Services

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

Section 1.03 – Policy

This policy is in effect from July 1, 2014, through June 30, 2016. In the event a successor Policy is not approved prior to the expiration of this Policy, the head custodian shall be compensated according to his/her current rate until a successor Policy is approved by the Board of Education.

ARTICLE II RATES OF PAY AND OTHER COMPENSATION

Section 2.01 - Base Hourly Rate

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>2016-17:</u>	21.54	21.91	22.29	22.67	23.07	23.46
<u>2017-18:</u>	22.54	22.91	23.29	23.67	24.07	24.46

Step placement of new head custodians shall be recommended by the Superintendent or his/her designee and approved by the Board of Education.

Step changes shall take effect at the beginning of the fiscal year. In order for an employee to advance to a succeeding step on the schedule, he/she must have been employed by the district for more than half of the preceding work year.

Section 2.02 - Building Responsibility Stipends

	<u>2016-17</u>	<u>2017-18</u>
Longfellow Elementary School	\$3,350 per year	\$3,350 per year
Sibley Elementary School	\$3,500 per year	\$3,500 per year
Bridgewater Elementary School	\$3,500 per year	\$3,500 per year
Greenvale Park Elementary School	\$3,500 per year	\$3,500 per year
Middle School	\$5,000 per year	\$5,000 per year
High School	\$5,250 per year	\$5,250 per year

Section 2.03 - License Stipend

1st Class License	\$2,100 per year
Chief License	\$2,775 per year

Section 2.04 - Supplement for Indoor Swimming Pool Maintenance:

Swimming Pool Maintenance	\$500 per year
Primary Swimming Pool Maintenance	\$1,000 per year

In order to qualify for this stipend, the employee must hold current pool and spa operator certification as required by the State of Minnesota. There will be no additional call-back pay as part of the consideration for the extra payment.

Section 2.05 - Uniforms:

The annual allotment for uniforms for each head custodian will be up to five shirts of the custodian's choice. Head Custodians will receive \$400 taxable stipend each year for the purposes of purchasing pants, shoes, coat or other work clothing. School district uniforms must be worn at all times when school is open to the public or to students. Damaged uniforms may be replaced at the discretion of the school district upon request. It shall be the responsibility of the head custodian to launder his/her uniforms.

HOURS OF WORK, BUILDING CHECKS, AND OVERTIME PAY

Section 2.06 - Work Week/Duty Year/Weekend and Holiday Building Checks:

Work Week: The basic work week shall consist of forty (40) hours. The regular work week shall be five (5) consecutive days - Monday through Friday, except in emergency circumstances or as mutually agreed between the employer and employee. Working hours shall be determined by the school administration.

Duty Year: The duty year for head custodians shall be fifty-two (52) weeks as provided herein, and the head custodians shall perform services on those legal holidays on which the School Board so determines. They shall be on duty during any emergency, natural or unnatural, unless they are otherwise excused in accordance with School Board or administrative policy.

Weekend and Holiday Building Checks: The head custodians will be responsible for the weekend and holiday building checks. These checks will be done throughout the calendar year, one each Saturday, one each Sunday, and one each holiday. In the event that the head custodian cannot make his/her scheduled check, he/she will be responsible for arrangements with another qualified school employee to perform the required check. Compensation shall be made at the rate of time and one-half times the base hourly rate on Saturdays and at the rate of time and two times the base hourly rate on Sundays and holidays for the approximate amounts of time listed below. Compensation will be from the time the head custodian punches in at the first building until the time he/she punches out at the last building checked.

Elementary Buildings:	30 minutes
Middle School, including pool:	60 minutes
High School:	60 minutes

Repairs will be made during building checks only if there is an immediate need and they cannot be delayed until the regular work day. Compensation for time spent on repairs that is beyond the time allotted for the routine building check shall be in accordance with provisions for overtime in Section 4.

Section 2.07 - Overtime:

Head custodians shall be paid on the basis of one and one-half (1.5) times the base hourly rate for work beyond the basic work week of forty (40) hours. If called back to work outside of the regular working schedule and routine building checks, there shall be a two-hour guaranteed minimum of time. Head custodians shall be paid on the basis of two (2) times the base hourly rate for work on Sundays provided the work is beyond the normal 40-hour work week.

No overtime shall be paid unless it has been specifically authorized by the Director of Buildings & Grounds or his/her designee.

Section 2.08 - Holidays:

Head custodians shall be granted the following paid holidays:

Independence Day	Christmas Day
Labor Day	New Year's Day
Thanksgiving Day	Presidents' Day, if designated as a holiday by Board
Friday following Thanksgiving	Good Friday, if designated as a holiday by Board
Christmas Eve Day	Memorial Day

In those school years where Good Friday and/or Presidents' Day are not designated as holidays by the Board of Education in the approved school calendar, one day each may be taken in lieu of Good Friday and/or Presidents' Day subject to approval by the Director of Buildings & Grounds.

Section 2.09 - Professional Development:

Professional development activities such as workshops, classes, and training sessions may be provided on a group or individual basis within budget allocations at the discretion of the Director of Building and Grounds.

ARTICLE III LEAVES

Section 3.01 – Vacations:

Head custodians will be granted the following vacation days with pay:

1 through 5 years of service	15 days
After 5 years of service	20 days

Requests for vacation shall be submitted to the Director of Buildings & Grounds using the District's substitute leave system at least three days in advance except in the case of emergency circumstances.

