

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, August 8, 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. Educational Assistants Training Modules.
 2. Charter School Authorizer Update.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Resolution Relating to the Election of School Board Members and Calling the School Board Election.
 - B. Items for Consent Grouping
 1. Financial Reports – June 2016.
 3. Northfield Swim Club Agreement.
 4. Contract for Translation Services.
 5. Personnel Items.
- VIII. Items for Information
 1. Filing Dates for Election to the School Board.
- IX. Future Meetings

Monday, August 22, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, September 12, 2016, 5:00 PM to 6:30 PM, School Board Work Session (Strategic Planning), Northfield High School (location TBD)
Monday, September 12, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

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

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed. D., Superintendent
RE: Explanation of Agenda Items for the August 8, 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 July 11, 2016, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. Educational Assistants Training Modules.
Director of Special Services Cheryl Hall and Assistant Director of Special Education Lynn Krominga will share a professional development strategy they created for increasing the capacity of Educational Assistants. Members of the team who implemented this strategy have been requested to present it at multiple professional conferences.
 2. Charter School Authorizer Update.
Superintendent Hillmann will provide a brief update on the District's role as a charter school authorizer and preview upcoming steps in the process.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Resolution Relating to the Election of School Board Members and Calling the School Board Election.
The Board of Education is requested to adopt the attached Resolution regarding the School Board election to be held on Tuesday, November 8, 2016. This Resolution is the Board authorization necessary to formally establish this year's election process. The adoption of this Resolution will meet the requirements necessary to comply with the election process. Ballots for the School Board election will be included in the general election ballots prepared by the County Auditors. The official canvass of the election results will be scheduled as an agenda item for the Monday, November 14, 2016, Board meeting.

Superintendent's Recommendation: Motion to approve the Resolution Relating to the Election of School Board Members and Calling the School Board Election. (Since this is a resolution, a roll call vote will be needed.)
 - B. Items for Consent Grouping
Superintendent's Recommendation: Motion to approve the following items listed under the Consent Grouping.
 1. Financial Reports – June 2016.
Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$2,249,001.26, payroll checks totaling \$5,926,142.53 and the financial reports for June 2016. There were no bond payments made in June 2016.

2. Northfield Swim Club Agreement.

The School Board is asked to approve the enclosed agreement with the Northfield Swim Club. This Agreement is for the time period September 1, 2016 to August 31, 2017. Changes include: (1) update to dates in the agreement; and (2) update of hourly wage for custodial services outside the normal hours of building operation.

3. Contract for Translation Services.

Enclosed is a ten-month contract with Mar Valdecantos for translation services for the time period August 1, 2016 through June 30, 2017. Total compensation for the ten-month contract will be \$8,250.00.

4. Personnel Items.

a. Appointments.*

1. Correction: Courtney Olson, 1.0 FTE CVSEC EBD Elementary Teacher in Faribault beginning 08/29/2016; change from BA, Step 0 (2016-17) to MA, Step 0. (Additional transcripts received)
2. **Lucy Archibald, Long-Term Substitute Building Nurse at Bridgewater for 8 hours/day beginning 08/29/2016 – 06/07/2017. Step 3, \$29.94/hr-subject to change.
3. Anastazia Badeau, 1.0 Long-Term Substitute Speech Language Pathologist at Greenvale Park Elementary beginning 08/29/2016 – 11/22/2016; MA, Step 6- 60 days.
4. Mark Borene, Special Education Educational Assistant-PCA (SpecEd EA-PCA) at the Cannon Valley Special Education Cooperative in Northfield for 7 hours/day beginning 08/30/2016; CVSEC, Step 1 - \$15.58/hr.
5. Haanah Braun, EarlyVentures Site Assistant at Longfellow for 17.5 hours/week beginning 08/15/2016; Step 2 - \$12.77.
6. Samantha Chlan, 1.0 FTE CVSEC Special Education DCD Teacher at the Cannon Valley Special Education Cooperative in Faribault beginning 08/29/2016; BA, Step 0.
7. Brea Cruce, Child Nutrition Associate I for 3.75 hours/day at the High School beginning 08/30/2016; \$16.27/hr.
8. Megan DeGrood, Early Ventures Teacher at Longfellow for 37 hours/week beginning 8/22/2016. Step1 - \$15.15/hr.
9. Diane Dehnert, .5 FTE Speech Pathologist at the Cannon Valley Special Education Cooperative in Northfield beginning 08/29/2016; MA+30, Step 5.
10. Marlene L. Ernste Reineke, Child Nutrition Associate I for 3.75 hours/day at Greenvale Park Elementary beginning 08/16/2016; \$16.27/hr.
11. **Arleene Gallardo, HR Generalist (Class IV) for 8 hours/day beginning 07/25/2016; Class IV, Step 1, \$17.75/hr – subject to change.
12. **Emily Grote, HR Generalist (Class IV) for 8 hours/day beginning 08/08/2016; Class IV, Step 2, \$18.07/hr, - subject to change.
13. Kristi Hayes, Special Education Educational Assistant-PCA (SpecEd EA-PCA at the Cannon Valley Special Education Cooperative in Northfield for 7 hours/day beginning 08/30/2016; Step 4, \$16.69.
14. Kari Heid, EarlyVentures Teacher at Longfellow for 40 hours/week beginning 08/29/2016; Step 4-\$16.67/hr.
15. Bergen Hoff, CS Recreation Staff beginning 07/13/2016 – 08/31/2016 (Soccer Staff/General Rec \$9.00/hour; Soccer Supervisor \$10.00/hour.
16. Bonnie Johnson, Office Generalist, Class II Due Process Clerical for 7.5 hrs/day beginning 8/29/2016, Class II, Step 2 - \$16.53/hr –Subject to change.
17. Allison Kopp, 1.0 FTE ASD SUN Teacher at the Cannon Valley Special Education Cooperative in Northfield beginning 08/29/2016; MA, Step 0.
18. Joseph Larscheid, Special Education Educational Assistant-PCA (SpecEd EA-PCA) at the Cannon Valley Special Education Cooperative in Northfield for 7 hours/day beginning 08/30/2016; CVSEC, Step 4 - \$16.69/hr
19. Rebecca Lorang, 1.0 LTS EL Teacher at the Middle School beginning 08/29/2016 – BA 60, Step 0.