Vacation may not be taken before it is earned unless otherwise approved by the Director of Human Resources.

Vacation days will be lost unless they are taken within twelve (12) months after the year in which they were earned. Vacation benefits shall not accrue during any period of absence that extends beyond one calendar month for reasons other than vacation or military leave.

Section 3.02 - Sick Leave:

Head custodians shall earn sick leave at the rate of one (1) day for each month of service in the employ of the school district.

Unused sick leave days may accumulate to a maximum of two hundred twenty-eight (228) days. Accumulated leave days shall be based on the current percentage of the day worked.

Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee or the employee's dependent child, or another individual as allowed by Minnesota Law which prevented the employee's attendance at work on that day or days.

If workers' compensation is paid during a period of sick leave, the total of the workers' compensation plus sick leave is to be no greater than the employee's salary.

Sick leave will no longer be used when the head custodian qualifies for income protection insurance.

The school district may require an employee to furnish a medical statement from a qualified physician as evidence of illness in order to qualify for sick leave pay. Final determination as to the eligibility of an employee for sick leave pay is reserved to the employer.

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

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

Section 3.03 - Child Care Leave:

Provisions for child care leave shall be the same as those established for custodians.

Section 3.04 - School Conference and Activities Leave:

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

Section 3.05 - Personal Leave:

Head custodians may be granted a leave at the discretion of the school district of no more than two (2) days per year, noncumulative, and with no loss in pay, the days used to be deducted from unused sick leave.

Requests for personal leave must be made to the District's substitute/leave system at least three (3) days in advance, except for emergencies.

Section 3.06 - Health Leave:

A leave of absence without pay for reason of personal health for periods not to exceed one year, subject to renewal, may be granted by the Board of Education upon presentation of evidence of need and upon exhaustion of the employee's sick leave.

Section 3.07 - Judicial Duty:

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty. Advance notice to the Director of Buildings & Grounds is required to permit the scheduling of a substitute, if required. An employee is also required to notify the Director of Building & Grounds immediately upon being excused from judicial duty.

ARTICLE IV GROUP INSURANCE

Section 4.01 - Eligibility:

Employees regularly scheduled to work 20 hours per week or more shall be eligible for group insurance contained in this Article.

Section 4.02 - Health and Hospitalization Insurance:

Eligible employees and their spouse and dependent children may participate in the district health and hospitalization insurance plan. The school district will contribute toward the premium as listed below. The selection of the insurance carrier and policy shall be made by the school district as provided by law. The amounts below will be prorated for employees who work less than full time. The effective date for new fiscal year employer contributions shall be January 1 of each year of this agreement.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

An employee who has been a head custodian in the Northfield School District for at least ten (10) years and retires upon attaining the age of age fifty-five (55) or thereafter may elect to continue coverage under the group health and hospitalization insurance plan until eligible for Medicare or a period provided by applicable laws. The employee shall be responsible to pay the full premium amount with the following exception. The School District shall contribute toward the premium under the same conditions as an employed head custodian, but not more than 80% of the premium amount, for two (2) years. If the employee has accumulated at least 60 days of sick leave at the time of retirement, he/she will be entitled to one (1) additional year of school district contribution to the health insurance premium.

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

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

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

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

Section 4.03 - Income Protection Insurance:

Income protection insurance shall be provided each eligible employee. The premium will be paid by the school district. There shall be a 60-day waiting period before the disability income protection goes into effect. The plan will pay 2/3 of the employee's base salary at the time of disability. Such disability payment will be coordinated with social security, PERA, or any other public retirement plans that may provide the same type of coverage.

Section 4.04 - Life Insurance:

The employer will provide group term life insurance coverage for each head custodian in the amount of \$50,000. The employee may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.05 - Dental Insurance:

The rate of school district payment for coverage for eligible employees shall be as follows. The effective date for new fiscal year employer contributions shall be January 1 of each year of this agreement.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.06 - Claims Against the School District:

It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 4.07 - Duration of Insurance Contribution:

Upon discontinuance of employment, all district participation and contribution shall cease effective on the last working day. However, employees may be continued in the group for a period following termination determined by the insurance carrier and applicable laws if the employee pays the entire premium amount.

ARTICLE V LONGEVITY

Section 5.01 - Longevity Pay:

Longevity pay will be paid on the basis of the following schedule:

	<u>2016-17</u>	<u>2017-18</u>
After completion of 6 years of employment:	\$650	\$650
7-12 years of employment inclusive:	\$850	\$850
13-19 years of employment inclusive:	\$1,000	\$1,000
20 years or more of employment:	\$1,200	\$1,200

Section 5.02 – Longevity Pay Schedule:

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

ARTICLE VI RETIREMENT

Section 6.01 – 403(b) Matching Plan:

Each year by October 1, eligible employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403(b) plan up to \$2,250 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.

ARTICLE VII VACANCIES

In the event of a head custodian job opening, the job shall be announced on the District job posting for a period of five (5) working days. The Board of Education shall have the right to select and assign all head custodians within the system.

ARTICLE VIII RESIGNATIONS

Employees electing to resign shall be required to give the employer at least two (2) weeks notice and shall continue at work during this two-week period with the understanding that the employee may leave sooner if a suitable replacement is obtained. If an employee provides at least two (2) weeks advance notice prior to leaving employment with the district, he/she shall be entitled to receive payment for any unused vacation days earned prior to separation.