20. Kimberly McMillian, General Education Educational Assistant (GenEd EA-Instructional) at the High School for 7 hours/day beginning 08/30/2016; General Ed, Step 3 - \$15.19/hr.
 21. Rachel Morrison, 1.0 FTE School Social Worker at Greenvale Park beginning 08/29/2016; BA, Step 0.
 22. Kelly Piker, Assistant JV Volleyball Coach at the High School beginning 08/16/2016; Level E, Step 5 (5-1).
 23. Elizabeth Quigley, Early Ventures Teacher for 40 hours/week at Longfellow beginning 8/22/2016. Venture Teacher, Step 1 - \$15.15/hr.
 24. Taylor Rahman, Early Ventures Teacher for 40 hours/week at Longfellow beginning 08/29/2016; Ventures Teacher, Step 2 - \$15.66/hr.
 25. Melissa Roth, 1.0 FTE CVSEC Special Education DCD Teacher at the Cannon Valley Special Education Cooperative in Faribault beginning 08/29/2016; BA, Step 5 – Subject to change to obtaining a variance.
 26. Melissa Shepherd, 1.0 FTE Fourth Grade Teacher at Bridgewater beginning 08/29/2016; BA, Step 2.
 27. Nichole Spicer, Special Education Educational Assistant-PCA (SpecEd EA-PCA) at the Cannon Valley Special Education Cooperative in Faribault for 7.0 hours/day beginning 08/29/2016; CVSEC EA, Step 1, - \$15.58/hr.
- b. Increase/Decrease/Change in Assignment.
1. Kayla Ballstadt, Temporary CNA 1 at MS, change to CNA 1 at MS beginning 7/26/2016.
 2. Kathy Beck, SpecEd EA-PCA at Greenvale Park for 3.5 hours/day ending 08/04/2016, change to SpecEd-PCA at Greenvale Park for 6.75 hours/day (5 days/week) beginning 08/30/2016.
 3. Laura Berdahl, Community School Co-Coordinator 30 hrs/wk and 45 wks/yr, change to 40 hrs/wk and 43 wks/yr beginning 7/1/2016.
 4. Allyson Bernstorff, ESY SpecEd EA-PCA at the Middle School for 3.5 hours/day, add ESY Bus PCA at the Middle School for up to 8 hours/week beginning 07/11/2016 – 08/04/2016.
 5. Tim Biegert, Industrial Tech Teacher (.8 FTE at the HS; .2 FTE at the ALC), change to 1.0 FTE at the High School beginning 08/29/2016.
 6. Shari Bridley, ECSE SpecEd EA-PCA at Longfellow for 35 hours/week, decrease to 32.5 hours/week beginning 8/30/2016.
 7. Laura DeGroot, Weight Lifting Team Coach at High School, add to High School Weight Room Assistant (Fall) beginning 8/15/2016 – 11/13/2016; Level K, Step 3.
 8. Teresa Findlay EA PCA at MS for 6.75 hrs/day, change to Office Generalist, class II, Due Process Clerical for 7.5 hrs/day beginning 8/29/16. Class II, Step 1, - \$16.20/hr.
 9. Emileana Graupmann, Social Studies Teacher, add Assistant Boys/Girls Cross Country Coach at the High School beginning 08/15/2016 – 11/05/2016; Level G, Step 1
 10. Cecelia Green, Concessions Manager at the High School (Activities) for the 2016-17 school year; \$1,550 Stipend, change to \$2,050 for 2016-17.
 11. Amy Hales, SpecEd EA-PCA at Bridgewater for 6.75 hours/day ending 06/08/2016, change to SpecEd-PCA at Bridgewater for 6.75 hours/day beginning 08/30/2016.
 12. Inger Hanson, EL Teacher at the Middle School, change to 1.0 LTS Instructional Coach at Bridgewater beginning 08/29/2016 – 06/07/2017.
 13. Jeanne Hanzlik, 1.0 Science Teacher at the High School, add Homebound Instruction at the High School for up to 15 hours beginning 5/26/2016.
 14. Karna Hauck, Art Teacher at the High School (.9 FTE at the High School-Semester 1; 1.0 FTE at the HS-Semester 2), change to .6 FTE Art at the HS; .165 FTE at the ALC for Semester 1 (.765 FTE), and .8 FTE at the HS; .165 at the ALC for Semester 2 (.965 FTE) effective 08/29/2016.
 15. Mara Hessian, SpecEd EA-PCA at Bridgewater for 6.75 hours/day ending 06/08/2016, change to SpecEd EA-PCA at Bridgewater for 6.75 hours/day beginning 8/30/2016 with no ending date.
 16. Robyn Jessen, SpecEd EA at Greenvale Park for 6.75 hours/day, change to SpecEd EA-PCA at Greenvale Park for 6.75 hours/day beginning 08/30/2016.

17. Betty Kline Cust. Engineer at Sibley, Change to Head Custodian at Greenvale Park beginning 8/8/2016. Step 3 - \$22.29/hr.
18. Richelle Kruger, ESY SpecEd EA-PCA at the High School for 3.5 hours/day, add ESY Bus PCA 2 hrs./day for 16 days at the HS and .75 hrs./day for 8 days at Sibley beginning 07/11/2016 – 08/04/2016.
19. Richelle Kruger, Educational Assistant at the High School, add Camp Friends Staff at CS beginning 07/27/2016 – 08/18/2016; \$15.51/hour (*subject to change with 2016-18 agreement).
20. Beth Kuyper, ESY SpecEd EA-PCA at the High School for 3.5 hours/day, add ESY Bus PCA for up to 4 hours/week beginning 07/11/2016 – 08/04/2016.
21. Anne Larson Teacher at GVP, add Targeted Services Summer PLUS Teacher at Bridgewater beginning 7/26/2016.
22. Yolanda Lokken, ECSE SpecEd EA-PCA at Longfellow for 28.5 hours/week, increase to 31.25 hours/week beginning 8/30/2015.
23. Kathryn Lozada, Community School Co-Coordinator 30 hrs/wk and 47 wks/yr, change to 40 hrs/wk and 43 wks/yr beginning 7/1/2016.
24. Kristy Malecha, SpecEd EA at Greenvale Park for 7 hours/day, change to SpecEd EA-PCA at Greenvale Park for 6.75 hours/day beginning 08/30/2016.
25. Caroline Manderfeld, SpecEd EA-PCA at Sibley for 7.08 hours/day, change to SpecEd EA-PCA at Middle School for 6.75 hours/day beginning 08/30/2016.
26. Beth McClune, ESY SpecEd EA-PCA at Sibley for 3.5 hours/day, add 4-4.5 hours/week ESY Bus PCA at Sibley beginning 07/11/2016 – 08/04/2016. \$17.45/hr.
27. Beth McClune, Educational Assistant at the Middle School, add Camp Friends Staff at CS beginning 07/27/2016 – 08/18/2016; \$17.45/hour (*subject to change with 2016-18 agreement).
28. Joan McGorry, ECSE SpecEd EA-PCA at Longfellow for 31.75 hours/week, change to ECSE SpecEd EA-PCA (9.75 hours/week)/GenEd ECSE EA (6.5 hours/week) at Longfellow beginning 8/30/2016.
29. Kim Medin, SpecEd EA-PCA at the Middle School for 6.75 hours/day ending 06/08/2016, change to SpecEd EA-PCA at the Middle School for 6.75 hours/day beginning 8/30/2016 with no ending date.
30. Jacqueline Meyer, ESY SpecEd EA-PCA for 3.5 hours/day, add 2 hours/day for 16 days, .75 hours/day for 8 days, and 1.5 hours/day for 8 days beginning 07/11/2016 – 08/04/2016.
31. Keith Nohava, Head Custodian at Greenvale Park, change to Head Custodian at the High School beginning 08/01/2016.
32. Debbie O'Meara, SpecEd EA-PCA at Greenvale Park for 7 hours/day, change to SpecEd EA-PCA at Greenvale Park for 6 hours/day beginning 08/30/2016.
33. Deb Pack, ESY SpecEd EA-PCA at the High School, add .75 hours/day (up to 4 hours/week) ESY Bus PCA at the High School beginning 07/11/2016 – 08/04/2016.
34. Ryan Pietsch, PE Teacher/Head Softball coach at SB/HS, add 6th grade Football Coach at the MS beginning 9/6/2016 – 10/19/2016; Level J, Step 7.
35. Teri Quint, SpecEd EA-PCA at Middle School for 6.5 hours/day, change to SpecEd EA-PCA for 6.5 hours/day (3.25 hours/day at Middle School and 3.25 hours/day at High School) beginning 08/30/2016.
36. Sara Redetzke, SpecEd EA-PCA at the Middle School for 6.75 hours/day with end date of 06/08/2016, change to SpecEd EA-PCA at the Middle School for 6.75 hours/day beginning 08/30/2016 with no ending date.
37. Deb Seitz, Special Education Teacher at the Middle School, add Homebound Instruction at the Middle School for up to 15 hours beginning 5/31/2016.
38. Jennifer Severson, SpecEd EA-PCA, add SpecEd Bus EA-PCA (MSAB Route) for up to 9 hours/week beginning 07/11/2016 – 07/22/2016.
39. Pilar Sullivan, ECSE SpecEd EA-PCA at Longfellow for 31.5 hours/week, change to ECSE SpecEd EA-PCA (23.75 hours/week)/GenEd ECSE EA (6.50 hours/week) at Longfellow beginning 8/30/2016.
40. Lisa Williams, ECSE SpecEd EA-PCA at Longfellow for 31.25 hours/week, decrease to 30.25 hours/week beginning 8/30/2016.

c. Leave of Absence Requests.