ARTICLE IX GRIEVANCE PROCEDURE

Section 9.01 - Definitions:

Grievance: A grievance under this procedure is a claim by a covered employee that there has been a violation, misinterpretation or misapplication of any term or terms of any covered employee contract required under Minnesota Statutes or any attachment hereto.

Days: "Days" mean calendar days excluding Saturday, Sunday or legal holidays as defined by Minnesota Statutes.

Service: "Service" means personal service or by certified mail.

Reduced to Writing: "Reduced to Writing" means a concise statement outlining the nature of the grievance, the provision(s) of the contract in dispute, and the relief requested.

Answer: "Answer" means a concise response outlining the School Board's position on the grievance.

Section 9.02 - Level I:

Whenever a covered employee has a grievance, he/she shall meet on an informal basis with his/her immediate supervisor in an attempt to resolve the grievance within twenty (20) days after the grievance occurred or twenty (20) days after the employee, through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance. If the grievance is not resolved within fifteen (15) days of the first informal meeting, the grievance may be reduced to writing by the employee and served upon the Superintendent or his/her designee. Service must be made within fifteen (15) days of the last informal meeting.

The Superintendent or his/her designee shall, within five (5) days of receipt of the written grievance, serve his/her answer upon the employee.

Section 9.03 - Level II:

If the grievance is not satisfactorily resolved at Level I, it may be appealed to Level II by serving a notice of appeal on the Superintendent or his/her designee within five (5) days after receipt of the written disposition of the grievance at Level I. The Superintendent or designee shall meet with the grievant within seven (7) days after receipt of the written appeal from Level I or a grievance initiated at Level II. The parties shall endeavor to mutually resolve the grievance. If a resolution to the grievance results, the terms of the resolution shall be written on or attached to the grievance and shall be signed by all parties. If no agreement is reached within ten (10) days of the first Level II meeting, the grievant may elect to appeal the grievance to Level III by serving a proper notification on the Clerk of the School Board. The notification shall contain a concise statement indicating the intention of the party to proceed with the grievance, an outline of the grievance, the provision(s) of the contract in dispute, and the relief requested.

Section 9.04 - Level III:

The School Board shall meet with the employee within twenty (20) days after receiving notice of intention to proceed with the grievance pursuant to Level II. If resolution of the grievance results, the parties shall reduce the resolution to writing and sign it. If the parties are unable to reach agreement within ten (10) days after the first Level III meeting, either party may request arbitration by serving a written notice on the other party of their intention to proceed with arbitration.

Section 9.05 - Level IV:

The parties shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If no agreement is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator pursuant to PELRA, a list of arbitrators selected by the Commissioner, providing such request is made within twenty days after request for arbitration. Upon receipt of a list of arbitrators, the parties shall alternately strike names from the list until only one (1) name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of a coin.

Upon appointment of the arbitrator, the employee shall, within five (5) days after the notice of appointment, forward to the arbitrator, with a copy to the School Board, the substance of the grievance which shall include the following:

1. The issue involved.
2. Statement of the facts.
3. Position of the grievant.
4. The written documents developed in the first three levels of the grievance procedure.

The School Board is to make a similar submission of information; it shall also be done within five (5) days after the notice of appointment of the arbitrator, with copies to the covered employee.

The Board and the employee shall not be permitted to assert in such arbitration procedure any grievance or to rely on any evidence not previously disclosed to either party prior to five (5) days of the arbitration hearing.

The arbitrator shall not have the power to add, to subtract from, or to modify in any way the terms of the existing contract.

The decision of the arbitrator shall be final and binding on all parties to the dispute unless the decision violates any provision of the laws of Minnesota or rules or regulations promulgated thereunder, or municipal charters or ordinances or resolutions enacted pursuant thereto, or which causes a penalty to be incurred thereunder. The decision shall be issued to the parties by the arbitrator, and a copy shall be filed with the Bureau of Mediation Services, State of Minnesota.

Each party shall bear its own expenses in connection with arbitration including expenses relating to the parties' representatives, witnesses, and any other expenses that the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees of the arbitrator, but the cost of the transcript or recording will be paid by the party requesting the same (or shared mutually if agreeable) and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Section 9.06 – Processing of Grievances:

Processing of all grievances shall occur after the close of the employees' workday whenever possible. If this is not possible, employees shall not lose wages during their necessary participation in the grievance proceeding.

The parties, by mutual agreement, may waive any step and/or extend any time limits in the grievance procedure. Provided, however, that failure to adhere to the time limits shall result in a forfeit of the grievance or, in the case of the School Board or its designees, shall require mandatory alleviation of the grievance as outlined in the last statement by the grievant.

The provisions of this grievance procedure shall be severable, and if any provision or paragraph thereof or application of any such provision or paragraph under any circumstance is held invalid, it shall not affect any other provision or paragraph of this grievance procedure or the application of any provision or paragraph thereof under different circumstances.

Section 9.07 --No Reprisals:

No reprisals of any kind shall be taken by the School Board or the school administration against any employee because of his/her participation in this grievance procedure.

Section 9.07 - Election of Remedies and Waiver:

A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Policy, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further. This shall not apply to actions to compel arbitration as provided in this Policy or to enforce the award of an arbitrator.

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

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

AGREEMENT EXTENDS FROM
JULY 1, 2016, THROUGH JUNE 30, 2018

ARTICLE I EMPLOYMENT

Section 1.01 – Introduction

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

Section 1.02 – Basic Services

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

Section 1.03 - Duty Year

The duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines. The employee shall be on duty during any emergency, natural or unnatural, unless they are otherwise excused in accordance with School Board or administrative policy.

ARTICLE II SALARIES AND OTHER COMPENSATION

Section 2.01 - Compensation

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

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

Section 2.02 – Experience Credit

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

Section 2.03 – License Stipends

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

1st Class License: \$2,100 per year

Chief License: \$2,775 per year

Section 2.04 – Supplement for Indoor Swimming Pool Maintenance:

Swimming Pool Maintenance

\$500 per year

Section 2.05 – Commercial Driver's License

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

Section 2.06 – Holidays

Employees who work 20 hours or more per week, with a duty year of 52 weeks, shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Good Friday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the immediate supervisor.

Section 2.07 – Uniforms

The annual allotment for uniforms for each employee will be up to five shirts of the employee's choice and eligibility to receive \$400 taxable stipend each year for the purposes of purchasing pants, shoes, coat or other work clothing. School district uniforms must be worn at all times when school is open to the public or to students. Damaged uniforms may be replaced at the discretion of the school district upon request. It shall be the responsibility of the employee to launder his/her uniforms.

Section 2.08 – Hours of Work and Overtime Pay

The basic work week shall consist of forty (40) hours. Working hours shall be determined by the school administration. Coordinators shall be paid on the basis of one and one-half (1.5) times the base hourly rate for work beyond the basic work week of forty (40) hours. If called back to work outside of the regular work schedule, there shall

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

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

Section 2.09 - Travel

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

Section 2.10 - Professional Improvement

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

Section 2.11 - Professional Membership Dues

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

Section 2.12 - Vandalism Reimbursement

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

ARTICLE III VACATION/LEAVES

Section 3.01 - Vacation

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

Vacations for employees working 52 or more weeks per year shall be as follows:

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

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

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be scheduled with and approved by their immediate supervisor using the District's substitute/leave management system.

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

Employees working fewer than 52 weeks per year shall not receive vacation.

Section 3.02 - Sick Leave

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

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

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

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

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

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

unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

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

Section 3.03 – Disaster Leave

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

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

Section 3.04 – Bereavement Leave:

Employees may be allowed up to ten (10) days per year of leave with pay in case of death.

Bereavement leave may be used in the case of a death of family or friends. A deduction of these days will be made from sick leave.

Section 3.05 – Personal Leave

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

Section 3.06 – Leave of Absence Without Pay

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

Section 3.07 - Child Care Leave and Adoption Leave

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

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

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

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

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

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

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

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

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

Section 3.08 – Religious Observance Leave

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

Section 3.09 – Judicial Duty

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty. Advance notice to the Director of Buildings & Grounds is required to permit the scheduling of a substitute, if required. An employee is also required to notify the Director of Building & Grounds immediately upon being excused from judicial duty.

Section 3.10 – Superintendent's Discretionary Leave

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

Section 3.11 – School Conference and Activities Leave

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

ARTICLE IV INSURANCE

Section 4.01– Insurance Eligibility

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

Section 4.02 – District Obligation

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

Section 4.03 - Health and Hospitalization

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

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.04 - Dental Insurance

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

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.05 - Life Insurance

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

Section 4.06 - Long-Term Disability Insurance

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

Section 4.07 - Liability Insurance

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

Section 4.08 - Duration of Insurance Contribution

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

ARTICLE V LONGEVITY

Section 5.01 – Longevity

	<u>2016-17</u>	<u>2017-18</u>
After completion of 6 years of employment:	\$550	\$550
7-12 years of employment inclusive:	\$800	\$800
13-19 years of employment inclusive:	\$1,200	\$1,200
20 years or more of employment:	\$1,500	\$1,500
After 30 years' employment:	\$2,000	\$2,000

Section 5.02 -- Longevity Pay Schedule

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

ARTICLE VI RETIREMENT

Section 6.01 – Retirement Insurance

If the employee retires upon attaining age fifty-five (55) or thereafter and has at least ten (10) years experience in the School District, they may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The employee may continue participation in the District's group term life insurance plan according to provisions of Section 4.05 at the employee's own expense until the

employee is eligible for Medicare. The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for three (3) years from the date of retirement.

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

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

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

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

Section 6.02-- 403(b) District Matching Plan

Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$2,500 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime district contribution will be \$25,000.

APPENDIX A

**SALARIES AND DUTY YEAR
2016-17**

Position	Duty Year	Annual Salary
Grounds Coordinator	52 weeks	\$55,760
Maintenance Coordinator	52 weeks	\$55,760
Master Electrician	52 weeks	\$73,595

APPENDIX B

**SALARIES AND DUTY YEAR
2017-18**

Position	Duty Year	Annual Salary
Grounds Coordinator	52 weeks	\$57,957
Maintenance Coordinator	52 weeks	\$57,957
Master Electrician	52 weeks	\$76,495

Steps for Services

Step	Amount
1	\$0
2	\$0
3	\$250
4	\$500
5	\$750
6	\$1,000

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Community Services Staff

Policy Extends from
July 1, 2016, through June 30, 2018

ARTICLE I EMPLOYMENT

Section 1.01 – Introduction

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

Section 1.02 - Basic Services

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

Section 1.03 - Duty Year

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

ARTICLE II SALARIES

Section 2.01 - Compensation

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

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

Section 2.02 – Experience Credit

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

Section 2.03 - Holidays

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

ARTICLE III LEAVES

Section 3.01 - Vacation

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

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

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

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

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

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

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

Section 3.02 - Sick Leave

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

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

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

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

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

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

Section 3.03 – Disaster Leave

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

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

Section 3.04 – Bereavement Leave

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

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

Section 3.05 - Personal Business

The employee shall be allowed two (2) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of their immediate supervisor. A deduction of these days will be made from sick leave. There shall be no paid personal business days for those employees who do not qualify for sick leave.