1. Melody Leidall, Bridgewater School Nurse, Unpaid Leave of Absence for the 2016-17 school year.

d. Resignations/Retirements.

1. Tony Daza, Middle School Boys Soccer Coach, resignation effective 07/13/2016.
2. Lindsay DeMartino, CVSEC Office Support Northfield, resignation effective 8/03/2016.
3. Mishia Edwards, SpecEd EA-PCA at the CVSEC SUN Program (Northfield site); declined - unable to accept position.
4. Dana Gearing, 3rd grade teacher at Greenvale Park, resignation effective August 1st, 2016.
5. Mary Graue, Kid Ventures Site Assistant, resignation effective 08/02/2016.
6. Mariaclara Kell, Instructional Educational Assistant at the Middle School, resignation effective August 1, 2016.
7. Cory Miller, Assistant Boys Hockey Coach, resignation effective 07/12/2016.
8. Ellie Panek, Educational Assistant, resignation effective 07/22/2016.
9. Cale Steinhoff, Assistant Boys Soccer Coach (9th), resignation effective 07/10/2016.

e. Administration is recommending the approval of the following:

- Policy covering wages, working conditions and fringe benefits of Community Services Coordinators for the period extending July 1, 2016 through June 30, 2018.
- Policy covering wages, working conditions and fringe benefits of Technology Employees for the period extending July 1, 2016 through June 30, 2018.
- Wages for District Substitutes for the period extending July 1, 2016 through June 30, 2018.

f. Community Services Recreation Department Payroll Scale.

The Board is asked to approve the enclosed updated payroll scale for recreation employees effective August 1.

* 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. Filing for School Board is August 2-16 from 8 AM to 4:30 PM in the District Office. On the last day of filing, August 16, filing will be accepted until 5:00 PM. As of the mailing of this packet on Thursday, August 4th, Noel Stratmoen, Fritz Bogott have filed for School Board.

IX. Future Meetings

Monday, August 22, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

Monday, September 12, 2016, 5 PM to 6:30 PM, School Board Work Session (Strategic Planning), Northfield High School (location TBD)

Monday, September 12, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

July 11, 2016

Northfield High School Media Center

- I. Call to Order.
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 PM. Present: Bogott, Colangelo, Hardy, Pritchard, Quinnell and Stratmoen. Iverson was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was no one.
- IV. Approval of Minutes
On a motion by Quinnell, seconded by Hardy, minutes of the Regular School Board meeting held on June 13, 2016, were unanimously approved.
- V. Announcements and Recognitions
 - Superintendent Hillmann announced that there is a chance of severe weather and instructed everyone where to go in the event the tornado sirens are activated.
- VI. Items for Discussion and / or Reports
 1. Registration and Scheduling Process at Northfield Middle School and Northfield High School.
High School Principal Joel Leer and Middle School Principal Greg Gelineau gave the Board an insider's look at what it takes to create a secondary school schedule and the nuances that make it an incredibly complex process.
 2. Strategic Planning Process Preview.
Superintendent Hillmann provided the Board with a preview of the upcoming strategic planning process. The last time the Board engaged in strategic planning was in 2004, shortly after Dr. Richardson came to Northfield as Superintendent. Dr. Bruce Miles of the Big River Group will facilitate the process. A work session for Board members and administrators will be held prior to the August 8th School Board meeting from 5 PM – 6:30 PM in the High School Auditorium. Board members were asked to let either Chair Julie Pritchard or Donita Delzer know if there's a problem with that date and time. Dr. Miles will meet with staff on September 1 where he will run a concurrent session along with all of the other conference-style sessions being offered that day to licensed staff. All staff will be invited to participate in one of the sessions focused on staff input toward the new strategic plan. There will also be a session for community members to provide input. This session is yet to be scheduled. There will be an additional administrative/Board meeting to finalize the strategic plan in September. That date is still being finalized.
 3. District Committees Reports.
Superintendent Hillmann and Board Chair Pritchard led a discussion on the potential of monthly or bi-monthly reports to the entire School Board by the (a) Committee representative to provide the entire Board with a brief overview of what their committee is working on. It was decided to move forward with these reports once a month. They will follow the announcements on the agenda beginning with the September 26 Board meeting. A Google form will be developed and made available for consistency in the reporting.

VII. Superintendent's Report

A. Items for Individual Action

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

On a motion by Stratmoen, seconded by Bogott, the Board unanimously approved School Board Policy 527 - Student Use and Parking of Motor Vehicles: Patrols, Inspections and Searches, as amended.

2. Resolution Regarding Christopher Columbus Day.

On a motion by Colangelo, seconded by Hardy, the Board unanimously approved the following Resolution Regarding Columbus Day.

WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then

BE IT RESOLVED, that Christopher Columbus Day on October 10, 2016, shall not be a holiday.

Voting 'yes' was Bogott, Hardy, Colangelo, Quinnell, Stratmoen and Pritchard. No one voted 'no.' Iverson was absent.

3. FY 2016 Audit Engagement Letter.

On a motion by Colangelo, seconded by Bogott, the Board unanimously accepted the 2015-16 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$23, 300 plus expenses.

4. Position Modifications for Directors of Finance and Human Resources.

On a motion by Bogott, seconded by Colangelo, the Board unanimously approved the recommended changes to the Directors of Human Resources and Finance positions at a total cost of \$32,237 and holding the \$127,000 in savings from the reduction of the Director of Administrative Services position within the District administrative budget.

5. Additional Middle School Sidewalk.

On a motion by Hardy, seconded by Stratmoen, the Board unanimously approved the change order in amount of \$16,740 for the Middle School driveway project, allowing for sidewalks to be installed on the entirety of both the north and south sides of the driveway.

6. Long Term Facilities Maintenance Revenue and Ten-Year Plan.

On a motion by Colangelo, seconded by Stratmoen, the Board unanimously approved the Long Term Facilities Maintenance Revenue and Ten-Year Plan dated July 11, 2016.

B. Items for Consent Grouping

On a motion by Bogott, seconded by Quinnell, the Board unanimously approved the following items listed under the Consent Grouping. Pritchard highlighted the Booster Club donations and thanked the community for its support.

1. Fiscal Year Organization Actions.

The Board approved the following:

- a) Approved authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2016-2017.
- b) Approved designating Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 - Investments, for fiscal year 2016-2017.

- c) Approved authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2016-2017.

2. Memberships for 2016-2017.

The following membership in the groups listed below were renewed for the 2016-2017 school year.

- a. Minnesota State High School League. The designated Northfield High School Representative is Activities Director Tom Graupmann and the designated School Board Representative is Board Member Jeff Quinnell.
- b. Minnesota Association of School Administrators.
- c. Schools for Equity in Education.
- d. Southeast Service Cooperative.
- e. Region V Computer Services Cooperative.
- f. Rice County Family Services Collaborative.
- g. Minnesota School Boards Association.
- h. Healthy Community Initiative.

3. Financial Reports – May 2016.

The Board approved paid bills totaling \$1,623,317.02, payroll checks totaling \$2,717,460.82 and the financial reports for May 2016. There were no bond payments made in May 2016.

4. Gift Agreement.

The Board approved the gift agreement with the Northfield Booster Club in the amount of \$13,235 to be used to purchase a variety of items, as listed on the Gift Agreement. Also, an additional \$13,302 was gifted to the School District to cover athletic fee waivers for the 2015-2016 school year.

5. Grant Request.

The Board approved a \$75,000 grant request to the American Honda Foundation. If this grant is received, it will provide for the implementation of new initiatives, programming and use of new resources for literacy/English Language Development, including Sheltered Instruction Observation Protocol (SIOP) training for 24 grade level teachers and three English Language teachers.