Section 3.06 - Leave of Absence Without Pay

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance

policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave, subject to the requirements of applicable law.

Section 3.07 - Child Care Leave and Adoption Leave

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

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

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

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

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

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

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

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

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

Section 3.08 – Religious Observance Leave

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

Section 3.09 – Judicial Duty

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty. Advance notice to the immediate supervisor is required to permit the scheduling of a substitute. An employee is also required to notify the immediate supervisor immediately upon being excused from judicial duty.

Section 3.10 – Superintendent's Discretionary Leave

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

Section 3.11. – School Conference and Activities Leave

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

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

ARTICLE IV INSURANCE

Section 4.01– Insurance Eligibility

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

Section 4.02 – District Obligation

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

Section 4.03- Health and Hospitalization

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

District Health Insurance Contributions

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

Section 4.04 - Dental Insurance

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

District Dental Insurance Contributions

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

Section 4.05 - Life Insurance

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

Section 4.06 - Long-Term Disability Insurance

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

Section 4.07 - Liability Insurance

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

Section 4.08 - Duration of Insurance Contribution

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

ARTICLE V OTHER BENEFITS

Section 5.01 - Travel

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

Section 5.02 - Professional Improvement

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

Section 5.03 - Vandalism Reimbursement

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

ARTICLE VI RETIREMENT

Section 6.01 – 403(b) Matching Plan

Each year by October 1, eligible employees working 20 hours or more per week who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$375 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.

APPENDIX A
SALARIES AND DUTY YEAR
2016-17

Position	Duty Year	Hourly Rate
Auditorium Technician	4.0 Hrs/Day up to 728 Annual Hours	\$20.99
Site Leader – Step 1	260 days*	\$15.34
Site Leader – Step 2	260 days*	\$15.66
Site Leader – Step 3	260 days*	\$15.99
Site Leader – Step 4	260 days*	\$16.62
Site Assistant – Step 1 (All Programs)	260 days*	\$12.43
Site Assistant – Step 2 (All Programs)	260 days*	\$12.77
Site Assistant – Step 3 (All Programs)	260 days*	\$13.09
Site Assistant – Step 4 (All Programs)	260 days*	\$13.43
Temporary Site Assistant	Less than 60 days*	\$12.43
Student Site Assistant – school year	190 days*	\$9.50
Temporary Student Site Assistant	Less than 60 days*	\$9.50
Targeted Services Enrichment Coordinator/Club Leader	8 Hrs/Wk	\$20.09
Mentoring Specialist	3 Hrs/Day – 36 Weeks*	\$17.60
Early Childhood Outreach Specialist	206 days*	\$17.60
Building Supervisor	Up to 10 hours/week	\$15.34
Venture Site Leader – Step 1	260 days*	\$18.18
Venture Site Leader – Step 2	260 days*	\$18.69
Venture Site Leader – Step 3	260 days*	\$19.19
Venture Site Leader – Step 4	260 days*	\$19.70
Venture Site Leader – Step 5	260 days*	\$20.20
Venture Site Leader – Step 6	260 days*	\$20.71
Early Venture Teacher – Step 1	260 days*	\$15.15
Early Venture Teacher – Step 2	260 days*	\$15.66
Early Venture Teacher – Step 3	260 days*	\$16.16
Early Venture Teacher – Step 4	260 days*	\$16.67
Early Venture Teacher – Step 5	260 days*	\$17.17
Early Venture Teacher – Step 6	260 days*	\$17.68
Early Venture Assistant Teacher – Step 1	260 days*	\$14.14
Early Venture Assistant Teacher – Step 2	260 days*	\$14.65
Early Venture Assistant Teacher – Step 3	260 days*	\$15.15
Early Venture Assistant Teacher – Step 4	260 days*	\$15.66
Early Venture Assistant Teacher – Step 5	260 days*	\$16.16
Early Venture Assistant Teacher – Step 6	260 days*	\$16.67