6. Personnel Items.

a. Appointments.*

- 1. Jennifer Allison, 1.0 FTE Third Grade Teacher at Greenvale Park Elementary beginning 08/29/2016; BA, Step 4.
- 2. Charlie Alvarez, 1.0 FTE Third Grade Companeros Teacher at Greenvale Park beginning 08/29/2016; BA, Step 3.
- 3. Mary Bleckwehl, .5 FTE Grade 2 Elementary Teacher at Sibley Elementary beginning 08/29/2016 – 06/06/2017; MA60, Step 6.
- 4. Amber Brezina, 1.0 FTE Grade 2 Elementary Teacher at Sibley Elementary beginning 08/29/2016; BA, Step 0.
- 5. Christa Bultman, Assistant Volleyball Coach (9th Grade) at the High School beginning 08/15/2016 – 11/12/2016; Level E, Step 1.
- 6. Cory Callahan, Assistant Football Coach at the High School beginning 08/15/2016 – 11/26/2016; Level E, Step 1.
- 7. Micahala Johnson, CS Recreation Staff (Aquatics \$9.00/hour; Class Lead \$10.00/hour) beginning 06/20/2016 – 08/31/2016.
- 8. Briana Kane, Temporary KidVentures Site Assistant at Sibley for 24-32 hours/week beginning 06/23/2016 – 09/02/2016; Step 1, \$12.19/hour (15-16); Step 1, \$12.43/hour (16-17).
- 9. Molly MacKay, Dance Team Assistant Coach at the High School beginning 10/24/2016 – 02/18/2017; Level F, Step 5.

10. *Jae Mawby, Special Education Educational Assistant-PCA at the Cannon Valley Special Education Cooperative (Faribault site) for 7 hours/day beginning 08/29/2016; Step 1, \$13.98/hour.
11. *Lindsay Mehrhoff, ESY SpecEd EA-PCA at Sibley for 3.5 hours/day beginning 07/01/2016 – 08/04/2016; Step 3, \$14.86/hour.
12. Laura Meyers, Summer PLUS Club Leader at Bridgewater for 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$19.50/hour (15-16); \$20.09/hour (16-17).
13. Christopher Morgan, Head Girls Swimming & Diving Coach at the High School beginning 08/15/2016 – 11/19/2016; Level A, Step 5.
14. Katie O'Brien, ESY Teacher at Longfellow for 3.5 hours/day beginning 07/01/2016 – 08/04/2016; BA, Step 6.
15. *Samantha Olson, GenEd-EA (Media Center) at the High School for 8 hours/day beginning 09/01/2016; Step 1, \$13.46/hour.
16. Kenneth E. Pratt, Assistant Wrestling Coach at the Middle School beginning 11/07/2016 – 01/28/2017; Hourly \$14.00/hour.
17. Diane Wiese, 1.0 FTE Special Education SLD Resource Room Teacher at Greenvale Park Elementary beginning 08/29/2016; MA, Step 11.
18. Mark Welinski, Community Services Recreation JTT Tennis Coach beginning 06/01/2016 – 08/31/2016; \$2,500 Stipend (5 payments).
19. Jamie Forbord, 1.0 FTE Special Education Teacher at the High School beginning 08/29/2016; BA+45, Step 5.
20. Cecelia Green, Concessions Manager at the High School (Activities) for the 2016-17 school year; \$1,550 Stipend.
21. **Annette Hakala, Technology Specialist (district wide) beginning 07/25/2016; \$52,400, Step 2.
22. Meredith Maniglia, CS Recreation Staff (Soccer Aide \$9.25/hour; Soccer Supv. \$10.00/hour) beginning 07/11/2016 – 08/31/2016.
23. Correction: Tamra Paulson, 1.0 FTE Long-Term Substitute EBD/SLD Teacher at Sibley Elementary beginning 08/29/2016 – 06/06/2017; Change from MA, Step 5 to MA15, Step 5. (additional transcripts received)
24. **Matthew Roy, Technology Specialist (district wide) beginning 07/25/2016; \$52,400, Step 1.
25. **Vicki Turner, 1.0 FTE Early Childhood Coordinator at Community Services beginning 07/11/2016 for 50 weeks/year (\$49,580); change to 52 weeks/year; \$51,563.00, Step 4 - beginning 07/11/2016.

b. Increase/Decrease/Change in Assignment.

1. Janet Amundson, SpecEd EA-PCA at the Middle School (6.75 hours/day), change to SpecEd EA-PCA at the MS for 6.5 hours/day beginning 09/06/2016.
2. Danielle Crase, Long-Term Substitute Special Education Resource Teacher at the HS; add ESY Teacher at Sibley Elementary for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
3. Adam Danielson, Fourth Grade Teacher at Bridgewater, change to 1.0 FTE Positive Attention & Learning Support Specialist (PALS) at Bridgewater beginning 08/29/2016.
4. *Nina deBoer, SpecEd EA-PCA at CVSEC-Northfield (7 hours/day), add ESY SpecEd EA-PCA at the High School for 3.5 hours/day beginning 07/01/2016 – 08/04/2016; Step 6, \$15.95/hour.
5. Tyler Faust, Special Education Teacher at Bridgewater, add ESY Teacher at Sibley for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
6. Teresa Findlay, SpecEd EA-PCA at the Middle School (6.75 hours/day), change to SpecEd EA-PCA at the MS for 6.5 hours/day beginning 09/06/2016.
7. Nicole Gill, Special Education Teacher at the High School, add ESY Teacher at the High School for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.

8. Pamela Hanson, GenEd EA-Instructional at the High School (6 hours/day), change to SpecEd EA-Job Coach at the HS for 6.5 hours/day beginning 08/30/2016.
9. Deb James, ECSE (3-5) Teacher at Longfellow, add overload ECSE (3-5) at Longfellow beginning 03/29/2015 – 06/08/2016.
10. Joni Karl, .6 FTE Math Teacher at the High School, increase to .8 FTE Math Teacher at the High School beginning 08/29/2016.
11. Cindy Keogh, Child Nutrition Associate, add Targeted Services PLUS Club Leader at Bridgewater for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$19.50/hour (15-16); \$20.09/hour (16-17).
12. Lynn Krominga, Assistant Director of Special Education, change from 45 weeks/year to 52 weeks/year beginning 07/01/2016.
13. Melissa Larsen, School Social Worker at GVP, change to Positive Attention & Learning Support Specialist (PALS) at GVP beginning 08/29/2016.
14. Carolyn Manderfeld, SpecEd EA-PCA at Sibley (6.75 hours/day), change to SpecEd-EA-PCA at the Middle School for 6.75 hours/day beginning 09/06/2016.
15. Nick Mertesdorf, SpecEd EA-Job Coach at the High School (6.5 hours/day), change to SpecEd EA-PCA at the HS for 6.75 hours/day beginning 08/30/2016.
16. Jackie Moon, SpecEd EA-PCA at the Middle School (6.75 hours/day), change to SpecEd EA-PCA at the MS for 6.5 hours/day beginning 09/06/2016.
17. Karen Nelson, .6/.4 FTE FACS Teacher at the High School, increase to 1.0 FTE for Semester 1; .8 FTE for Semester 2 FACS Teacher at the High School beginning 08/29/2016 – 06/06/2017.
18. Katie O'Connor, NB ECSE Teacher at Longfellow, add overload NB ECSE at Longfellow beginning 03/29/2015 – 06/08/2016.
19. Katie O'Connor, NB ECSE Teacher at Longfellow, add ESY Teacher at Longfellow for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
20. Kyle Roth, Special Ed Teacher at Longfellow, add ESY Teacher at Longfellow for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
21. Heather Ryden, RTI Coach at Greenvale Park, add Targeted Services Summer PLUS Teacher at BW for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
22. John Schnorr, B-5 Speech Pathologist at Longfellow, add overload Speech & ECSE at Longfellow beginning 03/29/2015 – 06/08/2016.
23. Christina Schwietz, Targeted Services PLUS Club Leader, add TS Summer PLUS Club Leader at Bridgewater for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$19.50/hour (15-16); \$20.09/hour (16-17).
24. Deb Seitz, Special Education Teacher at the MS, add ESY Teacher at Sibley for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
25. Michelle Sonnega, English Teacher at the High School, add Head Knowledge Bowl Coach at the High School beginning 06/21/2016; Level H, Step 1.
26. Dawn Sorenson, ECSE (3-5) Teacher at Longfellow, add overload ECSE (3-5) at Longfellow beginning 03/29/2015 – 06/08/2016.
27. Josh Spitzack, 1.0 FTE 3rd Grade Teacher at Greenvale Park, change to 1.0 FTE 5th Grade Teacher at GVP beginning 08/29/2016.
28. Anja Stromme, CS Recreation Substitute, change to CS Recreation Staff (SUPER Kids Supervisor \$10.00/hour) beginning 06/22/2016 – 08/31/2016.
29. Amanda Tracy, .8 FTE Spanish Teacher at the High School, decrease to .6 FTE Spanish Teacher beginning 08/29/2016 – 06/06/2017 (2016-17 school year).
30. ReNae Trebelhorn, Special Education Teacher at the MS, add ESY Teacher at the MS for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
31. Peg Witt, Second Grade Teacher at Sibley, change to Positive Attention & Learning Support Specialist (PALS) at Sibley beginning 08/29/2016.
32. Extended School Year Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 3.5 hours/day beginning 07/01/2016 – 08/04/2016:
 - Kathy Beck, add ESY SpecEd EA-PCA at Sibley