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

APPENDIX B
SALARIES AND DUTY YEAR
2017-18

Position	Duty Year	Hourly Rate
Auditorium Technician	4.0 Hrs/Day up to 728 Annual Hours	\$21.62
Site Leader – Step 1	260 days*	\$15.50
Site Leader – Step 2	260 days*	\$15.82
Site Leader – Step 3	260 days*	\$16.15
Site Leader – Step 4	260 days*	\$17.04
Site Assistant – Step 1 (All Programs)	260 days*	\$12.56
Site Assistant – Step 2 (All Programs)	260 days*	\$12.89
Site Assistant – Step 3 (All Programs)	260 days*	\$13.22
Site Assistant – Step 4 (All Programs)	260 days*	\$13.78
Temporary Site Assistant	Less than 60 days*	\$12.56
Student Site Assistant – school year	190 days*	\$9.50
Temporary Student Site Assistant	Less than 60 days*	\$9.50
Targeted Services Enrichment Coordinator/Club Leader	8 Hrs/Wk	\$20.49
Mentoring Specialist	3 Hrs/Day – 36 Weeks*	\$18.30
Early Childhood Outreach Specialist	206 days*	\$18.30
Building Supervisor	Up to 10 hours/week	\$15.50
Venture Site Leader – Step 1	260 days*	\$18.36
Venture Site Leader – Step 2	260 days*	\$18.87
Venture Site Leader – Step 3	260 days*	\$19.38
Venture Site Leader – Step 4	260 days*	\$19.89
Venture Site Leader – Step 5	260 days*	\$20.40
Venture Site Leader – Step 6	260 days*	\$20.91
Early Venture Teacher – Step 1	260 days*	\$15.30
Early Venture Teacher – Step 2	260 days*	\$15.81
Early Venture Teacher – Step 3	260 days*	\$16.32
Early Venture Teacher – Step 4	260 days*	\$16.83
Early Venture Teacher – Step 5	260 days*	\$17.34
Early Venture Teacher – Step 6	260 days*	\$17.85
Early Venture Assistant Teacher – Step 1	260 days*	\$14.28
Early Venture Assistant Teacher – Step 2	260 days*	\$14.79
Early Venture Assistant Teacher – Step 3	260 days*	\$15.30
Early Venture Assistant Teacher – Step 4	260 days*	\$15.81
Early Venture Assistant Teacher – Step 5	260 days*	\$16.32
Early Venture Assistant Teacher – Step 6	260 days*	\$16.83

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

Community Services Recreation Department Payroll Scale

This form is to be submitted annually by Community Services at the end of May, to the school board for approval of recreation pay rates. This form applies to payroll staff only and does not concern contracted staff.

Date: 06/03/16

Requester: Melissa Bernhard

Effective Date of Change: 06/01/16

Ending Date of Change: 5/31/17

Recreation Starting Wage	From: \$9.00 + exp.	To: \$9.50 (eff 8/1/16)
Recreation Starting Wage (Lifeguard)	From: \$9.50	To: No Change
Recreation Starting Wage (WSI)	From: \$10.00	To: \$10.50
Recreation Starting Wage (Supervisor/Class Lead)	From: \$10.00	To: No Change
Annual Increase Allocation Per Staff	From: 0.25	To: No Change

Aquatic Supervisors/Class Leads may not be allocated an increase of any amount unless a WSI certification is obtained.

NORTHFIELD PUBLIC SCHOOLS

**POLICY DOCUMENT
COVERING
WAGES, WORKING CONDITIONS AND FRINGE BENEFITS
OF
CHILD NUTRITION EMPLOYEES**

**Policy Extends from
July 1, 2016 through June 30, 2018**

ARTICLE I

EMPLOYMENT

Section 1.01 – Introduction

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

Section 1.02 – Basic Services

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

Section 1.03 – Policy

This policy is in effect from July 1, 2016 through June 30, 2018. In the event a successor policy is not approved prior to the expiration of this Policy, the employee shall be compensated according to his/her current rate until a successor policy is approved by the Board of Education.

Section 1.04 – Entry Level Probationary Period

Entry level employees probationary period shall be six (6) months. The purpose of probation is to verify the match between Northfield Public Schools mission based Child Nutrition needs and the mission aligned knowledge, skills and work behaviors of entry level employees. Employees in this category may or may not pass probation at the discretion of the school district.

Section 1.05 - Resignations

Employees electing to resign shall be required to give the Child Nutrition Director dated, written, and signed notice at least two (2) weeks in advance of the employee's final work day. The employee electing to resign shall continue Child Nutrition regular job responsibilities during the two-week notice period. Any request to leave sooner than the two-week notice period shall be considered by the Child Nutrition Director after a suitable replacement employee is obtained for the position.

Section 1.06 – Required Certification

All Child Nutrition employees must be certified by one of the following entities and keep their certification current:

- Servsafe at www.servsafe.com
- Safe food training (SFT) at www.safefoodtraining.com
- Learn to serve at www.learn2serve.com

New employees that do not already have the certification must successfully complete one of the above certifications prior to the end of their six-month probationary period.

ARTICLE II RATES OF PAY AND OTHER COMPENSATION

Section 2.01 - Wages

<u>Job Classification</u>	<u>2016-17 Hourly Rate</u>	<u>2017-18 Hourly Rate</u>
Child Nutrition Manager II - H.S. or M.S.	\$20.48	\$21.04
Child Nutrition Manager I - Elementary	\$20.15	\$20.71
Child Nutrition Associate III	\$18.95	\$19.51
Child Nutrition Associate II	\$17.27	\$17.83
Child Nutrition Associate I	\$16.27	\$16.83
Summer Child Nutrition Lead	\$19.40	\$19.40
Summer Child Nutrition Associate	\$16.52	\$16.52
Student Child Nutrition Associate	\$9.50*	\$9.50*

* Pay for this position aligned with Minnesota minimum wage rates.

The Child Nutrition Director shall determine the job classification for each employee based upon the responsibilities of the position and the corresponding qualifications of the incumbent/entry-level employee.

Section 2.02 - Training Stipend

An hourly stipend of \$0.65 per hour for the 2016-17 school year and \$.75 per hour for the 2017-18 school year for individuals who have completed Level I of the School Nutrition Association Certification will be added to the hourly rates of pay for Child Nutrition Employees. Certification shall be provided to the Human Resources Office no later than September 1 to receive the stipend.