- Allyson Bernstorff, add ESY SpecEd EA-PCA at the Middle School
 - Shari Bridley, add ESY SpecEd EA-PCA at Longfellow
 - Theresa Findlay, add ESY SpecEd EA-PCA at Sibley
 - Marilyn Frey, add ESY SpecEd EA-PCA at Longfellow
 - Cindy Huschle, add ESY SpecEd EA-PCA at the High School
 - Shelly Kruger, add ESY SpecEd EA-PCA at the High School
 - Beth Kuyper, add ESY SpecEd EA-PCA at Sibley
 - Brittney Laue, add ESY SpecEd EA-PCA at Longfellow
 - Yolanda Loken, add ESY SpecEd EA-PCA at Longfellow
 - Carolyn Manderfeld, add ESY SpecEd EA-PCA at the Middle School
 - Beth McClune, add ESY SpecEd EA-PCA at Sibley
 - Kim Medin, add ESY SpecEd EA-PCA at Sibley
 - Jacqueline Meyer, add ESY SpecEd EA-PCA at the High School
 - Jackie Moon, add ESY SpecEd EA-PCA at Sibley
 - Jacob Odell, add ESY SpecEd EA-PCA at the High School
 - Deb Pack, add ESY SpecEd EA-PCA at the High School
 - Melissa Reuvers, add ESY SpecEd EA-PCA at Sibley
 - Tammy Schwagerl, add ESY SpecEd EA-PCA at the Middle School
 - Jennifer Severson, add ESY SpecEd EA-PCA at Longfellow
 - Andrea Waldoch, add ESY SpecEd EA-PCA at Longfellow
 - Lori Witt Macrae, add ESY SpecEd EA-PCA at Sibley
 - Carina Zick, add ESY SpecEd EA-PCA at Sibley
33. Tricia Christopherson, Grade 2 Companeros Teacher, add TS Summer PLUS Teacher at Bridgewater for 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
34. Martha Donahoe, Office Generalist at Longfellow (4 hours/day), change to Office Generalist/Sped Due Process Clerical at Longfellow (7.5 hours/day) beginning 08/29/2016.
35. **Bruce Dybvik, Workstation Specialist (district wide \$39,139 + steps), change to Technology Specialist (district wide \$52,400 + steps) beginning 07/01/2016.
36. Shannon Flegel, Special Education Teacher, ESY OT Teacher for up to 4 hours/day for the summer program in the district beginning 07/11/2016 -- 08/04/2016.
37. Mark Harder, Head Custodian at the High School, change to Head Custodian at Longfellow/ALC beginning 08/01/2016.
38. Kelly Hebzynski, Math Teacher at the MS, add Assistant Volleyball Coach (7th Grade) at the Middle School beginning 09/06/2016 – 10/19/2016; Level H, Step 5.
39. **Duane Johnson, Technology Specialist (districtwide \$59,301 + steps), change to Network Assistant (districtwide \$59,301 + steps) beginning 07/01/2016.
40. **Anna Kelly, Community School Club Leader/Site Assistant, change to GenEd EA-Media/Supv. at Greenvale Park for 6.5 hours/day beginning 08/30/2016; Step 1, \$13.43/hour
41. Corrine Oian, Guidance Counselor at the MS, add Assistant Volleyball Coach (7th Grade) at the Middle School beginning 09/06/2016 – 10/19/2016; Level H, Step 5.
42. John Schnorr, Special Education Teacher, add ESY SLP Teacher for up to 4 hours/day for the summer program in the district beginning 07/11/2016 – 08/04/2016.

c. Leave of Absence Requests.

1. Tracy Closson, Family/Medical Leave of Absence beginning June 16, 2016 through June 24, 2016.

2. Judi Vitito, Unpaid Leave of Absence for the 2016-17 school year effective 06/28/2016.
3. Pat Bullard, Family/Medical Leave of Absence beginning 06/28/2016 – 10/28/2016 (first 60 work days=FMLA).

d. Resignations and Retirement.

1. Terry Bestul, 6th Grade Football Coach, resignation effective 07/05/2016.
2. Katie Goehring, Early Ventures Teacher at Longfellow, resignation effective 08/19/2016. Katie will change to Hand in Hand Teacher at LF for up to 32 hours/week beginning 08/20/2016.
3. Marian Green, HR Administrative Support, resignation effective 6/30/2016.
4. Steven Hill, Head Custodian at the Middle School, retirement effective 10/14/2016.
5. Jed McGuire, High School Weight Room Coach, resignation effective 07/06/2016
6. Priscilla Rotunda, HR Administrative Support, resignation effective 07/29/2016.

e. The Board approved the following:

- Policy covering wages, working conditions and fringe benefits of Educational Assistants 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 employee agreement

VIII. Items for Information

1. Master Facilities Planning ThoughtExchange Results Released.

Superintendent Hillmann provided a brief overview of the Master Facility Planning ThoughtExchange results public release. He identified the next steps in finalizing the District's Master Facilities Plan. The Administrative Leadership team will review the data and ATS&R will complete the plan. The document will be brought to the Board for formal approval by the end of October.

2. Superintendent's Blog.

Superintendent Hillmann shared information about the new blog he has started. The #nfldlead blog is intended to be a vehicle for the Superintendent to share information about the District with staff, students, parents, and community members. The goal is to publish it once a week, similar to an online newsletter. Buildings will promote the Superintendent's blog with families through their newsletters.

3. Filing for School Board is August 2-16 from 8 AM to 4:30 PM in the District Office. On the last day of filing, August 16, filing will be accepted until 5:00 PM. Candidates who file have until 4:30 PM on August 18 to withdraw.

IX. Future Meetings

Monday, August 8, 2016, 5:00 – 6:30 PM, School Board Work Session, Northfield High School Auditorium

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

Monday, August 22, 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 8:33 PM.


Noel Stratmoen
School Board Clerk



Para's on Film
Foster Shulley
Interpretive
Management
Team

Northfield Public Schools
Cheryl Hall – Director of Special Services
Lynn Krominga – Assistant Director of Special Education

Why the project?



- We were seeing an increase in the requests for Paraprofessionals
 - Every year
 - Throughout the year
- New requirement to train Paraprofessionals in disability specific areas.
- Paraprofessionals were requesting more training!

Year 1 Format

- o Professional Learning Community (PLC)
- o Wednesday mornings 7:30-8:30 AM.
- o Targeted students were from the ages of 2- 10 years of age with educational labels of Autism Spectrum Disorders.

SMART GOAL



SMART Goal: We will increase student independent task completion skills of our 14 targeted special education students (Early Childhood-5th grade) so that 80% will demonstrate increased independent task completion skills (requiring reduced Educational Assistance-EA support as measured by the Child Specific Paraprofessional Needs Matrix) from their current level to a level of demonstrating increased independence in 50% of the assessment by April 2015.

May Instructional Process

Student Name _____ Date _____
 School _____ Grade _____ IEP Manager _____

This matrix is to be used as a guide in determining the need for paraprofessional services for a student. Sections 1 and 2 are designed to use classroom data to help determine the need for paraprofessional support. Section 3 is designed to help determine where paraprofessional support may be needed.


Skill	Section 1: Complete for students who are in or are transitioning to the mainstream.			
	0	1	2	3
Finds Place	Student never finds where he/she is supposed to be in the school, classroom and in nonacademic settings.	Student needs constant assistance 10%-25% of the time to find his/her place in the classroom and in nonacademic settings.	Student needs constant assistance 26%-50% of the time to find his/her place in the classroom and in nonacademic settings.	Student always finds where he/she is supposed to be without consistent verbal or physical prompts by staff.
Maintains Place	Student is where he/she is supposed to be and doesn't leave without permission.	Student leaves the place where he/she is expected to be in the classroom without permission, but does not leave the room.	Student is not where he/she is expected to be 10-35% of the time. OK occasional exit or attempts to exit the room without permission.	Student is not where he/she is expected to be 36%+ of the time, OR frequently exits or attempts to exit the room without permission.
Manages School Related Belongings	Student brings school-related belongings to class and keeps them in their proper place.	Student needs 2-5 reminders per day to bring school-related belongings to class and/or keep them in their proper place.	Student needs 6-10 reminders to bring school-related belongings to class and/or keep them in their proper place.	Student needs 11+ reminders to bring school-related belongings to class and/or keep them in their proper place.

May Instructional Process

All EA's completed 4 training modules using the Autism Internet Modules
<http://www.autisminternetmodules.com>

Modules included;

- Language and Communication
- Prompting
- Visual Supports and
- A module of their choice (i.e. Restricted Patterns of Behavior, Rules and Routines, Medication Management, PECS, and Social Skills groups were chosen).

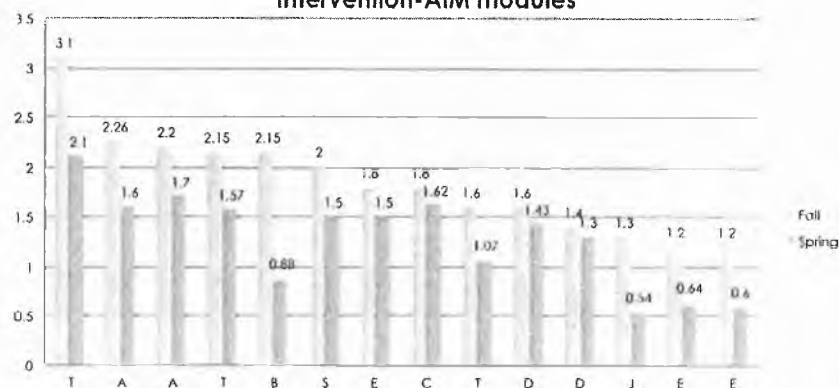


Method

- 15 minute time slots during the day
- Tracking charts & take aways
- NB/ASD teachers acted as coaches
- ASD/Behavior Consultant met after each module for 30-40 minute sessions.



Para Support Needed From Fall to Spring
Intervention-AIM modules



Staffing impact

- Staff in two specific programs was reduced by one FTE in each while maintaining appropriate support for students.
- New students were added to the programs without adding paraprofessionals.

Year 2!

- Added Para's from the following programs:
 - DCD
 - EBD
 - LD/OHD
- NB/ASD teachers designed activities for transitioning.



Proposing to provide time during PLCs to work on modules :

- Rotate supervision duties to provide all EAs opportunity

- Support staff in problem solving ways to find time during the day for teachers and EAs to discuss modules and implementation strategies.

Challenges



- Implementing training district wide

- Providing enough Consultation time with BCBA

- Scheduling time for para's to get on the computer during the day and meet with teachers.

Autism Internet Modules Inc.

<http://www.autisminternetmodules.org>

<http://alim.fpg.unc.edu/afim-modules>

<http://para.unt.edu/indexjasso>

Para modules

Teacher supervising para's



**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL BOARD ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 659 (Northfield), State of Minnesota as follows:

1. (a) It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.
2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 8th day of November, 2016.
3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.
4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of the ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.
5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.
6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instruction as may be necessary to accommodate an optical scan voting system.

GENERAL ELECTION BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 659
NORTHFIELD PUBLIC SCHOOLS
November 8, 2016

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this: 

**SCHOOL BOARD MEMBER – 4 YEAR TERM
VOTE FOR UP TO FOUR**

- | | |
|-----------------------|------------------------|
| <input type="radio"/> | Candidate U |
| <input type="radio"/> | Candidate V |
| <input type="radio"/> | Candidate W |
| <input type="radio"/> | Candidate X |
| <input type="radio"/> | _____ Write in, if any |
| <input type="radio"/> | _____ Write in, if any |
| <input type="radio"/> | _____ Write in, if any |
| <input type="radio"/> | _____ Write in, if any |

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter or credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and tenth day following the general election.

10. The School District Clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, and received on or after May 17, 2014, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Dated: August 8, 2016

(Noel Stratmoen, School Board Clerk)

TO: Matt Hillmann, Superintendent
FROM: Val Mertesdorf, Director of Finance *VM*
DATE: August 8th, 2016
RE: Board Approval of Financial Reports – June 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 June 2016.

Bills totaling \$2,249,001.26 were paid in June 2016.

Payroll checks totaling \$5,926,142.53 were issued in June 2016.

No bond payments were paid in June 2016.

At the end of June 2016 Total Cash and Investments amounted to \$28,433,578.72.

Wire transfers initiated by the district during June 2016:

6/6/16	\$500,000.00	From MSDLAF Liquid to MSDLAF AP Liquid
6/27/16	\$1,000,000.00	From MSDLAF Liquid to MSDLAF AP Liquid

The following financial reports for June 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

June 2016 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	2,560,657.37	4,684,512.50	7,280,496.04	7,448,592.48	7,413,266.31 *
FOOD SERVICE	709,188.69	142,527.93	138,900.96	2,187.21	715,002.87
COMMUNITY ED	691,612.73	296,148.40	215,519.34	(3,084.19)	769,157.60
DEBT SERVICE	3,183,194.63	1,501,360.40	-	-	4,684,555.03
TRUST	156,919.56	5,518.00	19,350.00	-	143,087.56
SELF INSURANCE	4,669,517.99	108.31	520,877.45	559,760.50	4,708,509.35
TOTALS	11,971,090.97	6,630,175.54	8,175,143.79	8,007,456.00	18,433,578.72
CERTIFICATE OF DEPOSIT	18,000,000.00	-	-	(8,000,000.00)	10,000,000.00
GRAND TOTALS	29,971,090.97	6,630,175.54	8,175,143.79	7,456.00	28,433,578.72

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

June 2016

Disbursements:

Bills Paid:

General Fund	\$ 1,607,043.39	
Food Service Fund	62,953.04	
Community Services Fund	38,777.38	
Trust & Agency Fund	19,350.00	
Self Insurance Fund	<u>520,877.45</u>	
Total Bills Paid		2,249,001.26

Payroll:

General Fund	5,673,452.65	
Food Service Fund	75,947.92	
Community Services Fund	176,741.96	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		5,926,142.53

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$8,175,143.79</u></u>

AGREEMENT

This Agreement is entered into this eighth day of August 2016 by and between the Northfield Public Schools (hereinafter the School) and the Northfield Swim Club (hereinafter the NSC). It is understood between the parties hereto that the NSC wishes to utilize certain facilities belonging to the School for swim practice purposes. It is further understood that the School wishes to accommodate the NSC pursuant to the School's Policy Regarding Community Use of School Facilities.