Section 2.03 - Long-Term Substitutes

Individuals who substitute in the same position for twenty (20) consecutive work days or more shall be eligible to be paid at the CNA I hourly rate, upon the recommendation of the Child Nutrition Director and approval of the Superintendent or his/her designee. Upon completion of the long-term substitute assignment, further substitute assignments will be paid at the regular substitute rate of pay. Eligibility for payment at this level cannot be carried over from one school year to the next.

Section 2.04 - Former Child Nutrition Employees Who Substitute

Substitutes who have formerly been employed in the Northfield School District in regular Child Nutrition positions for at least three continuous years shall be paid at the CNA I hourly rate.

Section 2.05 - Rate of Pay for Regular Employees Who Substitute in a Position of Higher Classification:

Regular Child Nutrition employees who substitute in a position with a higher classification shall be paid at the hourly rate established for the higher classification beginning with the sixth consecutive day of substituting in that position.

Section 2.06 - Uniform Allowance

\$300 per year for all employees to be paid with their first paycheck of the contract year. The employee must purchase one (1) pair of work shoes that are slip-resistant on an annual basis. The remainder of the stipend is to be used to purchase either black, navy or khaki pants and the approved district uniform shirt(s) or sweatshirt, in navy, black or maroon with the District logo. It is required that all Child Nutrition employees purchase new clothing each school year using the allowed allowance. The district office will coordinate the orders for shirts at the beginning of the school year. Each employee will be responsible for purchasing the approved pants.

Section 2.07 – Lunch

Child Nutrition employees will be provided a regular Type A lunch on food preparation days at no cost to the Child Nutrition employees according to the National School Lunch Program regulations

HOURS OF WORK, BREAKS, OVERTIME, AND HOLIDAYS

Section 2.08 – Work Day

The number of hours authorized for each position shall be established by the School Board on the basis of the requirements of the job and financial resources of the District, and shall be scheduled by the Child Nutrition Director. The paid work day shall exclude time for lunch (30 minutes). Typically, hours worked will coincide with regular established schedules. However, hours may need to be reduced or extended when student activities result in less or more students eating lunch on a given day. Kitchen Managers will notify employees of any change in hours. Employees will be paid only for time worked. The calculation of wages shall be based on the number of hours shown on the employee's weekly attendance record.

Section 2.09 – Work Year

The maximum number of work days in a given year shall be the number of student days scheduled on the approved school calendar plus up to three (3) days for opening and closing the kitchens (for example, two (2) days to receive the food order, clean and open the kitchen in the Fall and one (1) day to store food and supplies and organize the kitchen in the Spring). Additional days may be scheduled for special events such as a luncheon during preschool workshop and/or school staff in-service meetings, special workshops, etc. Any work days outside of the number of student days scheduled on the approved school calendar must be authorized as scheduled by the Child Nutrition Director.

In the event that school (or schools) is closed due to an emergency, Child Nutrition employees shall continue to receive compensation for up to a maximum of two (2) prorated days per year, equivalent to the normal work hours for each employee. Child Nutrition employees shall be required to perform services if requested to do so by the Child Nutrition Director. An emergency closing shall be defined as any unscheduled closing of the school or schools. Examples might include inclement weather, energy shortage, breakdown of equipment, strike, etc. The District shall have the right to require employees to perform services on days scheduled as make-ups for student days lost due to emergency closings.

Section 2.11 - Paid Breaks

Child Nutrition employees shall be allowed a 15-minute paid break for each three and one half (3½) hours segment of actual work time. The chart below shows the number of paid breaks based on hours worked.

<u>Hours Worked</u>	<u>Breaks</u>
Less than 3.5	0
3.5-6.99	1
7-8	2

These breaks shall be taken at a time when the least possible disruption in service results and as scheduled by the Kitchen Manager.

Section 2.12 – Overtime

Employees shall be paid at time and one-half of the base hourly rate for hours worked in excess of 40 in any one work week. Vacation time, sick time, or other leave time will not be used to calculate hours worked in any work week. The time and one-half rate shall also apply to services rendered for special functions after 4:00 p.m. or on weekends. The scheduling of overtime for employees shall be approved in advance by the Child Nutrition Director and Kitchen Manager.

Child Nutrition Substitutes are not eligible for overtime unless they work more than forty (40) hours in any one work week. Substitutes will be paid \$3.00 per hour above their normal pay rate for services rendered for special functions after 4:00 p.m. or on weekends.

Section 2.13 - Holidays with Pay

Employees will receive the following five holidays with pay provided the Holidays occur within the employee's work year: Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and Memorial Day.

Section 2.14 - Professional Development

Professional development activities such as workshops, classes, and training sessions may be provided on a group or individual basis within budget allocations at the discretion of the Child Nutrition Director.

LEAVES

Section 3.01 - Sick Leave

The school District may require an employee to furnish a medical statement from a qualified physician as evidence of illness in order to qualify for sick leave pay if sick leave requested is due to the illness or injury of the employee. Final determination as to the eligibility of an employee for sick leave will be made by Northfield Public Schools.

Employees Working 15 to 19.99 Hours Per Week:

Two (2) prorated days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, and/or for other individuals to the extent provided by Minnesota law. Sick leave days are noncumulative from one year to the next.