This Agreement is a legal contract and each party understands that it may be enforced in the District Court of the County of Rice, State of Minnesota against the School or the NSC if either one of them does not comply with the terms of this Agreement.

I. Description of Premises – The premises covered by this Agreement are the Northfield Middle School swimming pool, and the adjacent girls and boys locker rooms.

II. Use of Premises – Under this Agreement, the NSC is allowed to use the premises for swim practices. No other use of the premises is authorized under this Agreement. It is expressly agreed and understood between the parties that the NSC shall use the premises for swim practices only on weekdays, Monday through Friday, based on a schedule provided by the facilities scheduling designee or a member of the NSC Board of Directors and approved by the School's Facilities Scheduler. Any other use, such as swim meets, will require a separate application.

III. Term of Agreement – This agreement shall commence on September 1, 2016 and shall continue until August 31, 2017 unless terminated prior to that date as provided herein. This Agreement may be extended for an additional term, should the parties choose to do so; however, nothing contained herein shall be construed to require the School to extend the Agreement.

IV. Expenses – The NSC hereby agrees to pay to the School the following expenses related to its use of the Premises:

- Facilities – Effective September 1, 2016 the NSC will pay a facility fee of \$22.50 per hour for use of the swimming pool and the girls and boys locker rooms, with a two (2) hour maximum charge per date of use. These fees represent a negotiated 10% reduction from established community use fees. In addition, the NSC will pay an energy fee of \$12.00 per hour for every hour of use of the Pool and Locker Rooms after two hours per date of use. When the NSC shares space with the Community Services Division and SCUBA classes, the NSC will pay one-half of the agreed upon rental fee.
- Fee Reduction – The fee reduction is applied for facility rental costs for regular swim practices only, and not for meets or special events.
- Custodial – The NSC will pay \$45.00 per hour to the School for custodial services related to the NSC's use of the Premises should the use fall outside the normal hours of building operation, Monday through Friday. The NSC understands and agrees that the custodial services shall include any clean up necessary from any other event located on or about the premises which might occur during the day or evening prior to the NSC's practices. The NSC understands and agrees that custodial service is required in the building prior to, and after, the NSC's use of the premises. In addition, any use during non-school months in June, July and August, as the schedule allows, up to two hours per day of regular custodial time may be charged.

V. Payment of Expenses – The School will bill the NSC monthly for any of the aforementioned expenses. The NSC will make payment within 30 days of its receipt of any such invoice. Invoices will be sent electronically to the NSC Treasurer, email to be provided by the NSC.

VI. Limitations on NSC Use of Premises

- School and Non-school Related Activities and Events – The NSC understands that, according to the school district facility policy, school district activities and events and other school and non-school related activities may take precedence over permit usage. In the event the NSC's use of the premises is precluded by any such activity, the School will attempt to provide two weeks notice to the NSC that it will not be allowed to use the premises. In addition, the NSC understands there may be School or non-school activities which may require that certain pieces of equipment be left in the pool area or in locker rooms located on the premises. The NSC agrees that in such an event it will take every precaution not to disturb such equipment. Activities scheduled in school facilities can be viewed at <http://fs-northfield.rschoolday.com/calendar/index/publicview/>. Northfield High School Swim and Dive Team meet schedules can be viewed at http://www.big9.org/g5-bin/client.cgi?G5genie=4&school_id=2493
- Weather Closing – The NSC understands and agrees that if the School announces that schools will close early or are canceled due to inclement weather, NSC practices for those days are also canceled.
- Calamitous Event – The NSC understands and agrees that, in the event of any event which may substantially impair the safety or viability of the premises, the School will exercise its discretion in deciding whether to cancel any scheduled use of the premises by the NSC. The School hereby agrees to make every effort to provide the NSC with as much advance notice of any such cancellation as possible.

VII. Keys – The NSC understands and agrees that this Agreement shall entitle the NSC to possess two sets of keys to access the swimming pool, pool office, pool equipment room and locker rooms on the premises. The NSC has determined that these keys are to be issued to the current President and the current Head Coach of the NSC. The assigned keyholders will each sign for and be issued a key from the Facilities Scheduler at the beginning of the contract period and shall return the key at the end of the contract period, or when there is a change in keyholder. In the event these keys are lost, the NSC will be charged actual costs for re-keying/re-coring as necessary.

VIII. Storage – The NSC understands and agrees that it shall be allowed to store items of a swim practice nature only on the premises with the knowledge and permission of the School's Facilities Scheduler, Activities Director and Director of Buildings and Grounds. All stored items, plus any School items used, must be returned to their assigned location at the end of each day.

IX. Northfield Public School Access Policy – The NSC understands and agrees that the Northfield Public Schools Policy regarding Community Use of School Facilities (the Policy), including any amendments thereto, and the permit delineating dates of use and expectations of use are hereby incorporated into this Agreement. Adequate and responsible adult supervision must be present in all areas where participants in NSC activities are located. In the event any provision of this Agreement contradicts any provision of the Policy, this Agreement shall control.

X. Assignment and Delegation – The NSC hereby agrees that none of its rights contained in this Agreement may be assigned, nor may any of its duties be delegated, without the express written permission of the School. The NSC further agrees that any such permission will be at the sole discretion of the School.

XI. Default – The NSC understands that in the event the NSC violates any provision of this agreement, or any provision of the Policy, the School may, at its sole discretion, declare this Agreement void and discontinue the NSC's use of the premises.

XII. No Oral Representations – The parties hereto understand that this Agreement constitutes the complete understanding of the parties, and that neither party is relying on any oral representations made by the other party.

XIII. Insurance – During the term of this agreement, the NSC shall obtain and maintain at its expense, the following types and amounts of insurance:

Insurance against bodily injury and property damage which is to be in the amount of at least One Million Dollars (\$1,000,000) per occurrence and naming the School as an additional insured with copies thereof to be provided by the NSC. Furthermore, insurance covering all property owned by the NSC and stored on the premises shall be the sole responsibility of the NSC.

XIV. Waiver of Subrogation – The NSC hereby waives all claims for recovery from the School for any loss or damage to any of its property regardless of the nature of how said loss or damage occurred.

Northfield Swim Club

Northfield Public Schools

NSC President

Date

Noel Stratmoen, Clerk

Date

NSC Treasurer

Date

CONTRACT FOR TRANSLATION SERVICES BETWEEN
NORTHFIELD PUBLIC SCHOOLS AND MAR VALDECANTOS

This document constitutes an agreement between Northfield Public Schools and Mar Valdecantos (hereinafter called the Contractor). This is a ten (10) month contract beginning August 1, 2016 and ending June 30, 2017 for translation services provided to the Northfield Public Schools. Either party with 30 days written notice may terminate or request to renegotiate this contract. The parties to this agreement intend that the relationship between them created by this agreement is that of an agency-independent contractor. Ms. Valdecantos will provide an itemized list of the documents translated each month and the approximate time required for translation.

No contracted services shall be provided or paid for after June 30, 2017 unless a subsequent contract is executed between the Northfield Public Schools and Mar Valdecantos.

Documents to be translated will be emailed directly from building or district administrators to Ms. Valdecantos at least three (3) days prior to the date required (Email address is marvaldecantos@yahoo.com). Translations may include but not be limited to the following:

Principals portion of building newsletters

Calendar portion of building newsletters

District and building documents as requested by district or building administrator

Web documents as requested by district administrator

Student Citizenship Handbook

Building Handbooks

Compensation: For translation services provided during this period, the Contractor will be paid eight hundred twenty five dollars (\$825) per month over the term of the contract, payable in monthly fee installments by the 30th of each month. The total compensation for the ten (1) month contract will be eight thousand two hundred fifty dollars (\$8,250.00).

It is understood that the Contractor is not an employee of Northfield Public Schools. Therefore, she is not expected to fulfill the conditions of employment of a staff member, nor is she eligible for benefits. Payment of Social Security, workers compensation and state and federal taxes is the sole responsibility of the Contractor. If, for any reason, the Contractor is not able to complete these contractual requirements, payment will be adjusted on the basis of the work performed. Any work product generated through the contract becomes the property of the Northfield Public Schools.

Matthew J. Hillmann, Ed.D.

Superintendent

Northfield Public Schools

Mar Valdecantos

Contractor

Date_____

Date_____

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Community Services and Other Coordinators

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 – Other Compensation

Individuals having completed an advanced 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.

Masters Degree \$1,500.00 per year (prorated as outlined 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

Employees who work 20 hours or more per week with a duty year of 50 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 immediate supervisor.

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 50 or more weeks per year shall be as follows:

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

Part-time employees working between 20 hrs and 40 hrs per-week 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 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 50 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 benefits.

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.

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 immediate supervisor. 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.

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 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 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 \$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 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 – Professional Membership Dues

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

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.

Section 5.05 - 403(b) Matching Plan

The School District shall match employee payments up to \$2,000 per school year to a 403(b) plan for the full-time employee. Maximum lifetime district contribution will be \$25,000.

- 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 District 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 5.06 – Interim or Temporary Coordinators

In the event an interim or temporary coordinator is appointed by the School Board, that individual shall not be eligible for the benefits outlined in Section 5.05 of this document. The individual shall receive pro-rated daily pay based on the corresponding position listed in Appendices A and/or B for the time of the interim or temporary appointment. The individual will be eligible for district contributions outlined in Sections 4.03 (Health,) 4.04 (Dental,) and 4.05 (Life) and 4.06 (LTD).

APPENDIX A

SALARIES AND DUTY YEAR 2016-17

Position	Duty Year	Annual Salary
Rec. Program Coordinator (Bernhard)	52 Weeks	\$53,239
Enrichment Coordinator (Kolb)	52 weeks	\$53,239
Student & Community Liaison for Minority Issues (Lizaola)	198 days	\$43,001
Ventures Coordinator (Barrett)	52 Weeks	\$53,239
Youth Development Coordinator (Oto)	48 Weeks	\$34,467
Rice County Family Services Collaborative Coordinator** (Sandberg)	50 Weeks (30 hrs/wk)	\$49,736
Early Childhood Coordinator * (Turner)	52 Weeks	\$53,239
Community School Co- Coordinators (Lozada/Berdahl)	43 Weeks (40 hrs/week)	\$34,165

** Position funded by Rice County Family Services Collaborative. Not eligible for step increments.

* Position requires valid Minnesota Teaching Licensure.

Steps for service – added to base salary:

Step 1: \$0
Step 2: \$900
Step 3: \$2,000
Step 4: \$3,500

APPENDIX B

SALARIES AND DUTY YEAR 2017-18

Position	Duty Year	Annual Salary
Rec. Program Coordinator (Bernhard)	52 Weeks	\$55,139
Enrichment Coordinator (Kolb)	52 weeks	\$55,139
Student & Community Liaison for Minority Issues (Lizaola)	198 days	\$44,536
Ventures Coordinator (Barrett)	52 Weeks	\$55,139
Youth Development Coordinator (Oto)	48 Weeks	\$35,697
Rice County Family Services Collaborative Coordinator** (Sandberg)	50 Weeks (30 hrs/wk)	\$49,736
Early Childhood Coordinator *	52 Weeks	\$55,139
Community School Co- Coordinator (Lozada/Berdahl)	43 Weeks (40 hrs/week)	\$35,385

** Position funded by Rice County Family Services Collaborative. Not eligible for step increments.

* Position requires valid Minnesota Teaching Licensure.

Steps for service – added to base salary:

Step 1: \$0
Step 2: \$900
Step 3: \$2,000
Step 4: \$3,500

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Technology Employees

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/Work Day

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 work day shall be eight (8) hours/day.

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 – Longevity

After 6 years of employment:	\$500	20 years or more of employment:	\$1,250
7-12 years inclusive:	\$750	After 30 years' employment:	\$1,500
13-19 years inclusive:	\$1,000		

The longevity amounts are on an annual basis and are to be paid in addition to the base 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.

Section 2.04 - Holidays

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

ARTICLE III VACATION/LEAVES

Section 3.01 - Vacation

Vacations for employees who work at least 20 hours per week, and work 52 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.

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.

Any earned vacation days not used prior to the completion of the employee's service, will be paid to the employee at the current rate when the employee's service is completed.

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 52 weeks: 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, 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 bereavement.

1. 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 3.05 - Personal Leave

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

Section 3.06 - Leave of Absence Without Pay

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

Section 3.07 - Child Care Leave and Adoption Leave

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

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

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

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

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

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

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

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

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

Section 3.08 – Religious Observance Leave

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

Section 3.09 – Judicial Leave 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 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 effective date for employer contributions shall be January 1 of each year.

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 effective date for employer contributions shall be January 1 of each year.

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. 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 – Professional Membership Dues

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

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.

Section 5.05 – Vehicle Damage Stipend

The School District shall pay a Vehicle Damage Stipend of \$400 (divided over 24 pay periods) per year to each Network Manager, Assistant Network Manager and Technology Specialist to cover damage to their personal vehicles caused by transporting district technology equipment as part of their assigned duties.

**APPENDIX A
SALARIES AND DUTY YEAR
2016-17**

Position	Duty Year	Annual Salary
Network Manager* (Knutson)	52 weeks	\$77,455
Technology Specialist* (Hakala)	52 weeks	\$52,400
Asst Network Manager* (Johnson)	52 weeks	\$61,732
Technology Specialist* (Dybvik)	52 weeks	\$52,400
Technology Specialist* (Roy)	52 weeks	\$52,400
Student Information Systems Specialist (Neset)	52 weeks	\$63,530

*indicates exempt employee

**APPENDIX B
SALARIES AND DUTY YEAR
2017-18**

Position	Duty Year	Annual Salary
Network Manager* (Knutson)	52 weeks	\$80,646
Technology Specialist* (Hakala)	52 weeks	\$54,559
Asst Network Manager* (Johnson)	52 weeks	\$64,276
Technology Specialist* (Dybvik)	52 weeks	\$54,559
Technology Specialist* (Roy)	52 weeks	\$54,559
Student Information Systems Specialist (Neset)	52 weeks	\$66,148

*indicates exempt employee

STEP INCREMENTS

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

Experience	<u>2016-18</u>
1 st Year	\$0
2 nd Year	\$1,000
3 rd Year	\$1,500
4 th Year	\$2,000

**NORTHFIELD PUBLIC SCHOOLS
SUBSTITUTE PAY**

Effective July 1, 2016

Teachers – Elementary & Secondary	Up to 1 hour	\$23.20
	Over 1 hour up to ½ Day	\$58.00
	Full Day	\$116.00
	<i>(maximum - \$116.00/day)</i>	
Substitute Educational Assistants	\$14.05/hour	
Substitute Child Nutrition Associates	\$11.78/hour	
Substitute Student CNA	\$9.50*	
Substitute Clerical	\$14.05/hour	
Substitute Retired Clerical/Confidential	\$19.64/hour	
Substitute Custodial	\$14.05/hour	
Substitute Nurse	\$26.80/hour	

** Tied to MN Minimum Wage rate of pay.*

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: 08/01/16

Requester: Melissa Bernhard

Effective Date of Change: 08/01/16

Ending Date of Change: 5/31/17

Recreation Starting Wage	From: \$9.00 + exp.	To: \$9.50 + exp.
Recreation Starting Wage (Lifeguard)	From: \$9.50	To: \$10.00
Recreation Starting Wage (WSI)	From: \$10.50	To: \$11.00
Recreation Starting Wage (Supervisor/Class Lead)	From: \$10.00	To: \$10.50
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.