Employees Working 20 Hours Per Week or More:

Ten (10) prorated days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, and/or for other individuals to the extent provided by Minnesota law. Sick leave days are cumulative to 120 days.

Section 3.02 - School Conference and Activities Leave

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

Section 3.03 - Bereavement Leave

Employees Working 15 to 19.99 Hours Per Week:

Up to two (2) days per year may be used in case of bereavement. Time off for bereavement shall be deducted from unused Sick Leave. Bereavement leave may be used in the case of a death of family members or friends.

Employees Working 20 Hours Per Week or More:

Up to ten (10) days per year of leave with pay in case of bereavement. Time off for bereavement shall be deducted from unused Sick Leave. Bereavement leave may be used in the case of death of family members or friends.

Section 3.04 Personal Leave

Employees Working 15 to 19.99 Hours Per Week:

Employees working less than 20 hours per week on average are not eligible for Personal Leave.

Employees Working 20 Hours Per Week or More:

At the discretion of the Kitchen Manager and Child Nutrition Director, Child Nutrition personnel may be granted Personal Leave of up to two (2) prorated days per year. Personal Leave days will be deducted from unused Sick Leave. Personal Leave prorated days may not be carried over from one academic year to another.

Requests for personal leave must be made via the District's substitute/leave system at least three (3) working days in advance, except for emergencies. Recommendations for leave approval from the Kitchen Manager are subject to final approval by the Child Nutrition Director.

Section 3.05 - Leave of Absence Without Pay

Child Nutrition personnel may apply for a Leave of Absence Without Pay in the event of personal circumstances regardless of the number of hours worked per week. A request for a leave of absence without pay must be submitted no less than thirty (30) days prior to the requested day(s) off unless emergency circumstances prevent such notice. A Leave of Absence Without Pay of up to five (5) prorated days may be approved by the Child Nutrition Director. The Child Nutrition Director will consider how many employees are scheduled to be absent at the requesting employee's site when considering the request. Typically no more than two (2) employees may be scheduled to be absent in school sites who have 10 employees or more in one work day for any reason other than illness or emergency. School sites with less than 10 employees may not have more than one (1) employee scheduled absence. Additional days may be granted without pay at the recommendation of the Child Nutrition Director and the approval of the Superintendent or his/her designee.

Section 3.06 – Judicial Duty

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty. Advance notice to the Director of Child Nutrition is required to permit the scheduling of a substitute. An employee is also required to notify the Director of Child Nutrition or Kitchen Manager immediately upon being excused from judicial duty.

ARTICLE IV GROUP INSURANCE

Section 4.01 – Eligibility

Employees Working Less than 20 Hours Per Week:

No Group Insurance is provided to Child Nutrition employees who work less than 20 hours per week.

Employees Working 20 Hours Per Week or More:

Employees scheduled to work all of the scheduled student days in session or more shall be eligible for Group Insurance Benefits.

Insurance coverage will be effective upon enrollment of the employee and acceptance by the carrier. All District participation and contribution toward benefits shall cease effective on the last working day of the month in which the Child Nutrition employee terminates employment. However, employees may be continued in the group for a period determined by COBRA legislation at the employees' own expense.

During the term of this policy, the employer will purchase the group insurance policies described in this section. It is understood and agreed that the provisions of this section are merely descriptive of the coverage provided, and that the eligibility of the employee for benefits shall be governed by the terms of the master insurance contracts in force between the employer and the insurer providing such coverage. The effective date for employer contributions shall be January 1 of each year of this agreement.

Section 4.02 - Health and Hospitalization Insurance

Eligible employees and their spouse and dependent children may participate in the District group health and hospitalization insurance plan. The school district will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

2016-18 Health Insurance District Contribution

	30-40 hrs/wk <u>1.0 factor</u>	25 < 30 hrs/wk <u>.6 factor</u>	20 < 25 hrs/wk <u>.5 factor</u>
<u>SINGLE</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement
<u>FAMILY</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement

Section 4.03 - Dental Insurance

Eligible employees and their spouse and dependent children may participate in the District group dental insurance plan. The District will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be paid by the employee through payroll deduction.

2016-18 Dental Insurance District Contribution

	30-40 hrs/wk <u>1.0 factor</u>	25 < 30 hrs/wk <u>.6 factor</u>	20 < 25 hrs/wk <u>.5 factor</u>
<u>SINGLE</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement
<u>FAMILY</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement

Section 4.04 - Life Insurance

The employer will contribute up to \$5.50 per month for group term life insurance coverage in the amount of \$35,000. The employee may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.05 - Income Protection

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

Section 4.06 -- Retirement

All District contributions for benefits shall cease upon retirement. Child Nutrition employees who retire after age 59 may continue participation in the District's group health and hospitalization insurance plan until eligible for Medicare provided they pay the full cost of the premium. Participation beyond that shall be in accordance with applicable laws and regulations.

ARTICLE V LONGEVITY

Section 5.01 - Longevity Appreciation

Employees working 20 hours/week or more Longevity Appreciation:

2016-18

After 5 years:	\$650/yr	After 15 years:	\$850/yr
After 10 years:	\$750/yr	After 20 years:	\$1,050/yr

Employees working less than 20 hours/week Longevity Appreciation:

After 5 years: \$300/yr

Section 5.02 - Longevity Pay Schedule

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

ARTICLE VI RETIREMENT

Section 6.01 – 403(b) Matching Plan

Each year by October 1, eligible employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$1,700 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.

